

RULES OF THE
STATEWIDE BARGAINING ADVISORY COUNCIL (SBAC)
AND
BARGAINING UNIT NEGOTIATING COUNCIL (BUNC)
BARGAINING UNIT 21
SERVICE EMPLOYEES INTERNATIONAL (SEIU)
SEIU LOCAL 1000
JUNE 30, 2008

1. Purpose

Within the framework of the Constitution, Bylaws and Policy File of SEIU Local 1000; the purpose of the Unit 21 Bargaining Unit Negotiating Council (BUNC) is to accomplish the following:

To represent the interests of employees within the Jurisdiction of the bargaining unit SBAC.

To establish goals and objectives with respect to all matters of employee-employer relations, including salaries, hours of work, benefits and other terms and conditions of employment for employees in the bargaining unit.

To represent State Employees in the bargaining unit in negotiations with the State of California.

To maintain relations and communications with the other bargaining unit negotiating committees and councils of Local 1000.

To organize and recruit all persons eligible for membership in the Union and within the jurisdiction of the bargaining unit.

2. Members of the Bargaining Unit Negotiating Council

Unit 21 utilizes Policy File Section 7CSD0.04 which allows for the establishment of an alternative SBAC structure. Approximately four/fifths of Unit 21 membership is congregated in the California Department of Education (CDE) and the California Community Colleges Chancellors Office (CCCCO). In order to ensure adequate numbers for a representative SBAC and BUNC, Unit 21 DBURS are elected in the following manner: CDE and CCCCCO will elect one (1) DBUR for each fractional ten percent (10%) of the entire membership; Unit 21 DBURS from other DLCs shall be elected following the usual election process for DBURS.

The Unit 21 BUNC shall consist of five (5) DBURs elected by all DBURS.

Seat 1: California Department of Education

Seat 2: California Department of Education

Seat 3: Chancellor's Office – California Community Colleges

Seat 4: At Large

Seat 5: At Large

The Unit 21 BUNC shall also consist of two alternate seats.

3. Elections

Qualifications for Elections

Members of the SBAC must be certified by the appropriate District Labor Council (DLC) as a DBUR for Unit 21.

Term of Office

The term of office for BUNC members shall coincide with the term of office specified in Local 1000 Policy File.

Method of Election

Elections of BUNC members will be held according to the Local 1000 provisions of the Policy File.

Officers

The officers of the BUNC shall be the chairperson, the vice chairperson, and the alternate vice chairperson.

The members of the SBAC shall elect the officers from among the five (5) persons elected to the BUNC. A BUNC member may demand that the election be by secret ballot. The term of office shall coincide with the terms of DBURS.

4. Duties

4.1 Chairperson

The chairperson shall preside at meetings of the SBAC and BUNC and shall represent the bargaining unit on the Local 1000 Council. The Chairperson shall appoint all bargaining unit committees with the concurrence of the SBAC.

4.2 Vice Chairperson

The vice chairperson represents the BUNC on the Local 1000 Council. In the event of the resignation or the inability of the chairperson to serve, the vice chairperson becomes chairperson until a special election can be held. The vice chairperson shall also act as secretary-treasurer for the BUNC.

4.3 **Alternate Vice Chairperson**

The alternate vice chairperson assumes the duties of the vice chairperson in the absence of the vice chairperson or when the vice chairperson is acting as chairperson.

5. Removal from Office

- 5.1 Any BUNC officer or member may be removed from office for cause by majority vote at a meeting with proper notice. The person removed has the right of appeal to the Local 1000 President to reverse the action taken by the BUNC. Appeals must be filed within 15 days of removal from the BUNC.

6. Meetings

All meetings of the SBAC and BUNC shall be held in conformity with Local 1000 rules. Open meetings are not restricted in attendance. Closed meetings are restricted to the SBAC and BUNC members, appropriate staff of the Union, and such persons as are invited to develop or review bargaining strategy, positions and proposals.

Upon petition by a majority of the SBAC members, the chairperson shall call a meeting of the SBAC.

Normally, notice shall be given by the chairperson to SBAC members at least thirty (30) days proper to a meeting date. In urgent situations, notice shall be at least five (5) days prior to the meeting.

A quorum of the Unit 21 SBAC will be defined by one half of the membership plus one.

7. Voting

- 7.1 Proxy votes shall not be allowed at any time.

8. SBAC Member Attendance

Attendance at SBAC and joint SBAC meetings shall be required for members unless excused by the chairperson. Excused absences from both SBAC and JSBAC meetings shall not exceed three absences per year for both.

Attendance is mandatory at training scheduled for SBAC members.

9. Amending the Rules

- 9.1 Amendment of these rules may be proposed by any SBAC member.