

BYLAWS SANTA ANA CHAPTER SEIU LOCAL 721

Revised November 19, 2014

ARTICLE 1 – NAME

This Chapter shall be known as the Santa Ana City Employees Chapter/Service Employees International Union Local 721, hereinafter referred to as the “Union”.

ARTICLE 2 – PURPOSE

The objectives and purposes of this Chapter shall be to benefit its members and improve their conditions, by every means including but not limited to:

1. Supporting and upholding the rights of all individuals regardless of race, religion, creed, national origin, gender, sexual orientation, age, disability, or political beliefs.
2. Securing of economic advantages including better wages, hours and working conditions through organizing, collective bargaining, legislative advocacy, political action and the utilization of other lawful means.
3. Advancing and strengthening the rights of all workers to bargain collectively.
4. Engaging in such civic, social, political, legal, economic, cultural, educational, charitable, and other activities as will advance the Union’s standing in the community and labor movement.

ARTICLE 3 – MEMBERSHIP

The Chapter shall have three (3) classes of membership: Represented Member, Associate Member and Retired Member.

1. Represented Member: Workers within a represented bargaining unit employed by the City of Santa Ana are eligible for membership and eligible to the privileges of membership stated in these Bylaws so long as they maintain membership in good standing and pay full dues. These members are entitled to one vote at membership meetings and elections within the Chapter and are eligible to hold any office within the Chapter.

2. Associate Member: An individual who is not otherwise eligible for membership in the Local Union may pay dues as set by the Executive Board of SEIU Local 721. Such members shall be ineligible to vote in elections of the Chapter or to serve as members of the Chapter Board.

3. Retired Member: Represented Members in good standing who retire from employment may choose to become a Retired Member and to pay dues as set by the SEIU Local 721 Executive Board. Such members shall be ineligible to vote in elections of the Chapter, and are ineligible to serve as members of the Chapter Board.

4. Non-liability of Members: Chapter members shall not be personally liable for the debts, obligations or liabilities of the Chapter solely because of such membership.

5. Proxy Voting: Proxy voting is not allowed.

ARTICLE 4 – OFFICERS AND BOARD OF DIRECTORS

1. Officers: The Officers of this chapter shall consist of a Chair, Vice Chair, and Secretary elected at-large.

2. Board of Directors: The Board of Directors shall consist of twenty-one (21) members: comprised of the three (3) Officers, sixteen (16) Directors elected from the below Departments/Divisions/Classes, plus two (2) Directors elected at-large.

3. Director Representation: Each of the following Departments/Divisions/Classes are allotted a Director seat as follows:

- a. Building & Community Preservation - 1 seat;
- b. Community Development - 2 seats; (1 for CDA City Hall and 1 for CDA Work Center);
- c. Finance - 2 seats; (1 for City Hall & 1 for Fleet Maintenance/Central Stores);

- d. Library - 1 seat;
- e. Parks & Recreation - 1 seat;
- f. Part-time Employees - 3 seats;
- g. Planning - 1 seat;
- h. Police - 2 seats;
- i. Public Works - 3 seats; (1 for City Hall and 2 for the Yard/Park Maintenance and Public Works); and
- j. Directors elected at-large - 2 seats.

Contingent upon changes in the numbers of employees in the various Departments/Divisions/Classes of the City, the Chapter Board may, from time to time, upon a three-fourths (3/4ths) vote, adjust the allocation of the Board of Directors. Adjustments to the allocation of the Board of Directors may be made prospectively once every two years prior to July 1st.

4. Eligibility Requirements:

Only represented members who have been in continuous good standing for the preceding two years are eligible to run for an Officer or Director position. Candidates for any Director seat must work in the Department/Division/Class represented by that Director seat and only the members working in the Department/Division/Class may vote for the Director seat for their respective Department/Division/Class. Where no candidate working in the Department/Division/Class for which a Director seat is authorized is nominated then a member in good standing whose worksite is located in or is adjacent to such Department/Division/Class may be nominated.

5(a). Term of Office: All Officers shall be elected at large for a term of two years and all Directors shall be elected by the Department/Division/Class membership group they represent for a term of two years.

5(b)(1). Election for the office of Chair shall be in even numbered years and elections for the offices of Vice Chair and Secretary shall be in odd numbered years.

5(b)(2). Elections for the following Director seats shall be held in even numbered years:

- Community Development (City Hall) (1);
- Finance (City Hall)(1);
- Library (1);
- Part-time Employees (2);
- Police (Administration)(1);
- Public Works (City Hall)(1);
- Public Works (Yard/Park Maintenance & Public Works) (1); and
- Director elected at-large (1).

5(b)(3). Elections for the following Director seats shall be held in odd numbered years:

- Building & Community Preservation (1);
- Community Development (Work Center) (1);
- Finance (Fleet Maintenance/Central Stores) (1);
- Parks & Recreation (Recreational Services) (1);
- Part-time Employees (1);
- Planning (1);
- Police (Jail)(1);
- Public Works (Yard/Park Maintenance & Public Works) (1); and
- Director elected at-large (1).

6(a)(1). Removal from Office: To provide accountability to the Members, any officer or director elected at-large, who has abused the trust of the Members of this Chapter may be impeached by a vote of two-thirds (2/3) of the entire Board or by petition signed by thirty-three percent (33%) of the total Represented Members from the Chapter. Within sixty (60) days of the verification of the vote or valid petition the Board shall submit the question of the removal from office of the at-large elected officer to a vote of all Represented Members as of the date of the mailing of ballots. Upon certification of a vote of two-thirds (2/3's) majority of the Members who cast valid ballots to remove such

officer, such at-large elected officer shall be deemed to have been removed from office. Vacancies due to such recall shall be filled by nomination of the Chair and approval by the Board, except that a vacancy in the office of the Chair shall be filled by the at-large elected Vice-Chair.

6(a)(2). To provide accountability to the Members, any Director elected to the Chapter Board who has abused the trust of the Members of this Chapter may be impeached by a vote of two-thirds (2/3) of the entire Board or by petition of the Represented Members of the Department/Division/Class from which such Director was elected signed by thirty-three percent (33%) of the total Represented Members from such Department/Division/Class. Within sixty (60) days of the verification of such vote or valid petition the Board shall submit the question of the removal from office of the Director elected from the Department/Division/Class to a vote of all Represented Members in that Department/Division/Class as of the date of the mailing of ballots. Upon certification of a vote of a two-thirds (2/3's) majority of the Represented Members who cast valid ballots to remove such officer, such officer shall be deemed to have been removed from office. Vacancies due to such recall shall be filled by the Chair for the affected Department/Division/Class and approved by the Board.

6(b). Any Officer or Director shall be automatically removed if he/she ceases paying dues or leaves the jurisdiction of the Chapter.

6(c). The Board of Directors by a two-thirds (2/3's) vote may also remove an Officer or Director who misses three (3) consecutive meetings without being excused.

7. Duties of the Chair: The Chair shall preside over all Board meetings and membership assemblies.

8. Duties of the Vice Chair: The Vice Chair shall preside over any Board meetings or membership assemblies in the absence of the Chair. The Vice Chair shall succeed to the office of the Chair in the event that the Chair is unable to complete her/his term.

9. Duties of the Secretary: The Secretary shall take minutes of all Board meetings and membership assemblies. The Secretary shall also prepare the minutes so that they may be distributed to the members and to SEIU Local 721. The Secretary shall also report on all Chapter funds collected and funds expended on behalf of the Chapter.

ARTICLE 5 – ELECTIONS

5(a)(1). Election Committee: The Election of Officers and Directors shall be conducted under the Direction of an Election Committee. The Election Committee shall consist of at least three (3) but no more than five (5) members who are not candidates. The Election Committee shall be appointed by the Chapter Board during the Special Nominations meeting. The Election Committee shall also be responsible for determining uniform methods of providing alternatives for candidates to send campaign communications to members.

5(a)(2). Voting: All elections shall be conducted by secret ballot unless a candidate is unopposed in which case they shall be deemed elected. No write-in candidates will be allowed. The Election Committee will conduct the voting at appropriate times and locations to ensure that members have the opportunity to participate. The Election Committee shall conduct the vote count in public and certify the results to the membership. The election of officers shall be determined by a plurality of the vote. In the event of a tied vote between candidates, the Election Committee shall conduct a run-off election.

5(a)(3). Absentee Voting: Absentee ballots will be available at least fifteen (15) days prior to the Election Day. Members may request an absentee ballot through the union office. The office staff may release the absentee ballot only to the requesting members or mail it to their address of record. The office staff will provide records of any absentee ballot requests to the Election Committee. Absentee ballots may be returned by mail or hand-delivered but must be received at the office on or before 6:00 p.m. on Election Day.

5(a)(4). Notice of Nomination: Notices of nomination shall be mailed to the members thirty (30) days prior to the Special Nominations meeting which will be held in September. At the Special Nominations meeting, nominations shall be made by Represented Members.

5(a)(5). Nomination Procedures: Nominations may be made in the following manner: from the floor at the Special Nominations meeting or by submitting a written nomination prior to the Special Nominations meeting. Any eligible Represented Member may be nominated for Chapter Officer or Director by another member or by self-nomination. Any nominated member must indicate that they accept their nomination before their name will be placed on the ballot.

5(b). Special Elections: If a vacancy occurs on the Board in between the regularly scheduled biannual election cycles, the Board may appoint a Represented Member or call a "Special Election" to fill such vacancy. A Special Election shall be required in the event that a vacancy occurs more than twelve (12) months prior to the next regularly scheduled election cycle. Special Election procedures shall be provided by the Board with nominating petitions.

ARTICLE 6 – CHAPTER AFFAIRS

1. Authority: The Board of Directors is authorized to act on behalf of the Chapter membership within the authority granted by the bylaws and policies of SEIU Local 721.

2. Expenditures of Chapter Funds: The Chapter Board shall approve any expenditure of chapter funds. SEIU Local 721 shall make expenditures on behalf of the Chapter from Chapter funds subject to guidelines issued by the Local 721 Executive Board. No expenditures shall be made unless verified by two officers in writing that the Chapter Board has approved of such expenditure. Voting to approve expenditure of funds may be done at a Chapter Board meeting or by electronic means, to include but not be limited to: email, text messaging, conference call or tele-presence. Such vote shall be reflected in the minutes of the next meeting of the Chapter Board.

3. Board Meetings: The Board of Directors shall meet monthly on a regular day to be determined by the Board. Special Board meetings may be called by the Chair or by a majority of the Board.

4. Quorum: A quorum shall be a simple majority of currently filled voting Board positions.

5. Parliamentary Authority: The current edition of "Robert's Rules of Order – Newly Revised" shall be the official parliamentary authority in all matters not provided for in these Bylaws or the SEIU Local 721 or the SEIU International Constitution and Bylaws. All members shall be afforded the opportunity to be trained in Robert's Rules of Order. The Local shall make available upon request of any member "Robert's Rules of Order – Newly Revised," either by hard copy at a Local office or by digital link to a legally downloadable source.

6. Committees: The Board may appoint standing committees to address specific matters such as Social Activities, Political Action, Organizing and Communications. The Board may also appoint an ad hoc committee on any matter. The Chair along with any voting member of the Board may propose nominations for standing committee appointments or ad hoc committees subject to the ratification of the Board.

7. General Membership Assembly: The Board shall once a year, or more often as the Board may deem desirable, convene a General Assembly of the membership to report the status of Board business and inform and advise the membership on matters of general concern or interest to the union.

8. Lost Time Restrictions: Chapter members who are Executive Board members of the Local or Regional Council shall not charge lost time against Chapter funds for work done for those positions.

9. The Board positions of Parliamentarian and Grievance Representative shall be appointed by vote of the Board based upon nominations put forward by members of the Board and serve at the pleasure of Board.

10. Duties of the Parliamentarian: The Parliamentarian shall advise the board on parliamentary procedures and shall act as a resource to the chair, to assist the chair in the conduct of Board and membership meetings and other deliberative assemblies. This person shall hold an SEIU Local 721 Robert's Rules of Order Certificate of Training or equivalent SEIU Local 721 certificate prior to appointment. The Parliamentarian shall also give guidance to the Chair and Board on issues related to the application of the Robert's Rules of Order Newly Revised.

11. Duties of the Grievance Representative: The Grievance Representative shall be the chief steward of the Chapter and shall be a certified SEIU Local 721 union steward prior to appointment. This person shall be responsible for overseeing the recruitment & training for Chapter stewards and shall notify the Chapter Secretary of all certified stewards and where they work. They will also be responsible to assist the worksite organizer in tracking grievances and assuring that they are handled in a timely manner. They will report to the Chapter Board on the disposition of all active grievances at the regular monthly meetings of the Board.

ARTICLE 7 – AMENDMENTS

These Bylaws may be amended upon a majority vote of the Chapter membership. Chapter members shall be provided with at least fifteen (15) days notice before any vote is taken on an amendment. All amendments shall be subject to approval by the SEIU 721 Regional Council and SEIU 721 Executive Board and shall be valid or become effective only upon such approval.

ARTICLE 8 – RELATIONSHIP WITH LOCAL 721

Members are encouraged to fully participate in the affairs of the Chapter with the understanding that the Chapter is a part of SEIU Local 721. To the extent that any conflict arises between this document and the SEIU Local 721 Bylaws, the SEIU Local 721 Bylaws shall be followed.

ARTICLE 9 – CHARGES, TRIALS, PENALTIES AND APPEALS

Charges, trials, penalties and appeals of members shall be conducted in accordance with the procedures of SEIU Local 721 and the provisions of the SEIU International Union's Constitution and Bylaws.

SPECIAL ADDENDUM TO THE SANTA ANA CHAPTER BYLAWS

Section I (a). Extraordinary Elections – Terms and Execution: Contemporaneous with the ratification of these Bylaws by the membership of this Chapter, elections shall be held for the following Officer's and Director's positions and for the terms of office as described below:

- (1) The office of Chair for a term ending December 31, 2016;
- (2) The offices of Vice Chair and Secretary for a term ending December 31, 2015;
- (3) The offices of Directors listed in Article 4, subsection 5(b)(2) for a term ending December 31, 2016;
- (4) The offices of Directors listed in Article 4, subsection 5(b)(3) for a term ending December 31, 2015.

(b). Date of Extraordinary Elections: The extraordinary elections authorized pursuant to this Addendum shall be held simultaneously with the ratification vote for these amended Chapter Bylaws which date shall be set by action of the Board.

(c). Conducting of Extraordinary Elections: Time is of the essence in ensuring the fullest democratic representation of the membership of this Chapter. Therefore the period of Notice of Nominations for this extraordinary election shall be ten (10) days and the Special Nominations meeting will be held in the Chapter Offices on the evening of the City work day next following.

(d). Seating of newly elected Officers and Directors shall occur at the next regularly scheduled Board meeting following the ratification/election vote.

(e). If these Chapter Bylaws are not approved by the Represented Membership the extraordinary elections are null and void.

Section II. Special Addendum to the Santa Ana Chapter Bylaws - Sunset: Upon the completion of the terms of office of all newly elected Officers and Directors subject to Section I above, this Special Addendum to the Santa Ana Chapter Bylaws shall sunset and shall be of no further effect. At the regularly scheduled Board meeting following such date the Board shall strike the text of this Special Addendum to the Santa Ana Chapter Bylaws from the Bylaws.