

Local 1000 Board of Directors Meeting
Month XX, 2021

Agenda Item 1

SUBJECT: SEIU Local 1000 Bylaws Amendments

**SUBMITTED BY: Jerome Washington, DLC 749 President
Ruth Kiker, DLC 787 President
Francina Stevenson, DCL 794 President**

RECOMMENDED ACTION:

Amend SEIU Local 1000 Bylaws as follows:

**BYLAWS
of the
UNION OF CALIFORNIA STATE WORKERS (dba SEIU LOCAL
1000)**

I NAME

This organization shall be known as the "Union Of California State Workers", hereinafter to be referred to as the "UCSW" doing business as "SEIU Local 1000."

II PURPOSE

The purpose of the UCSW is to build a strong member-led union by educating, organizing, and mobilizing the membership in the workplace, in the political arena, and within the Union itself to improve the living standard and rights of the members, their families and other working people, and to achieve economic and social justice.

III MEMBERSHIP

A. Except for managerial, confidential and supervisory employees, the active membership consists of those civil service employees of the State of California or teaching staff of special schools under the jurisdiction of the Superintendent of Public Instruction, or who are employees of other public or private bargaining units approved by the Board of Directors and represented by the UCSW, and who are current in the payment of dues.

B. Associate membership in the UCSW is limited to those persons who are on authorized leave of absence from the state service or employment in other Local 1000 represented bargaining units and who elect not to be active members. The UCSW may establish additional classes of membership when deemed necessary or appropriate to further the purposes of the UCSW.

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C. Membership is effective at the time a signed membership payroll deduction application is received by an authorized representative of the UCSW.

D. Only active members in good standing shall have the right to vote and hold office. Except for the right to elect officers of the UCSW, officers of the DLC to which the member belongs, District Bargaining Unit Representatives, Local Officers, delegates to the General Council of the CSEA and the right to vote on permanent changes to dues, all voting rights of active members shall be exercised by and through their General Council delegates unless otherwise provided by these Bylaws

IV OFFICERS

A. The officers of the UCSW shall be the President, Vice President/Secretary-Treasurer, the Vice President for Organizing/Representation, and the Vice President for Bargaining and the Chair as elected by the UCSW Board of Directors.

B. The UCSW Officers shall be elected directly by the members of the UCSW for terms of three years and shall continue to serve until their successors are elected. No person may be elected as an officer of the UCSW who is not an active UCSW member in good standing and satisfies all other conditions for office set forth in the UCSW Policy File, The Chair serves at the pleasure of the board of the UCSW Board of Directors.

C. The UCSW Board of Directors shall be the governing body for all affairs of UCSW doing business as SEIU Local 1000 and will elect a Chair from the Board Of Directors. The Chair will serve at the pleasure of the Board. The Chair will be responsible for the Day to Day operations of UCSW between Board of Directors meetings and will report to the Board all of his/her activities between meetings.

D. The UCSW Board of Directors shall approve all offers of employment to persons who will fill staff positions within SEIU Local 1000. The Chair shall be the spokesperson for UCSW and shall preside over all Board Meetings

E. Bargaining Unit Chairs (BUNC) elected by their respective bargaining units shall have all authority over contract issues, including negotiations and meet and confers with the employer with approval of the UCSW Board of Directors. The BUNC shall elect by majority vote the Chief Negotiator to serve at the ~~discretion~~ direction of the BUNC Chairs. The Chief Negotiator will have full responsibility for all Master Table negotiations and will act as directed by the BUNC with full assistance from the SEIU Local 1000 Legal and Research departments.

F. The Chair of the Board of Directors and the Chief Negotiator will work together to allocate and direct staff as required and directed by the UCSW Board of Directors.

1. The duties of the President shall include:

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- ~~a) — Being the spokesperson for the UCSW at sessions of the General Council for all matters affecting the UCSW and presiding over all meetings of the UCSW delegates both while General Council is in session or at other times.~~
- ~~b) — Being the UCSW representative on the Board of Directors of the CSEA.~~
- ~~c) — Scheduling and presiding over all meetings of the UCSW Board of Directors.~~
- ~~d) — Administering the daily affairs of the UCSW, carrying out the policies and procedures of the UCSW Board of Directors, executing the plans and programs of the UCSW Board of Directors, and between meetings of the UCSW Board of Directors making all necessary interpretations or clarifications of UCSW policy.~~
- ~~e) — Being the UCSW's main spokesperson in communicating with media representatives regarding collective bargaining issues, progress of negotiations and/or other items of UCSW policy or position.~~
- ~~f) — With the exception of Bargaining Unit Negotiating Committees (BUNCs), appointing all committee members subject to disaffirmation by the UCSW Board of Directors.~~
- ~~g) — Being, or designating, the UCSW's chief negotiator for any master contract negotiations.~~
- a) Such other Only duties as may be prescribed by the UCSW Policy File or directed by the UCSW Board of Directors.

2. The Vice-President/Secretary-Treasurer shall:

- a) Assist the Chair or President in administering the affairs of the UCSW and be a UCSW representative to the Board of Directors of the CSEA.
- ~~b) Assume the President's duties in the event of the President's resignation, death, disability or extended absence.~~
- b) Coordinate fiscal policy and procedures of the UCSW and report the status of UCSW funds; Chairs the Budget, Agenda, and Grants Committees.
- c) Such other duties as ~~may be~~ prescribed by the UCSW Policy File or directed by the UCSW Board of Directors.
- d) Keep or cause to be kept, at the corporation's principal office or such other place as the board may direct, a book of minutes of all meetings, proceedings, and actions of the Board of Directors, of committees of the Board of Directors, and of members' meetings. The minutes of meetings shall include the time and place of holding, whether the meeting was annual, regular, or special and, if special, how authorized, the notice given, the names of those present at Board of Directors and committee

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meetings, and the number of members present or represented at members' meetings. The Vice President/Secretary-Treasurer shall keep or cause to be kept, at the principal office in California, a copy of the articles of incorporation and Bylaws, as amended to date.

e) Keep or cause to be kept, at the corporation's principal office or at a place determined by Board of Directors resolution, a record of the corporation's members, showing each member's name, address, and class of membership.

f) Give, or cause to be given, notice of all meetings of members, of the Board of Directors, and of committees of the Board of Directors required by these Bylaws to be given. The Vice President/Secretary-Treasurer shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board of Directors or the Bylaws may prescribe.

3. The Vice President for Organizing/Representation shall:

a) Attend the UCSW meetings.

b) Act as a spokesperson for the DLCs.

c) Fill DLC vacancies, except for delegates to the General Council, whenever procedures to fill vacancies do not exist or have been exhausted and vacancies still exist.

d) Perform all other duties assigned by the ~~President~~ Chair as related to the activities of the DLCs.

e) Chair the Statewide Chief Steward Committee.

f) Such other duties as ~~may be~~ prescribed by the UCSW Policy File or directed by the UCSW Board of Directors.

4. The Vice President for Bargaining shall:

a) Serve as liaison to the Executive Committee for the BUNC chairs.

b) Preside over all meetings of the BUNC chairs.

c) Attend the UCSW Board of ~~Director's~~ Directors meetings

d) Act as a spokesperson for the BUNCs.

e) Assist the ~~President~~ Chief Negotiator or designee with any master contract negotiations

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f) Perform all other duties as assigned by the ~~President~~ Board of Directors as related to activities of the BUNCs.

~~g) Serve as chair of the Local 1000 Bargaining Committee~~

g) Such other duties as ~~may be~~ prescribed by the UCSW Policy File or directed by the UCSW Board of Directors.

V MEETINGS

A. At the call of the ~~President~~ Chair, the UCSW Board of Directors shall meet at least ~~three~~four times per year, for a minimum of two days per meeting, to discuss the regular and routine business of the UCSW. At least two of the four UCSW Board Meetings shall be in person meetings. Special or emergency meetings may also be called by the ~~President~~ Chair as deemed necessary.

B. The ~~President~~ Chair shall also call a meeting of the UCSW Board of Directors upon petition by ~~a majority of the~~ UCSW Board of Directors members.

C. Notice of regular meetings shall be given to the members of the UCSW Board of Directors and their alternates at least 30 days prior to the meeting date. For special or emergency meetings, notice shall be given to the members and their alternates at least five days prior to the meeting date.

D. A majority of the UCSW Board of Directors members shall constitute a quorum. If a quorum is not present, those present may continue to meet for the purpose of giving reports, sharing information, caucusing, and similar activities. However, no business requiring a vote shall be conducted without a quorum.

VI BOARD OF DIRECTORS / EXECUTIVE COMMITTEE

A. The Board of Directors of the UCSW shall be known as the UCSW Board of Directors and shall be comprised of the four officers, the chair of each Bargaining Unit Negotiating Council ("BUNC") and the president of each District Labor Council ("DLC"). Members of the UCSW Board of Directors shall be elected for a term of three years. The UCSW Board of Directors shall be no less than thirty and no more than one hundred fifty as set from time-to-time by the UCSW Board of Directors by a vote of sixty percent (60%) of the UCSW Board of Directors Members. No person may be elected as a member of the UCSW Board of Directors who is not an active member of the UCSW in good standing and satisfies the other conditions set forth in the UCSW Policy File.

B. The UCSW Board of Directors shall have all those powers and responsibilities given to a Board of Directors under corporate law, the CSEA Bylaws, and these Bylaws. In addition, through its adopted Policy File, it may establish all policies and procedures deemed necessary or appropriate to the proper governance of the UCSW or to accomplish its purposes, including the establishment of any

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subordinate units, councils, locals, offices, or committees.

C. The UCSW Board of Directors may increase or decrease the number of DLCs when necessary either to accommodate new worksites, accommodate changes in Bargaining Units, or when necessary to implement a reapportionment plan adopted by a majority vote of UCSW Board of Directors. The UCSW Board of Directors may also reapportion existing DLCs in accordance with policies, rules and procedures established in the UCSW Policy File.

D. DLC Officers, District Bargaining Unit Representatives, and Local Officers shall be elected directly by the members within their respective jurisdictions and according to those policies, rules and procedures established in the UCSW Policy File.

~~E. The four UCSW officers shall serve as an Executive Committee and shall have all necessary authority to carry out the policies of the UCSW between meetings of the UCSW Board of Directors. All actions shall be reported to the UCSW Board of Directors at the next UCSW Board of Director's meeting.~~

VII COMMITTEES

A. The Standing Committees of the UCSW are:

1. African American
2. Agenda
3. Budget
4. Asian Pacific Islander
5. Local 1000 Bargaining
6. Environmental
7. Local 1000 Grants
8. Local 1000 Health & Safety
9. Latin@
10. Lavender (LGBTIQ)
11. Committee on Political Education (COPE)
12. Statewide Chief Steward
13. Workers with Disabilities
14. Veterans Committee; and
15. Women's Committee

B. All standing committees shall report to the UCSW Board of Directors. The duties of each standing committee shall be established in the UCSW Policy File. The President Chair shall be an ex-officio member of each standing committee.

C. The UCSW Board of Directors may create special or ad hoc committees or task forces as it deems necessary.

D. Appointments to all standing committees shall be made by the President from the membership of the UCSW subject to disaffirmation of the UCSW Board of Directors.

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Appointment to special or ad hoc committees or task forces shall be made by the President Chair unless the UCSW Board of Directors specifies otherwise when creating the committee or task force.

VII PARLIAMENTARY AUTHORITY

These Bylaws of the UCSW, the UCSW Policy File and Roberts Rules of Order, Newly Revised, latest edition, in that order, shall govern the procedures for all UCSW meetings.

VIII AMENDMENT

These Bylaws may be amended by a majority vote of the UCSW Board of Directors, at any regular or special meeting of the UCSW Board of Directors, except as otherwise required by the laws of the State of California.

IX PRINCIPAL OFFICE

The principal office for the transaction of the activities, affairs and business of the UCSW shall be located at Sacramento, California. The UCSW Board of Directors may change the principal office from one location to another. Any change in location of the principal office shall be noted by the Vice President/Secretary-Treasurer on these Bylaws opposite this section, or this section may be amended to state the new location.

X PROVISOS

Upon adoption of these amendments to the Bylaws, all persons holding elected or appointed office in Local 1000 shall remain in office until the expiration of their current terms unless recalled, removed, or replaced by the electing or appointing authority pursuant to procedures set forth in the Local 1000 Policy File.

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**SUBJECT: Duties of the Statewide President
Policy File Amendments to Division 3.0.03**

**SUBMITTED BY: Robert Gilbert, DCL 721 President
Theresa Taylor, DLC 786 President**

RECOMMENDED ACTION:

Amend Policy File Division 3.0.03 as follows:

3.0.03 Duties of the statewide officers

In addition to those duties set forth in the Bylaws or elsewhere in this Policy File, the duties of the four statewide officers shall include:

(a) President:

(1) Administering the daily affairs of Local 1000, carrying out the policies and procedures of Local 1000, executing the plans, programs, and ~~policy's policies~~ of Local 1000 and ~~between meetings of the Local 1000 Board of Directors making all necessary interpretations or clarifications of Local 1000 bylaws and policy as set forth by the Local 1000 Board of Directors.~~

~~(2) Scheduling and presiding over all meetings of the Local 1000 Board of Directors and the Local 1000 Executive Committee.~~

~~(3) With the exception of SBAGs and their respective BUNCs, appointing all committee members, subject to disaffirmation by the Local 1000 Board of Directors and serving as an ex-officio member of all committees.~~

~~(4) Representing Local 1000 on the CSEA Board of Directors.~~

~~(5) Being Local 1000's chief negotiator for any master contract negotiations, or may delegate that responsibility to the Vice President for Bargaining for any master contract negotiations.~~

~~(6) Performing such other duties as may be prescribed by the Bylaws, this Policy File or as directed by the Local 1000 Board of Directors.~~

~~(7) Coordinating Local 1000's activities at CSEA General Council and chairing all meetings of Local 1000's General Council delegates.~~

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~~(8) Reviewing agenda items submitted for Local 1000 Board of Directors meetings and referring or deferring agenda items.~~

~~(9) Being Local 1000's main spokesperson in communicating with media representatives regarding collective bargaining issues, progress of negotiations or other items of Local 1000 policy or positions.~~

~~(10) Providing methods of communication amongst the Local 1000 Board of Directors, DLCs, SBACs, BUNCs, and Local 1000 members and non-members, on all matters, including those within CSEA, affecting Local 1000.~~

~~(11) Receiving all management notices of changes in terms and conditions of employment.~~

~~(12) Between contract negotiations, appointing all members to meet and confer negotiations with the State of California or other recognized employer which are not unit specific.~~

(b) Vice President/Secretary-Treasurer:

(1) Assisting the President in administering the affairs of Local 1000.

(2) Coordinating Local 1000's fiscal policy and procedures, reporting the status of Local 1000 funds; and chairing the Budget, Agenda, and Grants Committees.

(3) Keeping, at Local 1000's principal office or such other place as the Local 1000 Board of Directors may direct:

(i) Minutes of all meetings, proceedings, and actions of the Local 1000 Board of Directors, committees of the Board, member or delegate meetings;

(ii) A copy of the current Articles of Incorporation and Bylaws;

~~(4) Serving as one of the Local 1000 representatives on the Board of Directors of CSEA.~~

~~(5) Performing such other duties as may be prescribed by the Bylaws, the Policy File, or as directed by the Local 1000 Board of Directors or Executive Committee.~~

(i) Assume the President's duties in the event of the President's temporary absence or disability;

(ii) With the Local 1000 statewide officers and Budget Committee, prepare the Local 1000 budget for approval by the Local 1000 Board of Directors;

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(iii) Assist the President in coordinating media relations and dissemination of information within the policies and positions determined by the Local 1000 Board of Directors.

(iv) Chair the Budget, Agenda, and Grants Committees.

(v) Together with the ~~President~~Board Chair, establish accounts at banks or other financial institutions for Local 1000 funds, authorize deposits to and withdrawals from such accounts, review the balances in and transactions affecting such accounts, and to take such action as deemed necessary to insure that deposits and withdrawals from such accounts are made with the approval of the appropriate Local 1000 statewide officers and are used for authorized purposes of Local 1000.

(c) Vice President for Organizing/Representation:

(1) Acting as a spokesperson for the DLCs.

(2) Filling DLC vacancies, except for delegates to the General Council, whenever procedures to fill vacancies do not exist or have been exhausted and vacancies still exist.

(3) Assisting the President in administering the affairs of Local 1000.

(4) Administering a job-steward training and certification program.

(5) Performing such other duties as may be prescribed by the Bylaws, or by this Policy File, or as directed by the Local 1000 Board of Directors ~~or Executive Committee~~.

(6) Reporting to the Local 1000 Board of Directors any needed change in alignment of DLCs.

(7) Serving as an ex-officio member of the Chief Steward Committee.

(d) Vice President for Bargaining:

(1) Presiding over all meetings of the BUNC chairs.

(2) Serving as liaison to the Executive Committee for the BUNC chairs.

(3) Acting as a spokesperson for the BUNCs.

(4) Performing all other duties as assigned by the ~~President~~ Board of Directors.

(5) Serving as chair of the Local 1000 Bargaining Committee.

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(6) Assisting the President or designee with As delegated by the Board of Directors, coordinating master contract negotiations and statewide meet-and-confer negotiations with the State of California or other recognized employer which are not unit-specific.

(7) Performing such other duties as may be prescribed by the Bylaws, or by this Policy File or as directed by the Local 1000 Board of Directors or Executive Committee.

BACKGROUND:

These policy changes would provide a system of checks and balances for the governance of SEIU Local 1000.

ESTIMATED COST/SAVINGS:

none

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**SUBJECT: Duties of the Board of Directors
Policy File Adoption of 3.0.04**

**SUBMITTED BY: Beth Bartel, DLC 768 President
Theresa Taylor, DLC 786 President**

RECOMMENDED ACTION:

Adopt Policy File Division 3.0.04 as follows:

3.0.04 Duties of the Local 1000 Board of Directors

Duties of the Local 1000 Board of Directors, subject to simple-majority vote to approve, include:

(1) From the Board of Directors, a Chair will be elected to schedule and preside\ over all meetings of the Local 1000 Board of Directors and the Local 1000 Executive Committee. The Chair of the board will serve at the pleasure of the Board of Directors and may be removed as Chair and replaced by a majority vote of the Local 1000 Board of Directors.

(2) With the exception of SBACs and their respective BUNCs, appointing all committee members, including the Hearing Panel, subject to disaffirmation by the Local 1000 Board of Directors, and designating an ex-officio member of all committees from the Board.

(3) Electing from the Board, a representative of Local 1000 on the CSEA Board of Directors.

(4) Designating Local 1000's chief negotiator for any master contract negotiations and statewide meet-and-confer negotiations with the State of California or other recognized employer which are not unit-specific, or delegating that responsibility to the Statewide President or to the Vice President for Bargaining or Chief Counsel for SEIU Local 1000.

(5) Performing such other duties as may be prescribed by the Bylaws, this Policy File, or as needed by the Local 1000 Board of Directors. Any and all other such duties to be placed under the governance of the three aforementioned governing bodies best suited to the need of the circumstance at the time. Said placement to be determined by the Board of Directors via a full Board vote.

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(6) Designating a General Council Committee of 14 members from all of Local 1000's DLCs/regions to coordinate Local 1000's activities at CSEA General Council and to chair all meetings of Local 1000's General Council delegates.

(7) Designating Local 1000's main spokesperson in communicating with media representatives regarding collective bargaining issues, progress of negotiations, or other items of Local 1000 policy, positions, or campaigns. This includes methods of communication amongst the Local 1000 Board of Directors, DLCs, SBACs, BUNCs, and Local 1000 members and non-members, on all matters, including those within CSEA, affecting Local 1000.

(8) Approval by two-thirds majority vote of the President's appointments to positions not included in the staff collective bargaining agreement, including but not limited to Chief of Staff, Chief Financial Officer, Director of Information Services, Chief Counsel, and all department heads.

BACKGROUND:

Democracy & Transparency:

Every member of the Union will have a greater understanding of and voice in the working functions of the Local 1000. Requiring each elected board member to participate in and be accountable for the Union's actions will also provide more inclusive representation of each worksite's specific concerns, needs, and viewpoints as to how their Union should function.

ESTIMATED COST/SAVINGS:

none

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**SUBJECT: Duties of the Chair
Policy File New Section 3.0.05**

**SUBMITTED BY: William Hall DLC 744 President
Beth Bartel, DLC 768 President**

RECOMMENDED ACTION:

Adopt new policy file section as follows:

3.0.05 Duties of the Chair of the Local 1000 Board of Directors

1. As directed by the Local 1000 Board of Directors, administering the daily affairs of Local 1000, carrying out the policies and procedures of Local 1000; executing the plans and programs of Local 1000; and, between meetings of the Local 1000 Board of Directors, making all necessary interpretations or clarifications of Local 1000 bylaws and policy.
2. Scheduling and presiding over all meetings of the Local 1000 Board of Directors.
3. Reviewing agenda items submitted for Local 1000 Board of Directors meetings and referring or deferring agenda items.
4. Preside over the Local 1000 Agenda Committee.
5. Any other duties assigned by the Local 1000 Board of Directors.

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**SUBJECT: Vacancies
Policy File Amendments to Division 3.1.01**

**SUBMITTED BY: Jerome Washington, DLC 744 President
Ruth Kiker, DCL 787 President**

RECOMMENDED ACTION:

Amend Policy File Division 3.1.01 as follows:

3.1.01 Vacancies

(a) In the event of the resignation, removal, or death of the President, within 30 days, or at the next ~~Executive Committee~~ Board meeting, whichever is sooner, the ~~Executive Committee~~ Board shall elect a new President from among the ~~three vice presidents~~ Board members then in office. ~~The election of the new President by the Executive Committee shall be brought to the Local 1000 Board of Directors for vote to affirm the election by the Executive Committee.~~ A special general election will be called and sent to the membership statewide within 60 calendar days unless there is a general election within 120 days of vacancy

(b) If any of the vice president positions become vacant, within 30 days, or at the next Board meeting, whichever is sooner, the ~~President~~ Board shall make an appointment to fill the vacancy by simple-majority vote until the next regularly scheduled Local 1000 Board of Directors meeting, at which time the Local 1000 Board of Directors shall vote on whether to affirm the appointment.

(c) Should all four Local 1000 officer positions become vacant, the Chairperson of the Bargaining Unit Negotiating Committee 1 and 4 shall become acting President and Vice President/Secretary-Treasurer. If there is no mutual agreement between the two as to which chair will assume the position of President and which will assume the position of Vice President/Secretary-Treasurer, the choice will be made by drawing lots. ~~A special Local 1000 Board of Directors meeting will be held within 60 days of the four vacancies at which time the Local 1000 Board of Directors will hold an election to fill all four vacancies.~~ A special general election will be called and sent to the membership statewide within 60 calendar days.

(i) The nomination period for this special election opens the first Monday following the temporary placement of the new President and Vice President/Secretary-Treasurer.

(ii) The nomination period for this special election closes the first Monday of the following month.

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(iii) The voting period and procedures will be the same as in 12.1.00 Election Conduct.

BACKGROUND:

Currently there are no contingencies addressing what to do when any or all Executive Committee position(s) become(s) vacant. This policy change is intended to remedy that.

ESTIMATED COST/SAVINGS:

none

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**SUBJECT: Meetings
Policy File Amendments of 3.2.00**

**SUBMITTED BY: Beth Bartel, DLC 768 President
Theresa Taylor, DLC 786 President**

RECOMMENDED ACTION:

Amend Policy File Division 3.2.00 as follows:

3.2.00 MEETINGS

Meetings of the Local 1000 Board of Directors or any sub-organization of Local 1000, whether at the workplace or other locations, are conducted by and under the authority of the elected officers of Local 1000, the DLC, SBAC, BUNC or other duly authorized body of Local 1000. Non-members, including staff, whose presence is unnecessary to the issues under discussion, may be excluded from such meetings by the presiding officer subject to the disaffirmation of the body.

(a) The Local 1000 Board of Directors shall meet at least ~~three~~four times per year to discuss routine business of the Local, for a minimum of two days per meeting. At least two Board meetings shall be in person. Special or emergency meetings shall be called by the ~~Local 1000 President~~ Chair of the Board as needed to meet operational requirements.

(b) Upon petition by a majority of the Local 1000 Board of Directors members, the ~~President~~ Chair of the Board shall call a special meeting of the Board.

(1) Such petition shall contain the following information:

- (i) The specific issue(s) for the proposed agenda and the circumstance(s) or reason(s) such issue(s) cannot reasonably be dealt with at the next regularly scheduled Board meeting;
- (ii) The potential damage or loss to the Local or its members which is likely to occur if such issue(s) are not resolved at the meeting proposed by the petition;

(2) Such petition shall be delivered to the Local 1000 Chair of the Board

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~~President~~ or, in the ~~President's~~ Chair's absence, the Vice President/Secretary-Treasurer for consideration 24 hours prior to its circulation.

- (c) Except in urgent situations, notice shall be given to Directors at least 30 days prior to the meeting date.
- (d) In urgent situations, notice shall be given to Directors at least five days prior to the meeting date.
- (e) Notice of meetings shall be the responsibility of the Chair of the Board as directed by the Board of Directors ~~the Local 1000 President.~~

3.2.01 Quorum

- (a) A majority of the Local 1000 Board of Directors shall constitute a quorum.
- (b) Business requiring a vote shall not be conducted without a quorum.

3.2.02 Order of Business

- (a) No member of the Executive Committee, the Board of Directors, or other may address the body until roll call has been taken and the agenda has been presented, except the Vice President/Secretary-Treasurer or their surrogate in doing these tasks.
- (b) The order of business of all routine meetings of the Board shall include the following:
 - (1) Report of the agenda committee;
 - (2) Approval of agenda;
 - (3) Approval of minutes;
 - (4) Reports;
 - (5) Unfinished Business;
 - (6) New Business; and
 - (7) Added Items.

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3.2.03 Parliamentary Procedure

Policy of Local 1000 and Roberts Rules of Order, Newly Revised, latest edition, in that order, shall govern the procedure of Board meetings.

3.2.04 Amending the Policy File

(a) No member of the Executive Committee, the Board of Directors, or other may address the body until roll call has been taken and the agenda has been presented, except the Vice President/Secretary-Treasurer or their surrogate in doing these tasks.

(b) Amendments to the Policy File may be proposed by any Director.

(c) All amendments to Local 1000 Policy File must be voted on separately by division or a lesser part.

(d) Amendment to the Policy File shall be by a majority vote of the Local 1000 Board of Directors.

3.2.05 Source and/or Impact of Funding

Any motion before the Local 1000 Board of Directors that proposes to expend funds not otherwise budgeted must contain a funding source. Proposals in excess of \$20,000 shall be referred to the Budget Committee for an impact analysis prior to vote by the Local 1000 Board of Directors.

3.2.06 Agenda

(a) Items for inclusion on the agenda must be submitted to the Chair of the Board ~~President~~ at least 25 days prior to the date of the meeting and shall be accompanied by factual supporting data. The agenda shall be sent to Local 1000 Board of Directors at least 15 days prior to the meeting.

(b) Items submitted for the agenda may be referred or deferred by the Chair of the Board ~~President~~. Items referred or deferred by the Chair of the Board ~~President~~ will become informational items on the agenda with a recommendation from a committee or in its original form unless the Chair of the Board ~~President~~ referred or deferred the item for a specific time period. The Local 1000 Board of Directors may by a majority vote place informational items on the action agenda.

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- (c) Agenda action items submitted to the Local 1000 Board of Directors proposing Policy File changes shall be written in appropriate Policy File language.
- (d) Each agenda shall include a list of all previous Local 1000 Board of Directors' motions on which action items have not been completed.
- (e) Special or emergency Local 1000 Board of Directors meeting agenda items need not comply with this policy.

3.2.07 Continuation of Agenda Items

All matters appearing on the agenda which are not disposed of, shall appear on the next agenda as items of unfinished business.

3.2.08 Approval of Meetings

- (a) All meetings of the Local 1000 Board of Directors, SBACs, and BUNCs shall be called at the direction of the ~~President~~Chair or BUNC Chair.
- (b) All meetings of SBACs and BUNCs at Local 1000 expense require prior approval of the President. In the absence of the President, approval must be obtained from the Vice President for Bargaining. Each request must be accompanied by an agenda in order to be approved. Meeting requests for SBACs and BUNCs shall be made by the BUNC Chair. Any denial shall be in writing and appealable to the Local 1000 Board of Directors. The appeal shall be voted on by the Local 1000 Board of Directors within five days.
- (c) All meetings of Local 1000 committees require prior approval of the President.

3.2.09 Executive Sessions

The Local 1000 Board of Directors, SBACs and BUNCs may meet in executive session when discussing development of bargaining strategy, personnel matters, disciplinary actions, representation appeals, or other matters deemed by the President, the Board, or the BUNC Chair as confidential. Executive sessions, when held as a part of regular meetings, shall be scheduled for an announced time certain. Any actions taken during an executive session shall be reported in open session in a manner that does not disclose any of the confidential information.

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Attendance at executive sessions shall be restricted to the member(s) of the body holding the meeting, statewide officers, and staff and other individuals who have pertinent information and whose presence is determined to be necessary by the presiding officer, subject to disaffirmation by the body.

3.2.10 Child Care

Every attempt will be made to provide childcare to members attending Local 1000 meetings.

3.2.11 Board Debate

- (a) The presiding officer shall give preference to the maker and then to the second of a motion to speak first. Thereafter, recognition shall alternate, insofar as practicable, between those favoring the questions and those opposing the question. No member shall speak for more than two minutes, nor speak a second time, until all those wishing to speak on that question have spoken.
- (b) Once a member has spoken to a question, he or she may not thereafter move to close debate without being recognized a second time.
- (c) When the presiding officer judges that members on both sides of a question have had ample opportunity to debate, the presiding officer, on his or her initiative, may propose that debate be closed. If there is objection from the assembly, then the presiding officer shall proceed to put to a vote the question of whether to close debate. Any individual member may also move to close debate at any time, provided there has actually been debate on the issue. It shall take a two-thirds vote to close debate on any main motion, but debate may be closed for amendments and procedural motions by a majority of the Local 1000 Board of Directors.
- (d) Nothing in this section is intended to limit the authority of the Local 1000 Board of Directors to adopt a motion to either extend or limit debate as otherwise provided by its parliamentary authority.

3.2.12 Requests for Personal Privilege and Information

- (a) Procedural Privilege:

If a member's ability to participate fully or effectively in the meeting is hindered in

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some way, that member has the right to be recognized immediately upon a point of personal privilege, and the presiding officer shall address the problem immediately.

(b) Nonprocedural Privilege:

All other points of personal privilege shall be recognized at the discretion of the presiding officer. The presiding officer has the discretion to require that he or she be provided with written notice of a member's desire to make a point of personal privilege that is not procedural. The presiding officer shall defer to the time immediately prior to the next recess or adjournment all such points that do not, in the presiding officer's judgment, warrant earlier attention.

(c) Request for Information:

A member may interrupt a speaker to request information from the presiding officer that is relevant to the discussion. A request for information shall not be used to engage in debate. If, in the presiding officer's judgment, a member has intentionally misused a request for information, the presiding officer may deem the member as having spoken to the question and shall not recognize the member further until all other members wishing to speak to the question have done so.