

RCA 7/1/05

**RULES OF THE  
STATEWIDE BARGAINING ADVISORY COMMITTEE (SBAC) AND  
THE BARGAINING UNIT NEGOTIATING COMMITTEE (BUNC)**

**BARGAINING UNIT 03  
OF THE  
CALIFORNIA STATE EMPLOYEES ASSOCIATION**

Revised and Adopted June 15, 2000

**1. PURPOSE**

Within the framework of the Constitution, Bylaws, and Policy File of the California State Employees Association, SEIU Local 1000, the purpose of this bargaining unit SBAC and BUNC is to accomplish the following:

- 1.1 To represent the interests of the employees within the jurisdiction of the bargaining unit SBAC and BUNC;
- 1.2 To establish goals and objectives with respect to all matters of employee-employer relations, including salaries, hours, benefits, and other terms and conditions of employment which relate to the members of this bargaining unit council;
- 1.3 To serve as a medium of representation and communication for and between Unit 03 members in relation to other councils, and in negotiations for Unit 03 members with the appropriate state authority under collective bargaining;
- 1.4 To organize the members serviced by the SBAC and BUNC for collective bargaining with the State of California and all subsequent negotiations;
- 1.5 To recruit all persons eligible for membership in the Association and within the jurisdiction of the bargaining unit.

**2. MEMBERS OF THE BARGAINING UNIT NEGOTIATING COMMITTEE (BUNC)**

- 2.1 The Unit 03 BUNC shall consist of eight seats as follows:
  - a. Five (5) seats, elected from among the SBAC membership present, shall be designated the "BUNC".
  - b. Three (3) seats, elected from among the SBAC membership present, shall be designated the "BUNC ALTERNATES".

**3. ELECTION OF THE BUNC**

3.1 Elected by SBAC membership in attendance.

3.2 Term of Office - BUNC

a. Serves from date elected for the term of office prescribed in the CSD Policy File.

3.3 Method of BUNC Designated Seat Elections

- a. All candidates shall be nominated and elected in accordance with *Robert's Rules of Order*.
- b. The Alternate Deputy Director of Bargaining shall preside over the election and the Director shall appoint an election committee to count votes.
- c. Voting shall be by secret ballot.
- d. To be elected, a person must receive 50 percent plus one of all votes cast from and by the members of the Statewide Bargaining Advisory Committee. Members of the BUNC remain members of the SBAC during their tenures of office on the BUNC.
- e. All eight (8) seats comprising the entire BUNC (2.1) shall be elected at large, from all departments, by a vote of the entire SBAC membership in attendance.
- f. Nominations and election will first be held for the five (5) "BUNC" seats. Upon completion of the "BUNC" election, nominations and election will then be held for the three (3) "BUNC ALTERNATES" seats.

3.4 Election of BUNC Officers

- a. The SBAC voting members shall elect a chairperson, vice chairperson, and alternate vice chairperson, from amongst the five BUNC members by secret ballot in conformance with *Roberts Rules of Order*.
- b. The term of office for a BUNC officer shall coincide with the term of the BUNC.

3.5 All members of the BUNC who have not completed job steward training shall agree to commence such training within six months of becoming a council member and be certifiable.

3.6 The BUNC members shall represent all respective constituencies/communities of interest/bargaining unit in all relevant matters.

#### 4. DUTIES

4.1 Chairperson

The chairperson shall be the directing head of the SBAC and BUNC, preside over all meetings, carry out the policies set by the SBAC and BUNC and otherwise perform those duties normally assigned to that office. He/she shall be the division SBAC and BUNC representative and the official SBAC and BUNC spokesperson in all matters affecting the SBAC and BUNC.

4.2 Vice Chair

In the event of the resignation, death or removal of the chairperson, the Vice Chairperson shall become temporary chairperson until a special election can be held.

#### 4.3 Alternate Vice Chair

In the event of the resignation, death, or removal of the Chairperson and Vice Chairperson, the Alt. Vice Chairperson shall become the Chairperson until a special election can be held.

### 5. VACANCIES

- 5.1 If a member position on a bargaining negotiating council becomes vacant, a new member shall be appointed in accordance with the rules adopted by the members of the Statewide Bargaining Advisory Committee of the affected bargaining unit, this replacement shall serve for the remaining term. The Civil Service Division Director and the Civil Service Division Administrator shall be notified, in writing, of all changes in the members of the BUNC. The appointment becomes effective upon receipt of notification at CSEA headquarters.

### 6. REMOVAL FROM OFFICE

- 6.1 Any elected or appointed member of the Bargaining Unit Negotiating Council may be recalled from office by the union members in accordance with Civil Service Division Policy File Section - Recall of Elected Officers.

### 7. MEETINGS

#### 7.1 General

All meetings of the SBAC and BUNC shall be held in conformity with the Civil Service Division rules. Open meetings are not restricted in attendance. Closed meetings are restricted to the SBAC and BUNC members, appropriate support staff and/or members of the bargaining unit. Executive sessions are restricted to the elected members of the BUNC, authorized officers, and such other persons as may be designated by the BUNC. All discussion at an executive session shall be considered confidential.

- 7.2 a. Upon petition by a majority of SBAC members, the chairperson shall call a meeting of the SBAC.  
b. (Same for BUNC).

- 7.3 Normally, notice shall be given to the members at least thirty days prior to the meeting date. In urgent situations, notice shall be given to members at least five days prior to the meeting date. Notice of meetings shall be the responsibility of the chairperson.

#### 7.4 Quorum

- a. A quorum shall be 50% plus 1 of the entire SBAC or 5 BUNC members.

- b. A quorum for the BUNC is 3.

#### 7.5 Temporary Vacancies

In the event of a temporary absence of a BUNC member, the chairperson may designate an alternate. The chairperson shall advise the division director of all substitutions. The alternates shall have full rights as a member of the council for the duration of the meeting.

### 8. ORDER OF BUSINESS

The order of business of all meetings of the SBAC and BUNC shall be as follows:

- Call to order
- Roll call
- Remarks of the Chairperson
- Remarks of the BUNC members
- Report of the headquarters staff
- Communications
- Approval of the agenda
- Old business
- New business
- Unscheduled business
- Adjournment

### 9. VOTING

- 9.1 On all matters before the SBAC and/or BUNC, only the respective members of the SBAC and/or BUNC and alternates who are present shall have a right to vote.
- 9.2 Proxy votes shall not be allowed under any circumstances.

### 10. SBAC AND BUNC ATTENDANCE

- 10.1 Attendance at (SBAC and/or BUNC) meetings by the appropriate members shall be required unless excused for good cause by the chairperson.
- 10.2 When an SBAC member has two or more unexcused absences, the Alternate Deputy Division Director - District Labor Councils, with the concurrence of the DLC president, shall declare the position vacant.

### 11. PARLIAMENTARY PROCEDURE

- 11.1 The Constitution and Bylaws of CSEA, rules of the Civil Service Division Council, rules of this SBAC and BUNC, and *Roberts Rules of Order*, newly revised, in that order, shall govern the procedure at all SBAC and BUNC meetings.

**12. RATIFICATION OF CONTRACTS**

- 12.1 The eight member BUNC shall negotiate and recommend the contract for ratification by the membership. All elected BUNC seats will sign their names to the newly bargained agreement.

**13. GEOGRAPHIC MEETINGS AND TRAINING SESSIONS**

- 13.1 The SBAC members shall meet geographically by area for the purpose of gathering issues, discussing proposed language, ratification briefings, bargaining update, and DBUR training. The chairperson, the vice chairperson, and the alternate vice chairperson shall chair meetings.
- 13.2 SBAC members shall meet on a statewide basis as determined by the chairperson at least twice a year.

**14. TRAINING OF BUNC AND SBAC MEMBERS**

- 14.1 Attendance is mandatory at scheduled training.

**15. AMENDING THE RULES**

- 15.1 Amendment of these rules may be proposed by any SBAC member. Any member of the SBAC may propose an amendment; however, the amendment must be approved by a majority of the SBAC.