

**RULES
OF THE
STATEWIDE BARGAINING ADVISORY COMMITTEE (SBAC) AND
THE BARGAINING UNIT NEGOTIATION COUNCIL (BUNC)
BARGAINING UNIT 14
OF THE
CALIFORNIA STATE EMPLOYEES ASSOCIATION
REVISED AND ADOPTED ON May 21, 1999**

1. PURPOSE

Within the framework of the Constitution, Bylaws and Policy File of the California State Employees Association, Civil Service Division; the purpose of the Unit 14 Bargaining Unit Negotiating Council (BUNC) and Statewide Bargaining Advisory Committee (SBAC) 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 of work, benefits and other terms and conditions of employment which relate to the members of this BUNC;
- 1.3 To serve as a medium of representation and communication for and between Unit 14 members in relation to other councils and in negotiations for the 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 COUNCIL

- 2.1 The Unit 14 BUNC shall consist of five seats, each representing a designated community of interest, and will consist of a chair, a vice chair, and an alternate vice chair and two other members. The five seats shall be elected from and by the members of the SBAC.

- o 14A - Office of State Publishing at Large
- o 14B – Office of State Publishing at Large
- o 14C - Printing Trades Specialists, Statewide
- o 14D - Composing Technicians, Graphic Artists and SCIF Employees, Statewide
- o 14E - Miscellaneous at Large

3. ELECTION OF BUNC

3.1 Qualifications of BUNC

- a. DBUR
- b. Elected by SBAC

3.2 Term of Office (BUNC)

- a. Serves from date elected until ratification of the newly negotiated contract.
- b. Within 60 days after ratification of the newly negotiated contract, the chair will call an SBAC meeting to elect the new BUNC.
- c. Members of the BUNC remain members of the SBAC during their tenure of office on the BUNC.

3.3 Method of Election

- a. All candidates shall be nominated and elected in accordance with Robert's Rules of Order.
- b. The Alternate Deputy Director for bargaining shall preside over the election and 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 by the SBAC.
- e. If subsequent ballots are necessary, those receiving 50 percent plus one shall be removed from the ballot as elected and the lowest vote received shall also be removed. Additional ballots to elect the number of vacant positions shall continue under the above rules until five persons and one alternate are elected.
- f. To be nominated or elected to a designated seat, only candidates employed in the specific classifications for each seat (except seat 14E) are eligible.

3.4 Election of BUNC Officers

- a. The BUNC voting members shall elect a chairperson, a vice chairperson, an alternate vice chairperson, and secretary treasurer from amongst themselves by secret ballot in conformance with Robert's Rules of Order.
- b. The term of office for 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 BUNC member and be certifiable.

3.6 The BUNC members shall represent their respective 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. 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.

4.2 Vice Chairperson (Secretary/Treasurer)

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 Chairperson

In the event of the resignation, death, or removal of the vice chairperson, the alternate vice chairperson shall become temporary vice chairperson until an special can be held.

In the event of the resignation, death or removal of the alternate vice chairperson, the chairperson may appoint a member of the BUNC to fill this position until an election can be held.

5. VACANCIES

5.1 If, for any reason any BUNC seat becomes vacant, a new member shall be appointed in accordance with the rules adopted by the members of the SBAC. This replacement shall serve for the remaining term of the seat. In the absence of such SBAC rules, the chairperson of the BUNC may appoint a member to fill the vacant BUNC seat. The Civil Service Division Director and the 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 headquarters.

5.2 Vacancy of an SBAC shall be filed in accordance with CSD policy.

6. REMOVAL FROM OFFICE - RECALL

- 6.1 Any member of the BUNC may be recalled from office by the union members in accordance with Civil Service Division Policy.

7. MEETINGS

7.1 General

All meetings of the SBAC and BUNC shall be held in conformity with Civil Service Division rules. Open meetings are not restricted in attendance. 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 SBAC members at least 30 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. Meetings of the BUNC during bargaining shall be excluded from this proviso.

7.4 Quorum

- a. A quorum for the SBAC shall be 50 percent of the members plus one for the purposes of voting.
b. A quorum for the BUNC is three.

7.5 Temporary Vacancies

In the event of a temporary absence of a BUNC member, the chair may designate the alternate. The chairperson shall advise the division director of all substitutions. The alternates shall have full rights as members of the BUNC 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 headquarters staff

Communications
Approval of the agenda
Old business
New business
Unscheduled business
Reconsideration of tie votes
Adjournment

9. VOTING

- 9.1 On all matters before the SBAC, all respective members of the SBAC shall have a right to vote. On all matters before the BUNC, all respective members of the BUNC shall have the right to vote. A majority of votes cast shall constitute the decision of the SBAC or BUNC.
- 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. One unexcused absence may be cause for removal from the BUNC by majority vote of the BUNC.

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 Robert's Rules of Order, newly revised, in that order, shall govern the procedure at BUNC meetings.

12. RATIFICATION OF CONTRACTS

- 12.1
- a. The five member BUNC shall negotiate and make a recommendation on ratification to the membership by a majority vote. This vote shall constitute the decision of the full BUNC and each BUNC member is responsible to support that decision. Failure to do so is grounds for removal from the BUNC.
 - b. It shall be the responsibility for all DBURs to work on and recommend ratification of the newly negotiated contract.
 - c. 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.
 - d. In the event that the BUNC cannot get an agreement on the recommendation toward ratification, said recommendation will be neutral, and each BUNC member shall have the right to voice their

opinion.

13. GEOGRAPHIC MEETINGS AND TRAINING SESSIONS

- 13.1 The SBAC shall meet geographically by area simultaneously for the purpose of gathering issues, discussing proposed language, ratification briefings, bargaining update, and DBUR training. The chairperson or his/her designee shall chair the meetings as determined by the chair.
- 13.2 The SBAC shall meet on a statewide basis as determined by the chair or in accordance with Section 5.3 of these bylaws.
- 13.3 BUNC members shall meet as determined by the chair or in accordance with 5.3 of these bylaws.

14. TRAINING OF BUNC AND SBAC

- 14.1 Attendance is mandatory for all SBAC and BUNC members at scheduled divisional training exercises unless excused by the chair.
- 14.2 Outside training is recommended for all SBAC and BUNC for the purpose 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.

15. OCCUPATIONAL ADVISORY COMMITTEES

- 15.1 This BUNC may establish occupational advisory committees to meet its needs.
- 15.2 In the event an advisory committee fails to perform, the BUNC may suspend, modify, or reorganize the advisory committee.
- 15.3 Each advisory committee shall establish its own set of operating rules. These rules and/or amendments shall be submitted to, and be approved by the BUNC prior to becoming effective.

16. AMENDING THE RULES

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