

**BYLAWS OF
THE CONTRA COSTA COUNTY CHAPTER,
INTERNATIONAL FEDERATION OF PROFESSIONAL
AND TECHNICAL ENGINEERS, LOCAL 21**

I. OBJECTIVE

The objective of this Chapter is to unite all workers eligible for Membership in the Contra Costa Chapter of Local 21 IFPTE, regardless of religion, race, creed, color, national origin, age, sex, sexual orientation, gender identity, marital status, physical or mental disability, or political affiliation or opinion. To secure improved working conditions, wages, hours, and other economic advantages for its Members; and to deal with a broad spectrum of economic and social issues, as the Members may determine from time to time.

II. MEMBERSHIP

A. Definition

Members that satisfy the eligibility requirements shall enjoy the rights set out in the IFPTE International Constitution, Local 21 By-laws and the By-laws of the Contra Costa Chapter. These By-laws are subject to, and do not change, the provisions of the Local 21 By-laws.

Each Member has the right to obtain one copy of the Collective Bargaining Agreement, the Contra Costa By-laws, as well as one copy of the current IFPTE Constitution. A Membership roster shall be maintained by the Local 21 staff in conjunction with the Sergeant-at-Arms of the Chapter.

B. Eligibility

To belong to the Chapter and to remain a Member in good standing, one must:

1. Be an employee of Contra Costa County covered by the Union's jurisdiction;
2. Submit a written application for Membership on a form provided by the Local Union for this purpose, and shall tender dues by written authorization of salary deduction;
3. Abide by the present IFPTE Constitution and comply with the By-laws of the Contra Costa County Chapter and Local 21.

C. Application for Membership

1. Anyone wishing to belong to the Chapter must sign an application for Membership. Only regular Members in good standing are eligible to vote and participate in Chapter activities.

2. Once accepted, Membership in the Chapter shall be considered retroactive to the date that the application was signed. If the applicant is found ineligible for Membership, said applicant shall be notified.
3. A Member ceases to be a Member of the Chapter upon termination of employment, loss of good standing in the Local Union, or withdrawal from the Local Union upon submittal of a written request and subject to any limitations in any contract or memorandum of understanding that the Union has entered into. Violation of any of the offenses listed in the International Constitution under Discipline and Offenses may be grounds for removal.

D. Associate Member

The Chapter may adopt a policy creating Associate Member status in accordance with the bylaws and policies of the Union, for Retired Members and Members who leave the bargaining unit in good standing.

III. GENERAL MEETINGS

A. The General Meeting

The General Meeting shall be open to all the Members in good standing of the Chapter. There must be at least one General Meeting each month including the Annual Meeting, which shall be convened in the same manner as the General Meeting. The Chapter President shall preside over General Meetings. If a statutory holiday intervenes, the Executive Board shall give a week's notice of any change in the date of the regular Meeting.

B. Responsibilities of the General Meeting

The General Meeting is the supreme authority of the Chapter. More specifically, it has the following attributes:

1. To determine the overall policies of the Chapter.
2. To receive, amend, accept or reject all reports and accounts forwarded from Members of the Chapter and the Executive Board.
3. To ratify, to amend or to overturn any decision forwarded from the Executive Board.
4. To decide upon, by bargaining unit, the Chapter's contract proposals, to accept or reject the employer's offer(s), any tentative agreements and to decide on strike action or any other tactic(s).
5. To act upon and decide on all matters that are so judged to be in the interests of the proper functioning of the Chapter.

C. Agenda

The President shall prepare the Agenda proposed for Meetings and the Agenda shall be clearly indicated on the Meeting notice. The Agenda and Meeting notice shall be available to the Members at least five (5) working days before each regular Meeting via posting on the Local 21 website. Inasmuch as this can be determined in advance, any item that will be put to a vote must be included in the notice of Meeting and on the Agenda.

D The notice of Meeting must contain at least the following information:

1. The time and date of the Meeting
2. The location of the Meeting
3. The Agenda.

E. The order of business at General Membership Meetings is as follows:

1. Roll Call of Officers
2. Nominations or Installation
3. Reading of Minutes
4. Treasurer's Report
5. Communications and Bills
6. Executive Board Report
7. Reports of Committees and Delegates
8. Unfinished Business
9. New Business
10. Good and Welfare
11. Adjournment

IV. THE ANNUAL MEETING

- A. The Annual Meeting shall take place no later than 90 days after the end of the calendar year and may be that month's General Membership Meeting.

- B. The Annual Meeting must be announced at least ten (10) days beforehand by mail to each Chapter Member and by means of notices posted on the Chapter's bulletin boards. The Annual Meeting must be clearly designated as such on the notice.
- C. In addition to all other General Meeting business to be dealt with at the Annual Meeting, the Agenda must include an annual evaluation of the prior year's accomplishments and a discussion of the Chapter's goals for the forthcoming year.

V. SPECIAL MEMBERSHIP MEETINGS

- A. A Special Membership Meeting may be convened by the President of the Chapter, by the President following a written request of at least twenty-five (25) Members of the Chapter or by the Executive Board after an official notice of at least forty-eight (48) hours; however, in an emergency situation, the Executive Board may call such a Meeting with less time. The notice of Meeting must indicate the subjects to be discussed at said Meeting. Only this (these) subject(s) can be discussed at the said Meeting.
- B. The President of the Chapter must convene the special Membership Meeting within the eight (8) work days following receipt of a written request, respecting the procedure and time limits outlined above.

VI. QUORUM AND CRITERIA FOR A BINDING VOTE AT ALL GENERAL MEMBERSHIP MEETINGS OR MAIL BALLOTS

- A. A Quorum at a General Membership Meeting shall be 5% of the General Membership in good standing. In the event that a quorum is not achieved, the meeting may go forward as a meeting of the Executive Board, if a quorum of that body is present.
- B. A vote in favor requires that a majority of the Members present support a given resolution, and if so, shall be a binding decision except for cases indicated in articles of the present By-laws for which decisions shall be made according to the procedures described within said articles.
- C. The votes of the General Meeting may be taken generally by a show of hands. However, at any time a Member may ask that a vote be taken by secret ballot without debate.
- D. The following decisions must necessarily be taken by a secret ballot vote of the affected Bargaining Unit(s) to be binding:

1. Approval or rejection of a Collective Bargaining Agreement.

A motion for approval or rejection of a Collective Bargaining Agreement will be considered passed by a common majority of the votes received.

2. Approval or rejection of Strike Action.

A motion for strike action will be considered passed by a common majority vote of the Members in good standing present at a properly noticed Meeting.

- E. The initial approval of these Bylaws shall require a simple majority of the votes received from Members in good standing by mail ballot. Modifications to the present By-laws shall require a two-thirds (2/3) majority of the votes received from Members in good standing by mail ballot. Mail ballots will be sent to the last recorded address of each member in good standing.

VII. EXECUTIVE BOARD MEETINGS

- A. Regular Executive Board Meetings

Regular Meetings of the Executive Board shall be held once a month.

- B. Special Executive Board Meetings

The Chapter President may call a Special Meeting at any time.

Notice of a Special Meeting must be given at least twenty-four (24) hours prior to the Meeting. Each Member shall be notified by e-mail and posting to Local 21 website of the Meeting and informed of its purpose. Special Meetings will be restricted to the stated purpose for which they are called.

- C. Executive Board Quorum

A Quorum shall consist of 50% + 1 of the voting Members of the Executive Board.

VIII. MEETING MINUTES

The minutes of each Meeting shall include:

1. The names of Executive Board Members present, those excused, those absent, and guests.
2. Motions.
3. Topics discussed.
4. Votes.
5. Treasurer's Report.

IX. OFFICERS AND EXECUTIVE BOARD

The Officers of this Chapter shall be a President, a Vice-President, a Secretary, a Treasurer, a Chief Steward, and a Sergeant-at-Arms/Parliamentarian. These constitute the Officers of the Executive Board. In addition to the Officers, a Senior Unit Representative from each of the Chapter Units and one (1) Representative At-Large per fifty Members or a portion thereof from the general membership shall be elected to the Executive Board.

The Executive Board shall also include two (2) non-voting Members, the most recent past President of the Chapter, and one retired Member of the Chapter. The retired member shall be appointed by the Executive Board and serve at the will of the Executive Board.

No Chapter Member may hold more than one position on the Executive Board concurrently.

X. DUTIES OF ELECTED REPRESENTATIVES

A. The President shall:

1. Preside at and call all Meetings of the Chapter and of the Executive Board.
2. Be an ex-officio Member of all Committees except the Election Committee.
3. Report periodically to the Membership regarding the progress and standing of the Chapter and regarding the President's official acts.
4. Present the minutes of the Executive Board and previous Chapter Meetings to the Membership at each General Membership Meeting.
5. Call any Special Meetings of the Chapter.
6. Review and sign official documentation or correspondence.
7. Make official presentations, either oral or written, on behalf of the Chapter.
8. Consult with the Executive Board on all policy matters.
9. Serve as a delegate to the Delegate Assembly of Local 21.
10. On urgent matters demanding immediate attention, the President shall act on behalf of the Chapter solely or in consultation with the Executive Board/Membership.
11. Serves on the Contract Negotiation Committee (see Article XVI).
12. Performs such duties as commonly pertain to the office of the President.
13. Attend all Executive Board Meetings.

B. The President may:

1. After consulting the Executive Board, establish standing and ad hoc Committees to address matters of common concern to Chapter Members. Such Committees shall provide periodic reports of their activities to the Executive Board. The Members of these Committees shall be confirmed by a majority vote of the Executive Board after volunteering or being nominated by the President or any Member in good standing of the Chapter.
2. Ad hoc committees may be formed to address professional concerns as determined by the Membership.

C. The Vice-President shall:

1. Assist the President in the work of the President's office.
2. Preside at Chapter and Board Meetings in the absence of the President or in his/her inability to serve, and perform all duties otherwise performed by the President.
3. Serve as delegate to the Delegate Assembly of the Local 21.
4. Be recommended to the Local 21 President for appointment to represent the Chapter at the Contra Costa County Central Labor Council.
5. Serve on the Labor-Management Committee (see Article XVI).
6. Attend all Executive Board Meetings.

D. The Secretary shall:

1. Keep minutes of Chapter and Board Meetings and publish Chapter minutes within 15 calendar days of the Meeting.
2. Carry on the official correspondence of the Chapter, except as the Executive Board may direct otherwise.
3. Preside at Chapter and Board Meetings in the absence of the President and Vice President and perform all duties otherwise performed by the President
4. Publish and distribute Agendas of upcoming Chapter Meetings at least five (5) calendar days prior to the Meeting.
5. Serve on the Membership/Communication Committee (see Article XVI).
6. Maintain an organized file of minutes and correspondence.

7. Perform such other duties as the Executive Board may require.
8. The Secretary shall not be required by default to assume these duties for Committee or unit Meetings.
9. Serve as a delegate to the Delegate Assembly of Local 21.
10. Attend all Executive Board Meetings.

E. The Treasurer shall:

1. Maintain a full and complete record of any Chapter accounts and insure that all expenditures are duly and properly authorized.
2. Serve as a delegate to the Delegate Assembly of Local 21.
3. Attend all Executive Board Meetings.

F. The Chief Steward shall:

1. Act as the Chief Steward on grievance related matters.
2. Serve as representative of the Local 21 members in the workplace.
3. Chair the Steward Council (see Article XVI) and act as coordinator for the activities of the stewards and delegates to Local 21 Delegate Assembly and the Central Labor Council.
4. Track all grievances and provide a statistical report to the Executive Board monthly.
5. Train and coordinate activities of all Stewards, acting as chair of the Steward Council.
6. Attend all Executive Board Meetings.
7. Serve as Delegate to the Delegate Assembly of Local 21.
8. Serve as Member of the Labor Management Committee (see Article XVI).
9. Be recommended for appointment to the Local 21 President to represent the Chapter at the Contra Costa Central Labor Council as a Member of the Central Labor Council.
10. Cause the Grievance Procedure and workers rights to be published as widely as possible.
11. Carry out other duties as prescribed by the Executive Board.

12. Recommend to the Executive Board members to fill the steward positions.

G. The Senior Unit Representatives shall:

1. Be elected from each bargaining unit by vote of the unit Members.
2. Act as Stewards for the units they represent.
3. Attend all Executive Board meetings.
4. Preside over their unit Meetings.
5. Assist the President of the Chapter and the Chief Steward.
6. Select a Secretary to record minutes of any unit meetings.
7. Be responsible for the Membership records and notices of his/her unit.
8. Serve as a delegate to the Delegate Assembly of Local 21.

H. Representatives At-Large shall:

1. Be elected from the chapter membership by vote of the Chapter Members.
2. Attend all Executive Board meetings.
3. Assist the Senior Unit Representatives.

I. The Sergeant-at-Arms/Parliamentarian shall:

1. Preserve order at all Chapter Meetings.
2. Assure that a roster is taken of all Members and Officers in attendance at the Meetings.
3. Ascertain the presence of a Quorum at all Meetings.
4. Act as the Parliamentarian at all Meetings to address Meeting procedures and move the Agenda in accordance with the most current version of Robert's Rules of Order.
5. Serve as Member of the Membership/Communication Committee, (see Article XVI).
6. Assist the Membership/Communication Committee at the time of elections to confirm the voting eligibility of Members.
7. Confirm voting eligibility of all Members.

8. Serve as a delegate to the Delegate Assembly of Local 21.
9. Attend all Executive Board Meetings.

J. Chair of Negotiations

1. Chairs the Contract Negotiation Team.
2. Serves on the Contract Negotiation Committee (see Article X, paragraph N).
3. Coordinates General Membership bargaining surveys.
4. Serves as Member of the Labor Management Committee (see Article XVI).
5. Is elected at a Special Election to be held three (3) months prior to the expiration of the contract. This Election will be at least forty-five (45) days after the Chapter Secretary has published an announcement of the Election.
6. The Election will be held according the standard Election process outlined in these By-laws.

K. The Local 21 Delegate Assembly Delegates:

The delegates of the Local 21 Delegate Assembly representing this Chapter shall be:

1. The President.
2. In the case that there may be more than one (1) Delegate Assembly delegate representing this Chapter then in order the Vice-President, the Chief Steward, the Secretary, the Treasurer, the Sergeant-at-Arms/Parliamentarian, the Senior Unit Representative of the Supervisory unit, and the Senior Unit Representative of the Non-Supervisory Unit will represent the Chapter as delegates to the Delegate Assembly.
3. In the case that the Chapter has more than eight (8) delegates to the Local 21 Delegate Assembly, the President shall nominate elected At-large Representatives from the Executive Board to fill these positions. The nominations will be ratified by a majority vote of the Executive Board and be proportional to the size of the bargaining unit.

L. The Executive Board

1. The Executive Board shall meet not less than once per month.

2. The Executive Board is authorized to:
 - a. Act on behalf of the Chapter between General Membership Meetings.
 - b. Make recommendations to the General Membership on matters of concern or interest to the Chapter.
3. The Board may meet at the call of the President or by a majority of the Members of the Board, with at least 24 hours notice to each Member of the Board.
4. A report on all actions taken by the Executive Board shall be made to the Membership at the following General Membership Meeting. A majority of the Members of the Executive Board shall be required for a Quorum as defined (see Article VII).
5. All actions approved by the Executive Board shall be by a majority of those in attendance and voting.
6. Any Member of the Chapter may attend any Meeting of the Executive Board. At any such Meeting, a Member who is in attendance but who does not serve on the Executive Board shall have voice but no vote in such Meeting.
7. The Executive Board shall:
 - a. Conduct all Meetings according to the most current version of Robert's Rules of Order.
 - b. Represent the Chapter as required.
 - c. Establish Chapter goals and objectives as directed by the General Membership.
 - d. Formulate policies for consideration by the Membership.
 - e. Address and resolve Chapter issues.
 - f. Provide minutes of its Meetings to the General Membership.
 - g. Create public awareness of the Chapter purpose.
 - h. Manage the business and affairs of the Chapter.
 - i. Support and plan Chapter activities.
 - j. Inform the local community of events and activities.

- k. Nominate and confirm standing Committee Members.
8. Any action, power, duty, authority and function taken by the Board, the Chapter Members, and Executive Officers shall be in conformance with these By-laws and those of IFPTE Local 21.
9. Should there be vacancies in any elected positions, the Executive Board, by majority vote, may appoint Members to fill such vacancies until the next Election is held. This does not supersede the order of ascendancy as described above.

M. Steward:

Stewards will be appointed by the Executive Board, as needed, from a list of volunteers recommended by the Chief Steward and will serve at the will of the Board.

Stewards shall:

1. Serve as representatives of the Union in the workplace.
2. Represent Members in grievance proceedings.
3. Be Members of the Steward Council (see Article XVI).
4. Recruit new Members and volunteers and organize the existing Members to be more active participants in the Chapter.
5. Shall cause the grievance procedure and workers rights to be published as widely as possible.
6. Assist in contract negotiations.

N. Contract Negotiations Committee

1. A Contract Negotiations Committee (CNC) shall be established for negotiating agreements between the Chapter and the County and will provide fair representation of all Units.
2. The CNC shall be composed of the Chair of Negotiations, Chapter President, ten (10) Members and five (5) alternates elected by a majority vote of the Chapter Membership. No more than 50% of the negotiators shall be from one bargaining unit and no more than 30% of negotiators shall be from the same classification or same department unless there are no other volunteers. The goal of classification and department participation ceilings is to provide fair representation to all units.

3. The duties of the CNC are as follows:
 - a. Represent the Chapter in contract negotiations and meetings with the County.
 - b. Coordinate collective bargaining issues and activities.
 - c. Survey active Members and compile results.
 - d. Other contract related duties as assigned by the Executive Board.
4. The term of office for the CNC shall be for one contract period with the County. It shall begin by Election, to be held at least three (3) months prior to the original contract expiration date and the term shall end upon the Election of a new CNC.
5. The Chair shall designate a historian to record and maintain negotiation records.

XI. TERMS OF OFFICE

The term of office for the Officers of the Chapter shall begin July 1 and run for two (2) years ending June 30. The outgoing President shall convene the July membership and install incoming officers so they may assume their duties.

- A. President, Vice-President, Secretary, Treasurer, Chief Steward, and Sergeant-at-Arms/Parliamentarian shall not serve in the same office more than two full terms consecutively.
 1. Any Member appointed to office with less than a year remaining in the term shall be allowed to serve two full elected terms consecutively.
 2. Any Member termed out of an office may be elected to a different office.
- B. There are no term limits for the following offices: Senior Unit Representative and Representatives At-Large.
- C. The term of office for the Contract Negotiators and the Chair of Negotiations shall be for one contract period with the County. There are no term limits for Contract Negotiators or Chair of Negotiations.

XII. NOTICE, NOMINATION AND ELECTIONS

1. Each Election year in January, the President shall appoint a Nominating Committee to solicit nominations from the Contra Costa Chapter, and to

prepare a list containing at least one available nominee for each Executive Board office as appropriate, including the Officers of the Executive Board, Senior Unit Representative, Representatives at Large, and the Chief of Negotiations.

2. Each Election year in February, the Nominating Committee shall mail notice of the Election, including the petition for nominations and procedure for nominations, in writing to the last recorded address of each Member in good standing of the Chapter. In addition, the notice of the Election, including procedure for nominations, shall be posted on the Local 21 website at the same time. The Initial Election time frame may be expedited by notice posted on the Union website.
3. All Members in good standing shall have the right to hold office, to be nominated for election, nominate, vote for, or otherwise support candidates of their choice.
 - a. All petitions for nominations and nominations from the floor must be received by the Nominating Committee at or before the General Meeting in March.
 - b. Any Member who is ruled by the Nominating Committee ineligible to run for office may appeal within five (5) days to the Executive Board, which shall decide such appeal within one (1) week after date of receipt.
 - c. Should the Election slate not be filled, the Executive Board may vote to extend the nomination deadline to the date of the General Meeting in April which will include nominations from the floor during the meeting.
4. All Officers, Executive Board and Contract Negotiation Committee members shall be elected by means of a secret mail ballot vote. Candidates may submit a ballot statement of no more than 250 words to be included with the mail ballots.
5. Mail ballots, along with candidate statements, shall be sent out on the first working day of May in each election year to the last recorded address of each member in good standing.
 - a. Ballots shall be cast by mail to a designated PO Box and must be received on or before May 30.
 - b. PO Box to be procured locally in central Contra Costa County specifically for the election process separate from any standard Contra Costa Chapter mailing address.

6. To ensure confidentiality, balloting is by a double envelope system. The outside envelope will contain the Member information required to verify eligibility to vote, including Member's printed name, signature and Contra Costa County employee number. The inner envelope will be blank and sealed and contain the Member's cast votes. The Member shall place the unmarked inner envelope in the self-addressed postage paid outer envelope and deliver by mail to be received by a designated deadline.

XIII. ELECTIONS COMMITTEE AND BALLOT COUNTING PROCEDURES:

1. The Elections Committee shall consist of three (3) Members who shall not be candidates for office in the Election. They shall be nominated and approved by a vote of the Executive Board. The Elections Committee shall adopt all rules and regulations necessary to comply with the law and assure a fair and honest Election. The Elections Committee may rely on such clerical and technical assistance as is necessary to conduct the Election and count the ballots.
2. The Elections Committee will be responsible with the assistance of the Local's professional staff, and the current Sergeant-at-Arms, to ensure only dues paying Members are eligible and allowed to vote by Member roster verification.
3. The ballots removed from the verification outer envelope and deemed eligible to be cast will be stacked and counted by the Elections Committee.
4. Ballots will be opened and counted on the second Friday of June by teams of two, at least twice. At least one Member of each Counting Team must be an Elections Committee Member. If counts do not agree, those batches will be recounted until two counts match.
 - a. Each candidate and/or their representative shall have the right to have an observer at the counting of the ballots.
 - b. Candidates and their observers may challenge the eligibility of voters, and all challenged ballots shall be set aside pending determination of their validity. All such challenges shall be investigated within two business days. Additionally, any ballots in question will be marked "provisional" and be resolved by a phone call to the Member. Failing a response within one business day, the ballot will be disallowed.
 - c. If the Election results can be determined without needing the provisional ballots, results will be announced within one business day. A final result that includes all allowed provisional ballots will be announced within two business days.

5. The candidate for each office receiving a majority of eligible votes cast (simple majority) by secret ballot shall be declared elected.
6. In the event of a tie, the Elections Committee shall conduct a runoff Election between the tied vote-getters after making an additional count of the ballots to confirm the tie.
7. Officers shall take office at the first Executive Board Meeting after June 30, or upon completion of any runoff Election, in the case of tied votes, and hold the same until their successor takes office. Installation of the Officers shall be conducted at this Meeting.
8. Any challenge to the Election procedure shall be made in writing within seven (7) calendar days of the Election to the Local 21 business office. The Union shall investigate within seven (7) calendar days and provide a written response to the challenger, the candidates, and the Chapter Executive Board.
9. For the Initial Election only: The Nominating/Election Committee will be appointed by the Chair of the Chapter Organizing Committee and the President of the Union (Local 21). Prior to the ratification of these By-laws, the Union shall set a date for nomination of Officers and date of the initial Officers Election. The Nominating/Election Committee shall be responsible for conducting the balloting to ratify these By-laws. The initial term of office for all Executive Board members shall be from the initial election through June 30, 2011.

XIV. REMOVAL OF OFFICERS, DELEGATE ASSEMBLY MEMBERS, SENIOR UNIT REPRESENTATIVES, REPRESENTATIVES AT-LARGE, STEWARDS, AND COMMITTEE MEMBERS

- A. Officers, Delegate Assembly delegates, Senior Unit Representatives, Representatives At-Large, Stewards, and Committee Members may be removed from office in accordance with the Local Union By-laws.
 1. Members of the Executive Board absent without cause from three (3) consecutive Executive Board Meetings may be deemed to have resigned.
 2. Delegate Assembly delegates absent without cause from (3) consecutive Delegate Assembly Meetings may be deemed to have resigned;
- B. An Officer, Delegate Assembly Member or Contract Negotiations Committee Member who wishes to resign may do so by filing a written resignation with the Executive Board. A copy shall be given to the Executive Board Secretary for recording.

1. The written resignation is effective when filed, except when a deferred effective date is specified in the resignation.
 2. The Officer, Delegate Assembly Member or Contract Negotiations Committee Member may not defer the effective date of his/her resignation for more than 60 days after filing.
 3. A written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable upon being filed; the acceptance of any such resignation shall not be required.
 4. Upon resignation, the Officer, Delegate Assembly Member or Contract Negotiations Committee Member may continue to exercise all his/her powers, save that of voting for a successor until the effective date of resignation.
 5. Any such resignation shall not relieve the Member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.
- C. Vacancies shall be filled by appointment via majority vote of the Executive Board.

XV. ROBERT'S RULES OF ORDER

All Meetings of the Contra Costa Chapter shall be conducted in accordance with the most current version of Robert's Rules of Order.

XVI. STANDING COMMITTEES

- A. Steward Council - Steward Council Members are the Chief Steward and all stewards. The purpose is to discuss procedures for handling grievances and disciplinary actions while preserving confidentiality.
- B. Membership/Communications Committee (two to three Members, including the Secretary)-is responsible for the ongoing Membership drive through activities and publicity to generate Union interest.
- C. Contract Negotiations Committee – is responsible for surveying the Membership and negotiating contract agreements between the County and the Contra Costa Chapter. Members are elected by the General Membership with the goal of classifications and department diversity to provide fair representation to all Units.
- D. Labor Management Committee – Upon contract approval a Labor-Management Committee may be established. It is a group of labor and management leaders within an agency, facility or worksite who have agreed to work together to discuss and attempt to resolve workplace issues of mutual concern. However, no action of the Committee shall

contravene (overturn or contradict) any term or provision of the agreement between Contra Costa County and Local 21.

- E. Political Action Sub-Committee - A Political Action Sub-Committee will be organized to support local political candidates. They may organize ground campaigns and other volunteer work to assist with the efforts to elect Union supported candidates. With Chapter Executive Board approval, this group will make recommendations on political contributions, candidate endorsements and positions on propositions to the Local 21 Executive Board.
- F. Committee on Standards and Ethics – The committee will be responsible for and ethics statement and policies in compliance with Local 21 by-laws and policies.

Adopted
Membership mail ballot vote
September 9, 2009