

**S**ervice **E**mployees **I**nternational **U**nion **L**ocal **521**  
Change to Win (CTW) / Canadian Labor Congress (CLC)

# **SANTA CLARA COUNTY**

## **CHAPTER BYLAWS**



**Adopted April 21, 2022**

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## **ARTICLE 1 – NAME**

The Santa Clara County Chapter, 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 hereby incorporates such bylaws as its own.

## **ARTICLE 2 – JURISDICTION/MEMBERSHIP**

### **Section 1 – Jurisdiction**

The jurisdiction of the Chapter shall be all workers in County of Santa Clara service, classified and unclassified, in coded and un-coded classifications where represented.

### **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 union dues paying member in accordance with the bargaining unit contract. A member who has paid the full union dues obligation shall be determined to be a “member in good standing” with the Chapter and the Local Union. In accordance with the Local Bylaws, dues must be current and paid on time. Dues are due and payable on or before the last day of the current month. In the event that a member is out on unpaid leave, the member shall be responsible for paying his/her dues directly to the Union to remain in good standing.

### **Section 3 – No Discrimination**

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

### **Section 4 – Non-Membership**

Workers who choose not to become union dues paying members of Local 521 shall be entitled to representation rights such as grievance, negotiation and appeal services, but shall not be entitled to run for office, nor have a voice or vote in any union elections and cannot serve on a chapter committee. Non-members 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's and/or the Change To Win- Canadian Labor Congress' benefits packages and legal referral for personal matters.

### **Section 5 – Change of Membership Status**

A union dues paying member may discontinue regular membership, as described in the membership card agreement.

## **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, consistent with the Bylaws of SEIU Local 521 and SEIU's International Bylaws.

## **ARTICLE 4 – STRUCTURE & AUTHORITY**

The structure of this Chapter shall consist of the General Membership, the Chapter Leadership Council, Steward Councils, and the Stewards, Chief Stewards, and Assistant Chief Stewards. The General Membership consists of all Union dues paying members in good standing. The General Membership is the body with the highest authority in the Chapter and is authorized to take lawful action, consistent with these Bylaws, and to act on behalf of the Chapter.

## **ARTICLE 5 – OFFICERS**

### **Section 1 – Officers**

The Officers of this Chapter shall be a President and two Vice Presidents, a Secretary, a Treasurer, and ten (10) Vice Chairs (VC), (VC for Eligibility Supervisor Unit, VC for Eligibility Workers Unit, VC for Social Work Supervisor Unit, VC for Social Workers Unit, VC for Clerical Unit, VC for Public Health Nursing Unit, VC for Blue Collar Unit, VC for the APT Unit, VC for the Environmental Health Unit and VC for the Probation Counselor Safety Unit (PCSU). Should additional bargaining units be developed or current ones merged or divided, they shall be appropriately allocated a Vice Chair position. The offices of President and two Vice Presidents, Secretary and Treasurer shall be voted at large. All Vice Chairs shall be voted by their respective bargaining units.

### **Section 2 – Duties of the President**

The President shall be the presiding officer of the Chapter and shall: (1) preside over all General Membership meetings; (2) have general supervision of the work of the Chapter in accordance with the Bylaws; and (3) in coordination with Local Union staff, shall have authority to act in all matters not otherwise delegated. The President shall be a Negotiator and one of the persons authorized to sign and counter-sign all appropriate orders on funds, contracts and agreements. The President shall appoint Committee Chairpersons (other than the Chair of the Elections Committee, per Article 10, section 1) and may create or disband special committees charged with an assigned purpose and define their task. The President shall give a full report of his/her activities at each regular Chapter Leadership Council meeting and General Membership meeting. The President may appoint a Sergeant-at-Arms and a Parliamentarian. The President shall be the chief spokesperson for the Chapter. Only the President or his/her designee from the Chapter membership shall represent the Chapter with the media. The President shall be a co-signatory on all accounts of the Chapter.

### **Section 3 – Duties of the Vice Presidents**

The Vice Presidents shall assist the President in all his/her duties and shall perform the President's duties in his or her absence. They shall rotate substitute chairing duties. Vice Presidents shall also be Negotiators and represent the Chapter at boards, commissions, the media and at the Local when appropriate.

### **Section 4 – Duties of the Vice Chairs**

The duties of the Vice Chairs shall be to assist the President and to act as the President if the President and both Vice Presidents are absent. In order to maintain contact with the membership and their respective bargaining unit(s), each Vice Chair will serve as their bargaining unit(s) liaison,

may delegate responsibility for issues affecting their bargaining unit(s), and may attend Steward Council meetings or other meetings as needed, including Labor-Management meetings and Board of Supervisor meetings. Additional duties include being a Negotiator and ensuring that the negotiating committee for his/her respective bargaining unit(s) are prepared and in compliance with the Bylaws under Article 13. He/she will report his/her activities at regular Chapter Leadership Council meetings and General Membership meetings, as needed.

#### **Section 5 – Duties of the Secretary**

The Secretary shall keep a correct and accurate record of proceedings of all regular and special Chapter Leadership Council and General Membership meetings of the Chapter.

#### **Section 6 – Duties of the Treasurer**

The Treasurer shall keep records of the Chapter's bank accounts with the assistance of staff. Records shall include an accurate account of all receipts and disbursements of the monies deposited in the account. Funds may be drawn only when expenditure is authorized by the Chapter Leadership Council with approval of the Local Union Executive Board, in accordance with Local Union policies and procedures. The Treasurer will be a co-signatory on checks issued.

#### **Section 7 – Vacancy of the President**

Should the President fail to complete his/her elected term of office, then a vote to select a new President to serve out the remainder of that term shall take place amongst the ten (10) Vice Chairs, and all other Chapter Officers within thirty (30) calendar days after the last day of the President's time in office. The two Vice Presidents shall be the only candidates in this election. Should there be a tie, a game of chance shall determine the winner.

#### **Section 8 – Vacancy of a Vice President**

Should either of the Vice Presidents fail to complete his/her elected term of office, then a vote to select a new Vice President to serve out the remainder of that term shall take place amongst the President, the ten (10) Vice Chairs, and all other Chapter Officers within thirty (30) calendar days after the last day of that Vice President's time in office. Only existing Chapter Officers (with the exclusion of the President) may be a candidate in this election. Should there be a tie, a game of chance shall determine the winner.

#### **Section 9 – Vacancy of any other Officer Position**

If any other Chapter Officer fails to complete his/her elected term of office, then the membership shall be promptly informed that nominations to fill that position shall take place at the next General Membership or Leadership Council meeting. All members in good standing are eligible to be nominated and/or to make nominations. The vote to fill the vacant Officer position shall take place at the next General Membership meeting. Should there be only one nominee to fill a vacant Officer position, that nominee shall automatically be considered elected to the position, effective immediately. Should there be a tie, a game of chance shall determine the winner.

## **ARTICLE 6 – THE CHAPTER LEADERSHIP COUNCIL**

### **Section 1 – Composition**

The Chapter Leadership Council shall consist of the Chapter Officers, the Chief Stewards, and Assistant Chief Stewards. The Chapter President shall preside over meetings of the Chapter Leadership Council.

### **Section 2 – Meeting Frequency and Notification**

The Chapter Leadership Council shall meet every other month. With proper notice to the General Membership, General Membership meetings and Chapter Leadership Council meetings may be combined.

### **Section 3 – Quorum**

A quorum for the Chapter Leadership Council meetings shall consist of at least five (5) Officers, one of which must be the President or a Vice President, plus a combination of at least ten (10) Chief Stewards or Assistant Chief Stewards.

### **Section 4 – Authority to Act**

In the absence of a quorum at a Chapter Leadership Council meeting, the recommended actions of the Chapter Leadership Council as reported in the minutes shall be carried forward to the next General Membership meeting for its review and ratification. On matters of policy, members at the next regular meeting, by majority vote, may agendaize any subject matter for discussion and possible action at the next meeting for which there is a quorum.

### **Section 5 – Regular Order of Business**

The regular order of business for the Chapter Leadership Council meetings shall include:

1. Roll Call/Determination of Quorum (within 30 minutes of meeting called to order)
2. Open Forum (each speaker limited to 2 minutes)
3. Ratification of Agenda
4. Review of Minutes:
  - a. Most recent General Membership meeting
  - b. Most recent Chapter Leadership Council meeting
  - c. Any special meetings happening in the interim
5. Old Business (may include Workplace Reports, Officer Reports, Committee reports, Grievance reports, etc. (no more than 2 minutes each, no action required).
6. New Business
7. Financial report
8. Local Union Executive Board Delegate Reports
9. Political Updates
10. Announcements

## 11. Adjournment

Staff may report on agenda items, as well as invited special speakers. Committee reports or other reports may be in writing and should be submitted to the Secretary if they are written reports.

It is the expectation that all members of the Leadership Council will attend all Council meetings, and all General Membership meetings, and shall timely notify the President or Union staff of inability to attend a meeting. Should an Officer, Chief Steward or Assistant Chief Steward fail to attend three consecutive meetings (counting Leadership and General Membership meetings) without cause or proper notification, the affected Steward Council shall be notified for any further action needed.

### **Section 6 – Special Chapter Leadership Council Meetings**

The Chapter President shall be able to call special Chapter Leadership Council meetings without prior written notice in such cases where he/she deems the issue to be one that demands immediate attention, or when he/she feels a strategic position of the Chapter would be lost by hesitation. The President shall make a reasonable effort to contact all Chapter Leadership Council members. A special meeting of the Chapter Leadership Council may take the form of a conference call or use of other electronic communications not to include County email. Minutes will be required of all such special meetings. The minutes shall be presented for review at the next regularly scheduled Chapter Leadership Council meeting or General Membership meeting, whichever comes first.

### **Section 7 – Official Minutes**

The Secretary shall take the official minutes of all meetings and sufficient copies shall be made available for a vote of acceptance at the next General Membership meeting. Prior to the acceptance of the minutes at the next General Membership meeting, if any member feels that further discussion of any item on the minutes is warranted, that item shall be marked with an asterisk for further discussion and shall be held for separate. All such requests shall be honored.

### **Section 8 – Voting**

A person holding both a Chapter office and any other Chapter Leadership Council position shall have only one vote on items before the Chapter Leadership Council. There shall be no proxy, write in or absentee votes at any meeting. All votes shall be cast by meeting attendees. Voting shall be by voice or a show of hands unless a motion for a roll call vote is carried.

## **ARTICLE 7 – GENERAL MEMBERSHIP MEETINGS**

### **Section 1 – Frequency and Notification**

A General Membership meeting shall take place at least four (4) times annually at such time and place as the Chapter Leadership Council may designate. The General Membership shall be notified of such meeting time and place at least seven (7) calendar days prior to such meeting.

### **Section 2 – Official Directives**

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

### **Section 3 – Quorum**

A quorum shall be declared for a General Membership meeting if thirty (30) members are in attendance within thirty minutes following the beginning of such meetings. In the absence of a

quorum, the Chapter Leadership Council shall act on behalf of the Chapter in accordance with Article 6, Section 4, of these Bylaws.

#### **Section 4 – Special General Membership Meetings**

The Chapter Leadership Council is authorized to call a special General Membership meeting at any time that the Chapter Leadership Council deems it necessary with at least ten (10) calendar days advance written notice and with the purpose, time and place noted.

#### **Section 5 – Member Request for a Special General Membership Meeting**

Whenever five (5) percent of the General Membership submits a written request for a General Membership meeting, the Chapter President must call the meeting within fourteen (14) calendar days after receiving the request. The General Membership must be notified, in writing, at least five (5) calendar days prior to the meeting, of the time, date, place and purpose of the meeting.

#### **Section 6 – Regular Order of Business**

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

1. Roll Call/Determination of Quorum
2. Review of Minutes
  - a. Most recent Chapter Leadership Council meeting
  - b. Most recent General Membership meeting
  - c. Any intervening special meetings
3. Discussion of any outstanding items that were not discussed at last meeting
4. Financial Report
5. Written Reports of Committees
6. Opportunity for Member Input & Reporting
7. Reports of Local Executive Board Delegates
8. Announcements
9. Adjournment

#### **Section 7 – Voting**

Only a member in good standing may vote. A member shall have only one vote on each item before the General Membership. There shall be no proxy, write in or absentee votes at any meeting. All votes shall be cast by meeting attendees. Voting shall be by voice or a show of hands unless a motion for a roll call vote or secret ballot is carried.

### **ARTICLE 8 – NOMINATION AND ELECTIONS OF OFFICERS AND NEGOTIATORS**

#### **Section 1 – Term of Office**

The Officers and Negotiators shall be elected and seated no later than the first day of that month which marks five months preceding the expiration of the collective bargaining agreement. Officers and Negotiators shall be sworn in at the next General Membership or Leadership Council meeting,

whichever comes first.

### **Section 2 – Nominations**

Nominating petitions for the Officers and Negotiators shall be submitted in the month preceding the election period. Each candidate must submit a nomination form signed by at least one member in good standing, and that one member may be the candidate himself/herself. The nominating form must be submitted either by mail, email, fax, or hand-delivery to the Union office. Notice to the General Membership regarding nominations shall be issued to all members in good standing at least fourteen (14) calendar days prior to the nomination period being opened. The nomination period will be open for a minimum of fourteen (14) calendar days. In order to have his/her name placed on the ballot, no later than five (5) working days from the close of the nomination period a nominee must submit to the Union office a signed statement of consent to serve and an optional candidate statement for the position(s) he/she is seeking, which shall be published with the voting materials.

### **Section 3 – Eligibility**

No member shall be a candidate for more than one Officer position at a time. However, a member is not precluded from simultaneously running for or holding one Officer position and one Negotiator position and may also simultaneously hold a position as a Steward, Chief Steward, or Assistant Chief Steward.

A member shall be eligible for nomination as an Officer only if he/she has been a member in continuous good standing in the Local Union for at least two (2) years prior to the time of nomination. A member shall be eligible for nomination as a Negotiator only if he/she has been a member in continuous good standing in the Local Union for at least six (6) months prior to the time of nomination.

### **Section 4 – Voting**

Voting shall take place at sites recommended by the Chapter Election Committee and adopted by the General Membership and pursuant to procedures established by the Election Committee in conformity with these Bylaws. 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. Should there be a tie, a game of chance shall determine the winner. All unopposed candidates shall be considered elected.

### **Section 6 – Fair Elections**

Adequate safeguards to ensure fair elections shall be provided, including the right of any candidate to have an observer at the counting of ballots. No Local Union or Chapter funds, union resources, or union mailing lists will be used to assist any member's candidacy. Union staff cannot assist or participate in any member's candidacy during staff work hours.

## **ARTICLE 9 – RECALL OF OFFICERS OR NEGOTIATORS**

### **Section 1 – Recall of an Officer**

An Officer may be removed from office at a recall meeting which shall be called upon receipt by the Chapter Leadership Council of a written petition signed by at least 15% of the General Membership. In coordination with the Local Union staff, a written notice of a recall meeting shall be distributed to

the General Membership by the Secretary, stating the time and place of the recall meeting. Such notice must be distributed at least thirty (30) calendar days prior to the recall meeting.

### **Section 2 – Recall of a Negotiator**

A Negotiator may be removed from office at a recall meeting which shall be called upon receipt by the Chapter Leadership Council of a written petition signed by at least 20% of the membership of that Negotiator's bargaining unit. In coordination with Local Union staff, a written notice of a recall meeting shall be distributed to each member of that bargaining unit by the Secretary, stating the time and place of the recall meeting. Such notice must be distributed at least thirty (30) calendar days prior to the recall meeting.

### **Section 3 – Contents of Titled Recall Petition**

The recall petition must be titled "Recall Petition" and must specify, on each page, the name of the person to be recalled, the specific charge(s) on which the recall petition is based, and the position from which he/she is being recalled.

### **Section 4 – Conduct of the Recall Meeting**

No business other than the recall shall be conducted at a recall meeting. No action can be taken at the recall meeting if a quorum is not present as defined in Article 7, Section 3. The recall vote shall be by secret ballot and shall require a two-thirds majority vote of the proper voting constituents to remove the elected Officer or Negotiator from office.

### **Section 5 – Opportunity to Address**

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

## **ARTICLE 10 – CHAPTER ELECTION COMMITTEE**

### **Section 1 – Selection of Members, Term and Purpose**

Prior to the nomination of Chapter Officers and Negotiators, an Election Committee consisting of five (5) regular members and two (2) alternates shall be chosen by a vote of the General Membership at a General Membership meeting at which there is a quorum. If a quorum is not present at that General Membership meeting, the President shall appoint the members of the Election Committee from among members at the meeting who indicate a desire to be on the Committee and among any other volunteers who have placed their names forward. These appointments shall be subject to a confirmation vote at the next General Membership meeting at which there is a quorum. The Election Committee shall serve a term in accordance with Article 8, Section 1.

The Chair of the Election Committee shall be chosen by majority vote of the regular Committee members at their first meeting. Alternate members shall attend Election Committee meetings but cannot vote unless a regular member of the Election Committee is not present at that meeting.

### **Section 2 – Duties**

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

1. Maintain and interpret the procedures of the election that are set forth in the Chapter's Bylaws;
2. Participate in a General Membership meeting and propose a schedule of polling

locations and dates and times for elections of Officers and Negotiators and for contract ratification votes, which will then be discussed, voted on, and finalized by the members in attendance;

3. Address any disputes about the dates, times and locations of the voting for Chapter Officers and Negotiators and for ratification votes for proposed contracts;
4. Act as judge in all disputes arising from the election procedures, including reviewing the proposed ballots for Officers and Negotiators in advance of those elections, confirming the completeness and fair formatting of the ballots, and validating that all nominees for Officers and Negotiators are members in good standing;
5. Meet promptly after the close of the nomination period to rule on any disputes brought by members or staff concerning whether all of the required number of signatures on nominating petitions for Worksite Stewards, Negotiators, and Chapter Officers are valid, i.e., from members in good standing. If the Election Committee finds that any nomination forms that it reviews at that meeting contain less than the required number of valid signatures, the nominee must be so informed by staff within five (5) working days, in order to provide the nominee with adequate time to pursue the additional number of valid signatures. After ruling on such disputes, and after confirming that any additional signatures are valid, the Election Committee will certify the nominee for the upcoming election and promptly notify the nominee of that fact.
6. Investigate election appeals and disputes and render final written decisions on them, including requiring new elections where the Election Committee determines that nomination and/or election procedures have been violated in such a way that calls into question the fairness of the election.
7. Be responsible for the tabulation of the results of the elections for Officers and Negotiators and for contract ratification votes;
8. Certify the results of each election of Officers and Negotiators and for contract ratification votes to the Chapter Leadership Council and the General Membership.

### **Section 3 – Ineligibility of Election Committee members to Run for or Hold Office**

A regular member or an alternate member of the Election Committee may not be a candidate for, or serve as, a Chief Steward, Assistant Chief Steward, Chapter Officer, or Negotiator. If a question or complaint arises regarding the election of a Chief Steward or Assistant Chief Steward for the Steward Council to which an Election Committee member belongs, that Committee member shall recuse himself/herself from any discussion or voting by the Election Committee on that issue.

## **ARTICLE 11 – NOMINATION, ELECTION, DUTIES, AND RECALL OF WORKSITE STEWARDS**

### **Section 1 – Determination of Steward Allocations**

The Chapter Leadership Council with support of the Union staff and in accordance with the collective bargaining agreement, shall review the number of Worksite Steward positions allocated to each Agency, Department, and Steward Council, and in accordance with the collective bargaining agreement in every even-numbered year. The Chapter Leadership Council will adjust allocations as appropriate, taking into consideration the number of represented workers, history of representation, community of interest, geographic location and work shifts. The goal of this review shall be to adjust

the allocation of Worksite Stewards to achieve proportional representation, so that the percentage of steward slots assigned to each Agency, Department, and Steward Council closely matches the percentage of the chapter's workforce within that group. The total number of steward slots allotted will be forwarded to the appropriate Steward Council, which will review the proposed allocation and recommend adjustments. Each Steward Council will submit a plan for implementation to the Chapter Leadership Council, or request reconsideration of the allocation at the Chapter Leadership Council's next regularly scheduled meeting.

### **Section 2 – Member Requests to Review Allocations**

At any time, a member in good standing may request changes in Steward allocations by forwarding such a request in writing to his/her Steward Council or Chief Steward.

### **Section 3 – Changes in Allocation or Assignment**

Where a shift in employees' location or other significant change in the workforce requires adjustments in Steward assignments within a particular Steward Council, the affected Steward Council shall re-distribute their Steward positions within their allotment by majority vote, or it may return to the Chapter Leadership Council for additions to, or deletions from, its allocations.

### **Section 4 – Steward Positions**

For each Steward Representational Area, there may be more than one Worksite Steward depending on the size of the representational area.

### **Section 5 – Rights, Responsibilities, and Expectations of the Steward**

A 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. The Steward represents his/her unit in all meetings of the Union.
- B. Subject to the Bylaws, the first line of contact with management and the membership is the Steward.
- C. The Steward is responsible for the enforcement of all the applicable collective bargaining agreements of his/her unit.
- D. Stewardship requires complete subordination of all interests to those interests that represent the highest good of the members of his/her unit.
- E. The Steward is responsible to attend all Steward Council meetings in his/her stewardship area.
- F. The Steward shall work to advance the vision and the programs of the Chapter and of the Local Union among the membership.
- G. The Steward is expected to complete all trainings offered by the Union on steward training within their first year of being a Steward and will be officially certified when training is completed.
- H. The Steward will serve as a Safety Steward.

## **Section 6 – Nomination and Election of Worksite Stewards**

The members in each representational area shall elect all Stewards in April and May of every even-numbered year. In order to be nominated, a candidate shall be a member in good standing at the time of nomination and must submit a nomination petition signed by ten (10) members in good standing from that candidate's representational area. If the representational area has less than twenty (20) employees, however, the nomination petition will be valid if it is signed by least 50% of that representational area's members in good standing.

Steward elections shall be by secret ballot and may be conducted by any procedure that is (a) acceptable to the members in that representational area; (b) in accordance with the Chapter Bylaws; and c) in a manner that is fair, democratic, and provides sufficient opportunity for all members in good standing to participate. Staff shall issue a written notice of worksite elections to all members in the representational area at least seven (7) calendar days prior to the elections.

The number of votes for each candidate for Worksite Stewards shall be reported to the Election Committee on a standardized form approved by that Committee. The Election Committee shall review and return the completed voting tally to the Union Office within five (5) calendar days of completion of election. Questions on election procedures or complaints that arise either in advance of the election or after its conclusion may be referred to the Election Committee for its review and consultation.

## **Section 7 – Steward Preparedness**

All Stewards shall receive from the Local Union copies of the Chapter, Local and International Bylaws and all necessary working agreements and rules pertinent to their representation units, including Departmental Agreements. Stewards shall complete steward training as provided by the Local Union. Upon request, Stewards shall also be provided a list of members in their jurisdiction as well as a list of all stewards in the Chapter.

## **Section 8 – Steward Councils**

The Chapter Leadership Council shall make every effort to ensure that there are sufficient Steward Councils for each Department or Agency, so that all workers are properly represented within their respective job classifications, representational areas, and communities of interest. Due to the varying numbers of workers in different Departments, there may be more than one Steward Council in Departments with multiple worksites. For smaller Departments, Steward Councils may be combined to make them more productive. The Steward Council of each Department/worksites shall consist of all Stewards, the Chief Steward(s), and Assistant Chief Steward(s). The list of Stewards provided to the County will identify the Chief Steward(s) and Assistant Chief Steward(s).

## **Section 9 – Recall Process for a Steward**

Any Steward may be subject to recall and replacement at any time, under the following two-step process. First, a recall petition signed by at least 40% of the members in good standing in the Steward's representational area must be presented to the Chief Steward for that Steward Council. If the petition has the required number of valid signatures, the Chief Steward shall call for a recall election to be held within thirty (30) calendar days. Second, the steward will be deemed recalled, effective immediately, if the recall petition is approved by a majority vote (by secret ballot) of members in good standing in the Steward's representational area who vote in that recall election. If the Steward is recalled, a nomination and voting process in accordance with Section 6 above shall commence as soon as possible to select a replacement Steward to complete the rest of that term. Neither the Steward Council nor the Chapter Leadership Council shall have any jurisdiction to replace a Steward.

## **ARTICLE 12 – NOMINATION, ELECTION, DUTIES, AND RECALL OF CHIEF STEWARDS AND ASSISTANT CHIEF STEWARDS**

### **Section 1 - Nomination and Election of Chief Stewards/Assistant Chief Stewards**

All candidates for Chief Steward or Assistant Chief Steward must be a Steward on the Steward Council prior to the beginning of the process for nominating the Chief and Assistant Chief Stewards. Chief Stewards and Assistant Chief Stewards shall be elected each even-numbered year following the completion of the Steward election. Any member of the Steward Council may nominate another member of that Steward Council, or himself/herself. No written nomination form is needed.

All stewards on the Steward Council are eligible to vote for Chief Steward and Assistant Chief Steward. The voting may be done either by secret ballot or by voice vote at a Steward Council meeting, provided that all members of the Steward Council have been notified at least seven (7) work days advance that election of Chief Steward and/or Assistant Chief Steward will be on that meeting's agenda.

There shall be no more than 45 Chief Stewards and an equal number of Assistant Chief Stewards, all of whom shall be allocated according to Article 11, Section 8.

### **Section 2 – Duties of the Chief Steward**

In cooperation with the Union staff, the Chief Steward shall develop and work to implement a plan to advance the goals and vision of the Union; shall be the resource person for the Stewards of his/her representational areas; shall coordinate the work of the Stewards in their representational area; shall call for elections to fill vacant Steward positions; shall be a Chairperson of his/her Steward Council and shall report on his/her activity at all Steward Council meetings and shall attend all appropriate meetings with Management. Subject to applicable bylaws, the Chief Steward may call special meetings of all Stewards in his/her department with adequate notice.

The Chief Steward shall participate in formal grievance steps. The Chief Steward shall participate in Step 2 grievance meetings and shall replace unavailable Stewards at Step 1 of the grievance procedure or informal meetings. S/he shall attend sectional, divisional or departmental meetings, including departmental negotiations, shall work with the Union staff and Steward Councils to recruit new Stewards, and shall be responsible to see that Stewards are aware of the training programs of the Chapter and the Local Union.

### **Section 3 – Duties of the Assistant Chief Steward**

The Assistant Chief Steward(s) shall replace the Chief Steward(s) when s/he is unavailable or when duties are delegated by the Chief Steward(s). In coordination with the Chief Steward, the Assistant Chief Stewards shall ensure that representational areas are periodically reviewed in order to maintain the broadest possible representation; and shall assist the Chief Steward in overseeing elections to fill any vacant Steward positions.

### **Section 4 – Recall Process for Chief Steward or Assistant Chief Steward**

A Chief Steward or Assistant Chief Steward shall be subject to a recall vote upon submission of a recall petition signed by 40% of the Steward's Council. The petition shall be presented to the Steward Council. Once it is confirmed that the petition has the required number of valid signatures, the Steward on the Steward Council who received the highest number of votes shall call for a recall election to be held within thirty (30) calendar days. The Chief Steward or Assistant Chief Steward will be deemed recalled, effective immediately, only if the recall petition is approved by a majority vote (by secret ballot) of the Steward Council members. If a Chief Steward or Assistant Chief Steward is recalled by such a vote, a nomination process, in accordance with Section 1 of this Article

shall commence immediately. When a Chief Steward or Assistant Chief Steward is recalled, they cannot run for the same position until the next election cycle.

## **ARTICLE 13 – COLLECTIVE BARGAINING AND CONTRACT RATIFICATION**

### **Section 1 – Authority**

Elected representatives of the bargaining units of this Chapter shall be the Negotiating Committee for all appropriate unit wide and general master negotiations with the County and shall have all powers, subject to final ratification or rejection by the General Membership, to negotiate agreements with the County. In matters that are of concern to more than one bargaining unit, all committees shall convene and negotiate as one committee.

### **Section 2 – Structure of the Negotiating Committee**

The Chapter's Negotiating Committee shall consist of seven (7) Negotiators from the Blue Collar unit, nine (9) Negotiators from the Clerical unit, three (3) Negotiators from the Public Health Nurse unit, three (3) Negotiators from the Environmental Health unit, seventeen (17) Negotiators from the Administrative, Professional and Technical unit, three (3) Negotiators from the Social Worker unit, three (3) Negotiators from the Eligibility Worker unit, one (1) at-large Negotiator from the combined Social Worker and Eligibility Worker unit, three (3) Negotiators from the Social Worker and Eligibility Worker Supervisor unit, two (2) negotiators from the Probation Counselor Safety Unit (PCSU), and the Chapter President and Vice Presidents. The Vice Chair from each unit shall serve as a Negotiator and shall fill one Negotiator position allocated to their unit.

In the Clerical unit, the APT unit, and the Blue Collar unit, no more than one Negotiator in the same job classification series may be elected from the same worksite where candidates from other worksites are available and willing to serve. Should two or more candidates in the same job classification series from the same worksite receive sufficient votes to place them on the same bargaining unit negotiating committee (except PHN, EHS, Social Workers, Eligibility Workers, Social Work Supervisors and Eligibility Worker Supervisors, and Probation Counselor Safety units), the candidate(s) receiving the lower total(s) shall become Alternates to that committee and shall be ranked with other Alternates by vote total.

When a Negotiator vacancy occurs, the highest ranked Alternate shall become a Negotiator. Such appointment shall proceed strictly by rank order (first) on number of votes gained in the election, or (second) date of appointment by the Chapter Leadership Council pursuant to Article 13, Section 6.

### **Section 3 – Voting**

Voting shall take place at sites 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 4 – Declaration of Election**

The candidate receiving a plurality of the votes for that office shall be declared elected except as modified in Section 2.

### **Section 5 – Fair Election**

Adequate safeguards to ensure a fair election shall be provided, including the right of any candidate to have an observer at the counting of ballots. No Local Union or Chapter funds, resources or mailing lists will be used to assist any member's candidacy.

### **Section 6 – Alternate Negotiators List**

The Alternates shall consist of the next three (3) highest persons in vote-total order on the bargaining unit election lists who are not elected as regular Negotiators. Should vacancies exist for Alternate Negotiators in any bargaining unit, the Chapter Leadership Council may appoint anyone from the bargaining unit who meets the qualifications of candidacy without restrictions; it is understood, however, that the Chapter Leadership Council shall maintain the broadest possible representation by such appointment. Alternate Negotiators may waive their rights to claim vacancies on the unit Negotiating Committee. When all Alternates waive, or when the list of Alternates is exhausted, the Chapter Leadership Council may appoint anyone from the bargaining unit who meets the qualifications of candidacy without restrictions. Alternates who waive appointment as Negotiators shall not retain their position on this list of Alternates.

### **Section 7 – Negotiations Priorities and Communication**

The Negotiating Committee shall survey the members before entering into general negotiations; shall prepare collective bargaining priorities; and shall present the priorities at a General Membership meeting and must be approved by a majority vote of the membership attending the meeting. The Negotiating Committee shall provide periodic bargaining status updates to members throughout negotiations.

### **Section 8 – Strike and Ratification Votes**

Votes to ratify a tentative agreement, to call a strike, and/or votes to authorize extension of work under an expired agreement must be by majority vote by secret ballot of the Bargaining Unit membership present at meetings expressly called for that purpose. Such meetings may be over an extended period of time to allow for maximum participation.

Voting shall take place at locations, dates and times to be determined by the Negotiating Team in coordination with the Local Union Staff. All ballots shall be retained in accordance with Local Union Policies and Applicable Laws. No vote to call a strike may be referred to the Chapter Leadership Council for lack of a quorum. Voting shall not take place on any workday before or after a county recognized holiday.

All Tentative Agreements and associated Side Letters shall be available to members at least five (5) workdays prior to the first scheduled day of voting on a new collective bargaining contract.

## **ARTICLE 14 – AMENDMENTS AND INVALIDATIONS**

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 Bylaws Committee shall meet to revise that section in order to bring it into conformance with the Local and International Bylaws. The General Membership shall vote on the revisions proposed by the Bylaws Committee at its next scheduled meeting, or at a special meeting may be called with at least fourteen (14) calendar days' notice. All votes to revise these Bylaws shall be by two-thirds (2/3) of the members attending the General Membership meeting.

A member may also bring written proposed bylaws amendments to a Chapter Leadership Council or a General Membership meeting. The proposed amendments shall be referred to the Bylaws Committee for review and consideration. The Bylaws Committee will present its recommendation(s) to the next combined Chapter Leadership Council/General Membership meeting. Members at this meeting may recommend changes, approval or disapproval, and the General Membership may

approve or disapprove the recommendation of the Bylaws Committee as modified by the members attending this meeting. However, any action to vote on these changes to the Bylaws must be agendaized for the next regularly scheduled General Membership meeting with proper notification to the membership.

A special meeting to vote on proposed Bylaws amendments may also be called with at least fourteen (14) calendar days' notice. All votes to revise these Bylaws shall be by two-thirds (2/3) of those attending the meeting.

## **ARTICLE 15 – PARLIAMENTARY AUTHORITY**

Any member shall have the right to submit motions in proper order of business. When not in conflict with these Bylaws, the parliamentary authority for all meetings of this Chapter shall be Robert's Rules of Order, Revised.

## **ARTICLE 16 – COMMITTEES**

The Chapter is not required to have all standing committees in active status; however, participation in the Local Union's Committees is strongly urged. The Chapter President, with confirmation of the Chapter Leadership Council or of a General Membership meeting, shall appoint chairpersons of Standing Committees (other than the Chairperson of the Election Committee, who shall be elected by its members pursuant to Article 10, Section 1). Committee members may be nominated, appointed or may be volunteers.

### **Section 1 – Standing Committees**

#### **Chapter Safety Committee**

The Safety Committee shall be responsible for enforcement of applicable laws, rules, regulations and agreements affecting members on-the-job health and safety. The Safety Committee shall recommend to the Negotiating Committee contract changes to protect members on-the-job health and safety. All persons representing Local 521 members on Departmental or Safety Committees are members of this quorum.

#### **Bylaws Committee**

The Bylaws Committee shall review the Bylaws of this Chapter and shall draw up and report proposed amendments to the General Membership in accordance with Article 14 of these Bylaws.

#### **Election Committee**

The Election Committee is responsible for the efficient and democratic procedures of internal elections, as described in Article 10 of these Bylaws.

### **Section 2 – Special Committees**

Special Committees are appointed by the Chapter President to work on specific issues or tasks. Such appointments shall be made pursuant to Article 5, Section 2 of these Bylaws.

**Bylaws Amendments**

**Approved by Local 521 Executive Board June 11, 2022**

**Adopted by Chapter Membership April 21, 2022**

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