

**~~Proposal for Alternative Unit 1 SBAC Structure  
to be presented to Local 1000 Council~~**

**Unit 1**

**Rules of the Statewide Bargaining Advisory Committee (SBAC)  
And  
Bargaining Unit Negotiating Council (BUNC)**

**Approved by SEIU Local 1000 Council  
September 26, 2010**

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

**BARGAINING UNIT 1  
SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 1000, CLC**

**1. PURPOSE**

Within the framework of the Bylaws and Policy File of SEIU Local 1000, the purpose of this SBAC and BUNC is to accomplish the following:

- 1.1 To represent the interests of employees within the jurisdiction of the Unit 1 SBAC/BUNC, which consists of District Bargaining Unit Representatives (DBURs) and Classification Bargaining Unit Representatives (CBURs);
- 1.2 To establish goals and objectives for all representation of Unit 1 as related to salaries, hours, 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 1 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; and
- 1.5 To recruit new membership in SEIU Local 1000 and within the jurisdiction of the bargaining unit.
- 1.6 To meet and confer as required and inform the District Labor Councils (DLCs) and/or the classification groups of the outcome.
- 1.7 To conduct surveys for determining bargaining issues.
- 1.8 To supply information to all SBAC representatives for contract ratification/strike vote meetings.
- 1.9 To submit organizing and recruitment plans to the SEIU Local 1000 Council for approval before implementation.
- 1.10 The Chairperson of the BUNC shall represent the unit on the SEIU Local 1000 Council.
- 1.11 The Chairperson of the BUNC shall call meetings of the SBAC as deemed necessary by the BUNC after approval by the SEIU Local 1000 President.

## **2. MEMBERS OF THE STATEWIDE BARGAINING ADVISORY COMMITTEE**

- 2.1 The Unit 1 SBAC shall consist of fifty (50) DBURs and twenty-five (25) CBURs. The members will be elected by the membership in their prospective District Labor Council (DBURs) or geographic area and classification group (CBURs).
- a. DBURs will be seated in accordance with the SEIU Local 1000 Policy File (Division 7).
  - b. CBURs will be seated in the following order and the geographic areas will correspond with the DBUR DLC information below.

### **Administrative & Analytical – 7 CBURs**

Sacramento – 5 CBURs  
Coastal/Central – 1 CBUR  
SE/SW – 1 CBUR

### **Employment & Health Services – 5 CBURs**

Sacramento – 1 CBUR  
Coastal – 1 CBUR  
Central – 1 CBUR  
Southeast – 1 CBUR  
Southwest – 1 CBUR

### **Environmental & Consumer Protection – 2 CBURs**

Statewide – 2 CBURs

### **Finance – 5 CBURs**

Sacramento – 3 CBURs  
Coastal/Central – 1 CBUR  
SE/SW – 1 CBUR

### **Information Technology – 4 CBURs**

Sacramento – 3 CBURs  
Non-Sacramento – 1 CBUR (see 3.3 for designation)

### **Research & Communications – 2 CBURs**

Statewide – 2 CBURs

## 2.2 DUTIES OF UNIT 1 CLASSIFICATION BARGAINING UNIT REPRESENTATIVES

- a) Participate in Statewide Bargaining Advisory Committee (SBAC) meetings and elect the BUNC and the Chair, Vice Chair and Alternate Chair;
- b) Serve as the conduit for information from the SBAC and the BUNC to their classification group/committee;
- c) Participate in bargaining campaign activities and membership recruitment activities;
- d) Solicit, receive and compile concerns relating to wages, hours and working conditions from stewards and members and from their classification group/committee. Bring these concerns forward to the SBAC for discussion and, when requested, provide contract proposals in writing;
- e) Participate in activities to promote the strength and power of their bargaining unit, DLC and their classification group;
- f) Educate stewards and members on the contract and how it relates to specific classification groups. Help coordinate the ratification/strike vote;
- g) Perform such other duties as requested by the Bargaining Unit Chair;
- h) Participate in meet and confers with management representatives on issues such as reclassifications, HR Modernization, promotional pathways and workloads, unique to specific classifications;
- i) For their classification grouping, partner with Local 1000 staff to assist with research, development and implementation of classification studies, education, training & career ladder programs, equity studies, and preparation of the union's overall position on HR Modernization

## 3. MEMBERS OF THE BARGAINING UNIT NEGOTIATING COUNCIL

- 3.1 The Unit 1 BUNC shall consist of nineteen (19) members. The BUNC members alternate members shall be elected by the District Bargaining Unit Representatives (DBURs) and Classification Bargaining Representatives (CBURs) in a manner adopted by the SBAC and shall be distributed in accordance with 3.3;
- 3.2 The Unit 1 BUNC Alternates shall consist of thirteen (13) members (7 DBURs and 6 CBURs) who the Chairperson may invite and/or who participate in BUNC functions to represent an absent BUNC member or to fill in for a vacant BUNC position. The BUNC Alternate members shall be elected by the District Bargaining Unit Representatives (DBURs) and Classification Bargaining Representatives (CBURs) in a manner adopted by the SBAC and shall be distributed in accordance with 3.3. BUNC alternates shall have voting rights on the BUNC only when filling in for an absent BUNC member. In all other instances, alternates may attend BUNC meetings in an observer capacity.

### 3.3 BUNC and BUNC Alternate Designations

DBUR BUNC MEMBERS		
AREA	MEMBERS	ALTERNATES
1A – SACRAMENTO	4	2
1B – COASTAL	1	1
1C – SOUTHEAST	1	1
1D – SOUTHWEST	1	1
1 E – CENTRAL	1	1
1F – STATEWIDE	2	2

**Sacramento Area** – Consists of the following DLCs:

1A = 761, 762, 764, 765, 766, 767, 768, 769, 781, 782, 784, 785, 786, 787, 788, 789, 790, 792, 793, 794, 799

**Coastal Area** – Consists of the following DLCs:

1B = 741, 742, 743, 744, 746, 747, 749, 750, 751

**Southeast Area** – Consists of the following DLCs:

1C = 701, 702, 703, 704, 705, 709, 710

**Southwest Area** – Consists of the following DLCs:

1D = 706, 721, 722, 723, 724, 725, 727

**Central Area** – Consists of the following DLCs:

1E= 707, 726, 729, 770, 771, 772

1F = **Statewide** – Consists of all DLCs

**Non-Sacramento** – Consist of all DLCs excluding the Sacramento Area DLCs

CBUR BUNC MEMBERS		
CLASSIFICATION GROUP	MEMBERS	ALTERNATES
Administrative & Analytical	2	1
Finance	2	1
Employment & Health Services	2	1
Information Technology	2	1
Environmental & Consumer Protection	1	1
Communications & Research	1	1

#### **4. ELECTION OF THE BUNC**

##### **4.1 Qualifications BUNC**

- a. DBUR
- b. CBUR
- c. Elected by SBAC

##### **4.2 Term of Office**

Shall serve from the date elected for the term of office prescribed in the SEIU Local 1000 Policy File. CBURs shall serve for the same term of office as that prescribed in the SEIU Local 1000 Policy File for DBURs.

##### **4.3 Method of BUNC Elections**

- a. All candidates must be DBURs or CBURs and shall be nominated and shall be elected in accordance with Robert's Rule of Order.
- b. The Vice-President of Organizing/Representation shall appoint an election committee of non-candidates to conduct the election.
- c. Voting shall be by secret ballot of all DBURs/CBURs present.
- d. Candidates for this office shall be permitted to make a brief candidate statement before the ballots are cast.
- e. To be elected, a person must receive a majority of the votes cast.
- f. If subsequent ballots are necessary, those receiving a majority shall be removed from the ballot as elected. The lowest vote received shall also be removed. Additional ballots to elect the number of vacant positions shall continue under the above rules until nine (9) DBURs, ten (10) CBURs, seven (7) DBUR alternates and six (6) CBUR alternates are elected.

##### **4.4 Election of BUNC Officers**

- a. The SBAC members shall elect, from the voting BUNC members, a Chairperson, a Vice-Chairperson and an alternate Vice-Chairperson by secret ballot in conformance with Robert's Rules of Order.
- b. The term of office for the BUNC officers shall coincide with term of the BUNC.

##### **4.5 All members of the BUNC who are not job stewards shall complete job steward training in accordance with the SEIU Local 1000 Policy File.**

##### **4.6 The BUNC members shall represent their respective bargaining unit in all relevant matters.**

## **5. DUTIES**

### **5.1 Chairperson**

The Chairperson, shall

- a) direct the SBAC and BUNC,
- b) preside over all meetings,
- c) carry out policies set by the SBAC and BUNC and
- d) otherwise perform those duties assigned to that office.
- e) Be the SEIU Local 1000 SBAC and BUNC representative and the office SBAC and BUNC spokesperson in all matters affecting the SBAC and BUNC.
- f) Appoint all standing committees with the concurrence of the SBAC and BUNC and
- g) be an ex-officio member of all committees.
- h) Appoint vacant CBUR(s) in accordance with 6.2.

### **5.2 Vice-Chairperson**

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.

### **5.3 Alternate Vice-Chairperson**

In the event the Chairperson and/or Vice-Chairperson are absent temporarily, the alternate Vice-Chairperson can act in their place until the Chairperson and Vice-Chairperson are available. The alternate Vice-Chairperson shall represent the BUNC at SEIU Local 1000 meetings upon the necessary absence of the Chairperson and Vice-Chairperson.

## **6. VACANCIES**

- 6.1 If for any reason, any voting BUNC seat becomes vacant, the alternate shall assume the vacant position. The membership shall be notified of the appointment made. Any vacant alternate position shall be elected at the next regularly scheduled SBAC meeting.
- 6.2 When a CBUR vacancy occurs, the Chairperson will make a tentative appointment from the Unit 1 general membership, within the appropriate classification group and geography. Such appointment shall take effect immediately upon written notification of both the Vice President for Organizing/Representation and the Vice President for Bargaining, but must be ratified by the next BUNC and/or SBAC meeting. The pertinent minutes shall be delivered to the Vice President for Organizing/Representation.

## **7. REMOVAL FROM OFFICE**

- 7.1 Any BUNC officer or member may be removed from office for just and proper cause, at any time upon proper motion and by majority vote of the BUNC.
- 7.2 The person removed may appeal the removal to the SEIU Local 1000 President by written request within fifteen (15) days after formal removal. Response to an appeal should be made within fifteen (15) days.

## **8. MEETINGS**

### **8.1 General**

All meetings of the SBAC and BUNC shall be held in conformity with SEIU Local 1000 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 designed by the BUNC. All discussions at an executive session shall be considered confidential.

### **8.2 Meeting Requirements**

- a. Upon petition by a majority of SBAC members, the Chairperson shall call an SBAC meeting.
- b. (Same for BUNC)
- c. There shall be a minimum of two (2) Unit 1 BUNC membership meetings per year.
- d. In addition to any joint SBAC membership meetings(s), there shall be a minimum of two (2) Unit 1 SBAC membership meetings per year. The location of said meetings shall rotate between Northern and Southern California. Emergency meetings may be held anywhere.

- 8.3 Normally, notice shall be given to the members at least thirty (30) days prior to the meeting date. In urgent situations, notice shall be given to members at least five (5) days prior to the meeting date. Notice of meeting shall be the responsibility of the Chairperson.

### **8.4 Quorum**

A simple majority of the SBAC or BUNC members shall constitute a quorum of either group.

### **8.5 Temporary Vacancies**

In the event of a temporary absence of a BUNC member, the alternate shall substitute for that meeting. The Chairperson shall advise the SEIU Local 1000 President of all substitutions. The alternates shall have full rights as a member of the BUNC for the duration of the meeting. In the case of an emergency, the Chairperson may designate an alternate from the area where a vacancy exists.

### **8.6 Minutes**

The Chairperson may appoint a minute taker when appropriate for meeting(s) of the SBAC or BUNC. The minute taker shall be responsible for taking minutes of the respective meeting. A draft of the minutes (if any) shall be made available by mail, e-mail or and/or posting on the SEIU 1000 website to every member of the respective body with the next draft agenda. The draft of the minutes shall be approved at the next meeting of the respective body.



## **9. ORDER OF BUSINESS**

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

The Chairperson shall prepare an agenda for the meeting. The proposed agenda is subject to amendment and shall be adopted by a majority vote of the body.

## **10. VOTING**

10.1 On all matters before the SBAC and BUNC, all members present shall have a right to vote. A majority of votes cast shall constitute the decision of the SBAC or BUNC.

10.2 Proxy votes shall not be allowed under any circumstances.

## **11. ABSENCES**

11.1 Attendance at (SBAC and/or BUNC) meetings and/or trainings by the appropriate members shall be required unless excused for a good cause by the Chairperson. One unexcused absence may be cause for removal from the BUNC by majority vote of the BUNC.

11.2 When an SBAC member has two or more unexcused absences, the Vice-President of Organizing/Representation, (and, in the case of DBURs, with the concurrence of the DLC President) shall declare the position vacant.

11.3 The Chairperson shall contact any SBAC member, (and, in the case of DBURs, the affected DLC President), who has an unexcused absence.

## **12. PARLIAMENTARY PROCEDURES**

The SEIU Local 1000 Policy File, rules of this SBAC and BUNC, and Robert's Rules of Order, newly revised, in that order, shall govern the procedures of the BUNC/SBAC meetings.

### **13. RATIFICATION OF CONTRACTS**

- a. The BUNC shall negotiate and recommend the contract for ratification, with a concurrence of a majority of the SBAC, by the membership, by a majority vote. This vote shall constitute the decision of the full BUNC.
- b. It shall be the responsibility for all DBURs/CBURs 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. The BUNC Chairperson with concurrence of the majority of the BUNC shall have the authority to sign tentative agreements. The BUNC members shall have the authority to sign the contract.
- e. Ratification procedures shall be in accordance with the SEIU Local 1000 policy file.

### **14. TRAINING OF BUNCs AND SBACs**

Outside training is recommended for the purpose of making SBAC and BUNC members more efficient in carrying out their duties.

### **15. AMENDING THE RULES**

15.1 Any SBAC member may propose amendment of these rules.

15.2 Amendment of the rules shall require a majority vote, a quorum of the SBAC being present and voting.