

Unit 04 Rules

1 PURPOSE

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

- 1.1_ To represent the interests of 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;
- 1.3_ To service as a medium of representation and communication for and between Unit 4 members in relation to other units and in negotiations for the members with the appropriate state authority under collective bargaining;
- 1.4_ To organize the members represented 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.

1.6_ Responsibility of the Bargaining Unit Negotiation Committees BUNCs (7CSD1.01)

~~Bargaining unit negotiating committees~~ BUNCs are responsible for ~~the negotiations of the contract~~ negotiating contracts for ~~salaries~~ wages, hours, benefits and other terms and conditions of employment for their respective units. SBACs by a majority vote their DBURs can join the master table. BUNCs will then represent their bargaining unit's common interests at the master table and negotiate their unit specific issues at the unit table. ~~Bargaining unit negotiating committees shall: (CSD 12/89)~~ BUNCs shall: (CSDC 12/89, CSDC 17/00/2):

- (1) Conduct contract negotiations;
- (2) Meet and confer as required and inform the DLCs of the outcome of any such meetings; be considered an agent of the union for the filing of ULPs, prior to filing ULPs the officers be given proper training. (CSDC 28/99/1)
- (3) Conduct surveys for determining bargaining issues;
- (4) Supply information to the SBACs for contract ratification/strike vote meetings;
- (5) Submit organizing and recruitment ideas and plans to the CSDC for approval before implementation.

(6) Chairpersons of each BUNC shall represent their respective unit on the civil service division council; Chairpersons Chairs of the BUNC shall call meetings of the SBAC as deemed necessary by the BUNC or SBAC after approval by the CSD director. (CSDC 63/99/3)

2. ~~MEMBERS OF THE BARGAINING UNIT NEGOTIATING COMMITTEE~~ Structure of the BUNCs (7CSD1.02)

Each bargaining unit represented by the Association shall have a BUNC. (CSDC 12/89, CSDC 63/94/3, CSDC 63/99/3)

2.1 (12CSD5.00)

~~The Unit 4 A BUNC shall consist be comprised of five (5) seats members elected.~~
~~(CSDC 12/87, CSDC 63/99/3)~~ The SBAC shall elect five SBAC members to serve as the BUNC and may elect up to three (3) alternates for the first 10,000 workers in the unit. Thereafter, one (1) additional BUNC member and alternate shall be added for every 10,000 workers or faction thereof in the unit (CSDC 45/95/3, CSDC 90/99/6, CSDC 93/99/6)

2.2 ~~The Unit 4 BUNC shall consist of two (2) five (5) alternate seats. The two five alternate seats shall be elected by the District BURS and designated as At Large Seats.~~

3. ELECTION OF BUNC

3.1 Qualifications of BUNC Members and BUNC Alternates

- a. Must be a ~~elected~~ DBUR. To be eligible to be a BUNC member, the member must be a member of the SBAC. (CSDC 12/89, CSDC 63/99/3)
- b. Elected by SBAC.
- c. Must be a Steward or become one within six (6) months of becoming a council member and be certifiable.
- d. Members of the BUNC remain members of the SBAC during their tenure of office on the BUNC. (CSDC 82/93/2) (7CSD1.02)
- e. The SBAC shall elect from the five BUNC members, the Chair, Vice Chair and Alternate Vice Chair. (CSDC 45/95/3) (12CSD5.00)

3.2 Terms of Office - BUNC

- a. Services from date elected until ratification of the newly negotiated contract.
- b. ~~Within 60 days of ratification of the newly negotiated contract and following completion of the DBUR elections, whichever is later.~~ The chair will call an SBAC meeting to elect the new BUNC.

- c. DIVISION OFFICER, DISTRICT LABOR COUNCIL OFFICER, DBURS, LOCAL OFFICER AND GENERAL COUNCIL DELEGATE ELECTIONS
(12CSD4.00)

- d. Division Officer, District Labor Council Officer, DBURS, Local Officer and General Council Delegate Eligibility (12CSD4.01)
CSD Officers, DLC Officer, DBURs, Local Officers and General Council

Delegates are elected in odd numbered years by the members within their jurisdiction. Except that in the year 2000 all such (persons) (officers) will be elected for a three (3) year term. Thereafter, all such (persons)(officers) are elected in odd-numbered years for two (2) year terms. These elections are conducted on a uniform statewide basis by the CSD election committee.

Nominations will open for these offices no later than February 1. All elections shall be by secret mail ballot. Any member in good standing in the respective jurisdictions is eligible to run for an office. No member may run for or hold more

than one office within the CSD, except that of General Council Delegate. Written consent must be submitted tot the Election Committee prior to the closing on nominations. (CSDC 45/95/3, CSDC 90/99/6, CSDC 94/99/6, CSDC 23/00/2)

3.3 Method BUNC Elections

a. Bargaining Unit Negotiating Committees Councils (BUNCs) (12CSD5.00):

- (1) The Division Director ~~of the Division Council~~ shall appoint an election committee of up to ~~three (3)~~ four (4) non-candidate members ~~from each bargaining unit~~ each from different bargaining units for the purposes of conducting ~~bargaining unit negotiating committee elections from that bargaining unit negotiating committee (CSD 12/87)~~ BUNC elections and elections for the Chair, Vice Chair and Alternate Vice Chair from the elected BUNC members. (CSDC 45/95/3)
- (2) The election committee shall be responsible for:
 - (a) Notification of eligible voters of the meeting for the nomination and election of ~~bargaining unit negotiating committee members~~ BUNC members and officers; (CSDC 45/95/3)
 - (b) Verification of eligibility of candidates and voters; (CSDC 45/95/3)
 - (c) Preparation of ballots; and (CSDC 45/95/3) ~~(CSD 12/87)~~

- (d) Counting of ballots; ~~and~~ (CSDC 45/95/3)
- (3) A majority of votes cast shall determine the winner for each office. If there is only one (1) candidate nominated for office, he/she will be declared elected. A tie vote shall be determined by lot. (CSDC 45/95/3)
- (4) The election committee shall serve until the conclusion of the election.
~~(CSD-12/87)~~ (CSDC 45/95/3).
- b. All candidates shall be nominated and elected in accordance with Roberts Rules of Order.
- c. The current chair shall preside over the election.
- ~~d.c.~~ Voting shall be by secret ballot.
- ~~e.d.~~ To be elected a person must received 50% plus 1 of all votes cast.
- ~~f.e.~~ If subsequent ballots are necessary, those receiving 50% plus 1 shall be removed from the ballot as elected, and the lowest vote received shall also be removed. To be elected a person must received 50% plus 1 of all votes cast. If no candidate receives 50% plus one the lowest vote received shall be removed. Additional ballots to elect the number of vacant positions shall continue under the above rules until five (5) persons are elected. and two (2) alternates are elected.

- f. Five Alternate BUNC members shall be separately elected at large.

The candidate receiving the highest vote shall be the first alternate and the second candidate receiving the second highest votes shall be the second alternate, third highest shall be third alternate, fourth highest the fourth alternate, fifth highest the fifth alternate.

- ~~e. c.~~ Each DBUR shall vote for no more than seats available.

- d. Election Protests (BUNC) (12CSD5.01)

(1) A candidate for office may file a protest with the Alternate Deputy Division Director for BUNCs or designee within one hour after the election (CSDC 45/95/3, CSDC 90/99/6)

(2) The Alternate Deputy Division Director for BUNCs or designees shall immediately appoint a hearing officer to hear the protest and to determine the validity of the protest. The decision of the hearing officer is final and binding on all parties. (CSDC 45/95/3, CSDC 90/99/6)

3.4 Officers

The Officers of the BUNC are ~~shall be the~~ Chair, Vice Chair, and the Alternate Vice.

Chair. (CSDC 82/93/3, CSDC 63/99/3)

3.5 Election of Officers

- a. SBAC ~~BUNC~~ members elect Chair, Vice Chair, Alternate Vice Chair (new) from amongst ~~themselves~~ BUNC members by secret ballot.
- b. Term of office shall coincide with term of BUNC.

3.6 Vacancies

- a.
 - (1) If the position of ~~bargaining unit negotiating committee~~ BUNC ~~chairperson~~ chair becomes vacant the position shall be filled by the rules of the BUNC which are established by the SBAC. (CSDC 82/93/3)
 - (2) If the position of ~~Vice Chairperson~~ vice chair ~~(secretary/treasurer)~~ or ~~Alternate Vice~~ alternate vice chair ~~(new)~~ become vacant, ~~an election shall be conducted among the remaining members of the bargaining unit negotiating committee to elect a new Vice Chairperson (secretary/treasurer) or Alternate Vice Chair (new)~~ the position shall be filled by the rules established by the SBAC. (CSDC 13/96/1)
 - (3) If a member position on a ~~bargaining unit negotiating committee~~ BUNC becomes vacant, a new member shall be appointed in accordance with the

rules adopted by the members of the Statewide Bargaining Advisory Committee SBAC of the affected bargaining unit, this replacement shall serve for the remaining term.(CSDC 82/93/3) The ~~Civil Service Division~~ Director and the ~~Civil Service Division~~ CSD 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~~ Association headquarters.(CSDC 82/93/3) Vacancies on the bargaining advisory committee shall be filled in accordance with the appropriate district labor council CBL (CSD 12/89) ~~(3CSD4.04)~~ (7CSD1.02)

- b. In the event of the resignation, death or removal of the Chairperson, the Vice Chair shall become temporary Chairperson until a special election can be held.
- c. If, for any reason, any BUNC seat becomes vacant, the first Alternate ~~number~~ shall assume the vacant position. The number two alternate becomes the number one alternate and each remaining alternate moves up leaving one vacancy for the fifth alternate. The vacant alternate position will be elected at the next scheduled SBAC meeting.

4. DUTIES

4.1 ~~Chairperson~~ BUNC Chair Responsibilities (7CSD1.04)

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. Chairs, with concurrence of the majority of the BUNC, shall have the authority to sign tentative agreements for their respective BUNCS. (BD 3/82/45) 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. He/ she shall appoint all standing committees with the concurrence of the ~~SBAC and~~ BUNC and shall be an ex officio member of all committees. Chairs of each BUNC shall represent their respective unit on the CSDC. (CSDC 12/89)

4.2 ~~Vice Chairperson~~ Vice-Chair

Serve as the Chair in the absence of the Chair, maintain financial records for the BUNC and SBAC, represent the Chair at the Division Council in case of the Chair's absence.

4.3 Alternate Vice ~~Chairperson~~ Chair (New)

In the event of the absence of the Chair and Vice Chair, the Alternate Vice Chair shall become the temporary chair until the chair or vice chair are available to carry out their

duties. The alternate vice chair shall represent the BUNC at meetings of the Civil Service Division Council in the event of the necessary absence of the Chair or Vice Chair.

5. REMOVAL FROM OFFICE

5.1 Any BUNC officer, BUNC member, BUNC Alternate, or SBAC member may be removed from office pursuant to the CSEA Bylaws. CSEA Policy File and/or CSEA Civil Service Division Policy File.

5.2 Recall of Elected Officers ~~(6CSD6.07)~~ (12CSD6.00)

Any elected ~~DBUR~~ SBAC member or BUNC ~~BUNC member or BUNC alternate~~ may be recalled from office by ~~the union~~ members using the following procedures: (CSDC 45/95/3)

- a. Proponent(s) of the recall must submit a written notice of intent to recall with the Division Director, unless the person being recalled is the Division Director, in which case the notice shall be submitted to the Deputy Director ~~for~~ (Finance). (CSDC 45/95/3)
- b. The notice shall include the name and title of the ~~officer~~ person sought to be recalled and a statement of the reasons for recall not to exceed 100 words. (CSDC

45/95/3)

- c. The Division Director or Deputy Director ~~for~~ (Finance), as appropriate, ~~will~~ shall acknowledge the proponent(s) notice in writing within ten (10) days and the date of such letter of acknowledgment shall begin a thirty (30) day signature gathering period.(CSDC 45/95/3)
- d. Signatures must be gathered on a petition ~~using~~ stating the reasons for recall and submitted to the Division Director or Deputy Division Director ~~for~~ (Finance).(CSDC 45/95/3)
- e. All recall petitions must be received at ~~CSEA~~ Association headquarters by ~~5 p.m.~~ on the thirtieth day close of business on the 30th day from the date of the letter of acknowledgment.(CSDC45/95/3)
- f. The proponent(s) of recall must submit the signatures of union members eligible to vote in the election of the ~~recall~~ person being recalled of not less than 33% of the eligible voters for the office.(CSDC 45/95/3)
- g. Both the ~~recall~~ person being recalled and the proponent(s) of recall have the right to be present at the counting and validating of the signatures or they may send a representative at their own expense.(CSDC 45/95/3)

- h. Within forty-eight (48) hours of the deadline for petitions the Division Director or Deputy Division Director for (Finance) will send a written notice to the ~~recall~~ the person being recalled and the proponent(s) of recall informing them of the results of the count. (CSDC 45/95/3)
- i. An election caused by a recall petition shall take place within 60 days of the announcement that sufficient signatures were submitted. Such election will follow the same procedures as ~~regularly scheduled election~~ outlined in division policy.
- j. If the recall is successful, any vacancies created shall be filled by using existing procedures outlined in the CSD Policy File. (CSDC 45/95/3)

5.3 The person removed may appeal removal in accordance with the CSEA Bylaws, CSEA Policy File, or Civil Service Division Policy File as appropriate.

6 MEETINGS

6.1 General/MEETINGS (3CSD2.00) Executive Sessions (3CSD2.11)

Meetings of the Civil Service Division Council or any sub-organization of the division whether at the workplace or other locations, are conducted by and under the authority of the elected officers of the Civil Service Division, the District Labor Council, Statewide Bargaining Advisory Committee, Bargaining Unit Negotiating Council or other duly authorized body of the division. 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. (CSDC 103/93/4, CSDC 76/94/3. CSDC 24/00/2)

All meetings of the SBAC and BUNC shall be held in conformity with Civil Service Division rules. Open meetings are not restricted in attendance. Closed meetings are restricted in attendance. Closed meetings are restricted to the SBAC and BUNC members, appropriate support staff and/or members of the bargaining unit.

The CSDC, SBAC and BUNC may meet in executive session when discussing development of bargaining strategy or as otherwise provided for in the policy file. Executive sessions, when held as a part of regular meetings, should be held before the opening of routine business on the first day of the meeting or scheduled for an announced time certain. (CSDC 74/94/3) Attendance at Executive executive sessions of SBAC/BUNC are shall be restricted to the elected members of the BUNC body holding the meeting; authorized officers statewide officers; and staff and such other persons individuals who have pertinent information and whose presence is determined to be

necessary by the presiding officer, subject to disaffirmation by the body as may be designated by the BUNC. (CSDC 74/94/3) All discussion at an executive session shall be considered confidential.

6.2 a. Approval of Meetings (3CSD2.09)

~~Upon petition by majority of SBAC members,~~ All meetings of the SBAC and BUNCs shall be called at the direction of the Division Director or BUNC chair person shall call a meeting of the SBAC.

- b. ~~(Same for BUNC)~~ All meetings of the SBACs, and BUNCs at CSD expense require prior approval of the Division Director. IN the absence of the Director, approval must be obtained from the Deputy Director. Each request must be accompanied by an agenda in order to be approved. Meeting requests for BUNCs and SBACs shall be made by the BUNC chair. Any denial shall be in writing and appealable to the CSDC. The appeal shall be voted on by the CSDC within five days. (CSDC 12/87)

6.3 (3CSD2.00)

Normally, notice shall be given to the members and their alternates at least ~~thirty~~ 30 days prior to the meeting date. (BD14/85/1, CSDC 24/00/2) In urgent situations, notice shall be given to members and their alternates at least five (5) days prior to the meeting date. (BD 14/85/1, CSDC 24/00/2) Notice of meetings shall be the responsibility of the

~~Chairperson~~ Chair.

6.4 Quorum (3CSD2.01)

- a. A quorum for the SBAC shall be 50% of the members present plus 1 for purposes of voting.
- b. A quorum for the BUNC is three (3) ~~four (4)~~.

6.5 Order of Business (3CSD2.02)

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

Call to Order(CSDC 9/93/1)

Moment of Silence (CSDC 9/93/1)

Roll Call(CSDC 9/93/1)

Pledge of Allegiance (CSDC 9/93/1)

Seating of alternate BUNC representative in the absence of the BUNC representative; (CSDC 9/93/1)

Remarks of the Chairperson (CSDC 9/93/1)

Remarks of the BUNC members

Reports of Headquarter Staff

Communications (CSDC 9/93/1)

Recognition of special guests; (CSDC 9/93/1)

Report of the agenda committee; (CSDC 9/93/1)

Approval of the Agenda

Approval of minutes; (CSDC 9/93/1)

Old Business: (CSDC 9/93/1)

- a. Report of standing committees; (CSDC 9/93/1)
- b. Reports of special committees; (CSDC 9/93/1)

New Business (CSDC 9/93/1)

Unscheduled Business

Reconsideration of the votes

Adjournment (CSDC 9/93/1)

6.6 Geographic Meetings and Training Sessions

- a. The DBURs shall meet geographically by area for the purpose of gathering issues, discussing proposed language, ratification briefings, bargaining update, and DBUR training. The chairperson, secretary/treasurer or designee shall chair the meetings as determined by the chair.
- b. DBURs shall meet on a statewide basis as determined by the chair or in accordance with Section 6.3 of these Rules.

- c. BUNC members shall meet as determined by the chair or in accordance with Section 7.3 of these Rules.
- d. If the DBUR is unable to attend a meeting, the DBUR shall notify the BUNC Chair. The DBURs shall also notify the DLC President whenever the DBUR can not attend an SBAC meeting. The DLC President shall notify the BUNC Chair who shall be attending the SBAC meeting. The SBAC shall pay the expense of the designated representative.

7 VOTING/(3CSD0.02)

- 7.1 a. On all matters before the SBAC and BUNC, all respective members present shall have the right to vote. A majority of votes cast shall constitute the decision of the SBAC or BUNC.
- b. In case of a tie vote, the matter can be held in reconsideration at any time prior to the adjournment of the current meeting. (BD 14/85/1)
- c. In the event that the chair of a BUNC cannot be present at a CSDC meeting, the chair may only be replaced by the vice-chair or the alternate vice chair of that BUNC.

(CSDC 94/93/4, CSDC 60/94/3)

7.2 PROXY (3CSD0.02)

No Proxy votes will be accepted ~~shall not be allowed under any circumstances.~~ (BD 14/85/1, CSDC 22/00/2)

8 ~~SBAC AND BUNC ATTENDANCE~~ Attendance at SBAC meetings (7CSD0.04)

8.1 Attendance at (SBAC and/or BUNC) meetings by the appropriate members shall be required unless excused for good cause by the chairperson.

8.2 The chair of the BUNC shall notify the DLC President in writing and the Deputy Division Director - DLCs when a SBAC member has two or more unexcused absences ~~shall constitute an automatic resignation.~~ The Deputy Division Director-DLCs, with the concurrence of the DLC President shall declare the position vacant. (CSDC 14/96/1)

9 PARLIAMENTARY PROCEDURE AND AMENDING THE RULES

9.1 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 BUNC or SBAC meetings. Each SBAC shall develop rules of operation for the BUNC, provided such rules are not in conflict with the Association Bylaws and Policy or policy of the CSD. Such rules shall be reviewed at least annually by the CSDC. (BD 14/85/1)

9.2 Amendment of these rules may be proposed by any SBAC member and be approved by a two-thirds vote. Amendment of the rules shall require a quorum of the SBAC voting aye. Vacant DBUR positions are not considered part of the SBAC for that purpose.

10 RATIFICATION PROCEDURES

10.1 Ratification of the Contract 3CSD4.03

The ratification of the contract shall be responsibility of each Bargaining Unit Negotiating Committee. The chairperson of their respective unit, with concurrence of the majority of the bargaining unit negotiating committee, shall have the authority to sign tentative agreements for their respective BUNCs. The members of the bargaining unit negotiating committee shall be the authority to sign their individual unit's labor contract between CSEA, SEIU Local 1000, and the State of California (BD 129/85/5, CSDC 3/82/45)

a. Balloting

(1) The ratification of the contract shall be:

- a. By secret ballot. (BD 129/85/5 CSDC 3/82/45)
- b. By simple majority (50% plus 1) of the total votes cast. (BD 129/85/5 CSDC 3/82/45)
- c. As one complete contract. (BD 129/85/5 CSDC, 3/82/45)

(2) Voting shall be:

- a. At the ratification meeting; (BD 129/85/5 CSDC 3/82/45)
- b. Or by mail ballot; (BD 129/85/5 CSDC 3/82/45)
- c. Each BUNC may determine the constituency allowed to vote on a contract. (BD 129/85/5 CSDC 3/83/45)

(5) The time frame for ratification of the contract shall be no more than six weeks. (BD 52/86/2)

b. Ballot Materials

(1) Letter of Explanation

The letter will explain the contents of the package ratification procedures and time and place of any ratification meeting being held. (BD 52/86/2)

(2) Synopsis of Unit Contracts

The respective ~~Bargaining Unit~~ BUNC Chair and the Senior Labor Relations Representative of the Unit will prepare and the BUNC shall approve a synopsis of each bargaining unit contract. The BUNC shall

submit to its unit's membership a detailed synopsis of the new labor contract for a ratification vote, with any recommendations from the BUNC/SBAC. The synopsis shall include information on where complete contracts are available for inspection. ~~Upon receiving approval from the membership the BUNC will take appropriate steps to conclude negotiation.~~ (CSDC 41/91/2)

~~(3) Master schedule of Statewide ratification presentation meetings.~~

(4) Worksite ratification meetings

(5) BUNC members will approve the form and content of the ratification ballot and contract synopsis before it is printed and sent out to the members.

c. Ballots with two envelopes

(1) Unit ballot - color coded for each unit. (BD 129/85/5, CSDC 3/82/45)

(2) Envelope one - unmarked envelope. Color coded for each unit. (BD 129/85/5, CSDC 3/82/45)

(3) Envelope two - This will be a self-addressed and stamped envelope to Association Headquarters, attention - Ratification Commit Unit - for returning ballots. Members shall be required to sign and print his/her name on this envelope. Color coded for each unit. (BD 10/86/1, CSDC 3/82/45)

d. Meetings

- (1) The need for statewide ratification presentation meetings shall be the responsibility of ~~and determined by, the bargaining unit negotiating committee~~ the BUNC. With the assistance of staff, ratification presentation meetings may be scheduled and employees in the bargaining unit shall be notified of the time and place of such meetings. ~~(BD 53/86/2)~~
(BD 52/86/2)
- (2) ~~Each bargaining unit negotiating committee~~ BUNC shall establish procedures to be followed for ratification presentation meetings. (BD 52/86/2)
- (3) Master Schedule of Statewide Ratification Presentation Meetings
A schedule will be sent to inform the membership when and where any ratification meeting will be held. (BD 52/86/2)
- (4) Worksite Ratification Meetings
DBURs may utilize stewards to assist in holding worksite meetings for the purpose of explaining the new contract and to oversee ratification balloting. (BD 52/86/2)

e. Bargaining Information

Telephone numbers - statewide telephone numbers where members can call and ask questions regarding contract issues and procedures. These should be numbers of area offices, satellite offices and council members. (BD 129/85/5, CSDC

3/82/45)

f. Negotiation Conclusion

Upon receiving approval from the membership, the BUNC will take appropriate steps to conclude negotiation. (CSDC 41/91/2)

g. Official Signing

The members of the BUNC shall have the authority to sign, after ratification, their individual unit's contract between CSEA, SEIU Local 1000, and the State of California. (BD 129/85/5, CSDC 3/82/45)

11 TRAINING OF BUNCS AND SBACS

11.1 Attendance is mandatory for all SBACs and BUNCs at scheduled divisional training sessions unless excused by the chairperson.

11.2 Outside training is recommended for all SBACs and BUNCs for the purposes of making SBAC and BUNC members more effective and efficient at carrying out the duties of their office. Official DBUR training may be substituted for the ongoing steward training requirements.

12. RATIFICATION OF CONTRACTS

- 12.1 a. The five member BUNC shall negotiate and recommend the contract for ratification, non-ratification or rejection to the membership by a majority vote. This vote shall constitute the decision of the full BUNC.

- a. It shall be the responsibility for all DBURs to work on and recommend ratification of the newly negotiated contract.
- b. Once the contract has been ratified, it is the duty of the BUNC to comply with the wishes of the membership and duly sign the contract. Failure to do so is grounds for removal from the BUNC.

13 Orientation of BUNCs (7CSD1.03)

Within ninety (90) days after the elections of new BUNCs each council shall have an orientation, which shall include but not be limited to: (BD 14/85/1, CSDC 43/94/3)

- (a) Collective bargaining, including process and strategy; (BD 14/85/1, CSDC 43/94/3)

(b) Association structure, including Bylaws, Policy File and BUNC rules; (BD 10/86/1, CSDC 43/94/3)

(c) Authority of General Council, Officers, Board of Directors, Division and BUNCs. (BD 14/85/1, CSDC 43/94/3)

Attendance at the orientation shall be mandatory for each duly elected member of the BUNC, and the costs of the orientation shall be paid by the Division from funds allocated to training. (CSDC 43/94/3, CSDC 87/99/6)