

**RULES
ALLIED SERVICE WORKERS
BARGAINING UNIT 15 NEGOTIATING COUNCIL
and
STATEWIDE BARGAINING ADVISORY COMMITTEE**

~~California State Employees Association~~
Local 1000, AFL-CIO, CLC

**Adopted: March 5, 1989
Revised: April 21, 1995
Revised: June 16, 2000
Revised: January 12, 2003**

1. PURPOSE

- 1.1** Within the framework of the Bylaws and Policy File of the ~~California State Employees Association~~ ^{SEIU Local 1000}, the purpose of the Allied Service Workers Bargaining Unit Negotiating Council is to accomplish the following:
- a. To represent the interests of employees within the jurisdiction of the Allied Service Workers Bargaining Unit;
 - b. 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 members of the Allied Service Workers Bargaining Unit;
 - c. To serve as a medium of representation and communication for and between members of the bargaining unit, in relation with other bargaining units and in negotiations for the members with appropriate state authority under collective bargaining;
 - d. To organize the members of the bargaining unit in preparation for collective bargaining with the State of California and all subsequent negotiations;
 - e. To recruit all persons eligible for membership in the ~~Association~~ ^{Union} and within the jurisdiction of the bargaining units; and
 - f. To stimulate the establishment of affiliates and subgroups within the groups of the

bargaining unit.

1.2 SBAC

Each bargaining unit has a Statewide Bargaining Advisory Committee (SBAC), with each such committee comprised of one (1) bargaining unit representative from each DLC in which the affected bargaining unit has members of ~~the Association. ~~Union~~~~

Local 1070.

a. A member of the SBAC is both a member of the Statewide Committee, and a member of his/her DLC Bargaining Advisory Committee.

b. Terms of office and election schedules for members of an SBAC ~~are described in Division policy.~~ *are as follows:*
to described in Division policy.

c. Vacancies on the SBAC shall be filled in accordance with the appropriate Division policy. *Local 1070 President, Chief of Staff*
The ~~Division Director~~ and the ~~CSD Administrator~~ shall be notified in writing of all changes in the members of the SBAC.

d. Any deviation from established procedures shall require prior ~~CSD~~ *L.1070 Council* approval.

2. BUNC STRUCTURE

2.1 The Allied Service Workers Bargaining Unit Negotiating Council (BUNC) shall consist of five (5) seats, all Allied Services at large.

2.2 Any member of the BUNC/SBAC who has not completed job steward training shall agree to commence such training within six (6) months of becoming a BUNC member and complete the training within his/her term of office.

2.3 The BUNC/SBAC members shall represent their respective bargaining unit members in all relevant matters.

2.4 3 alternates shall be elected.

3. ELECTION OF BUNC

3.1 Eligibility for Office

a. All BUNC candidates must be members of the SBAC.

b. All BUNC candidates will be elected by the SBAC.

3.2

Term of Office - BUNC

- a. The term of office for the BUNC shall be from the date elected until an election can occur subsequent to the ratification of a successor contract;
- b. No later than sixty (60) days plus one hour after the ratification of a successor contract, the Chairperson of the BUNC will schedule an SBAC meeting for the purpose of electing a successor BUNC.

3.3

BUNC Election Procedure

- a. All candidates shall be nominated and elected in accordance with 9.1 (Parliamentary Procedure) cited below:
- b. An elections committee appointed by the ^{L.1000 President} ~~Civil Service Division Director~~, in compliance with the ^{CSEA} ~~CSEA Civil Service~~ Policy File shall conduct the election of BUNC members and alternate council members. The ~~Alternate Deputy Division Director~~ ^{Vice President} Bargaining shall preside over the election meeting.
- c. Voting shall be by secret ballot; except if there is only one eligible candidate for a specific seat, that candidate shall be deemed elected.
- d. A simple majority (50% plus 1) of the votes cast for a candidate for each seat shall constitute his/her election.
- e. No single classification shall hold all (5) seats or alternates on the BUNC, unless the only pool of candidates is of a single classification.
- f. Once elected BUNC members and alternates shall not be removed due to transfer of work site to another DLC no matter what caused the move.

3.4 Election of BUNC Officers

- a. The BUNC shall elect a chairperson, vice chairperson and alternate vice chairperson from amongst themselves by secret ballot, if so ordered.
- b. The term of office for the BUNC officers shall be the same as prescribed for the BUNC except as otherwise provided under these rules.

4.0 DUTIES OF BUNC OFFICERS

4.1 Chairperson

The BUNC Chairperson shall be the directing head of the Unit 15 SBAC and BUNC; call meetings of the SBAC or BUNC; preside over all such meetings; carry out the policies set by these committees, and otherwise perform those duties normally assigned to that office; be the division council representative and the official bargaining unit spokesperson in all matters affecting Unit 15; with concurrence of the majority of the BUNC, shall have the authority to sign tentative agreements for their respective BUNCs; appoint members to all subcommittees with the concurrence of the BUNC; be an ex-officio member of all Unit 15 subcommittees.

4.2 Vice Chairperson

The vice chairperson shall assist the chairperson in directing the BUNC and SBAC; shall assume the responsibilities of the chairperson during the chairperson's absence due to illness or disability. In the event of the resignation, death or removal of the chairperson, the vice chairperson shall become chairperson for the remainder of the term. The vice chairperson shall be the alternative representative to the division council. The vice chairperson shall have the responsibility of maintaining financial accountability for the BUNC and SBAC.

4.3 Alternate Vice Chairperson

In the event of the absence of the vice chairperson, the alternate vice chairperson shall assume the duties of the vice chairperson. The alternate vice chairperson shall be the alternate representative to the division council in the absence of the chairperson and vice chairperson.

5. VACANCIES

5.1 BUNC Members

If, for any reason, a BUNC seat becomes vacant, the Unit 15 chairperson will appoint the appropriate elected alternate council member to the vacant seat. ^{Unit 15 President} The ~~division director~~, the ^{Vice President} ~~alternate division director~~, and the ^{Chief of Staff} ~~ESD administrator~~ shall be notified, in writing, of all changes in the BUNC. The membership will also be notified.

5.2 BUNC Alternates

If an alternate BUNC member is appointed to a vacant BUNC seat, an election shall be held at the next scheduled SBAC meeting to fill the vacant alternate committee member seat.

5.3 Vice Chairperson, Alternate Vice Chairperson

If, for any reason, the position of vice chairperson or alternate vice chairperson becomes vacant, a special election shall be held at the next scheduled meeting of the BUNC. However, such election may only occur when all BUNC seats are filled.

6. REMOVAL FROM OFFICE

6.1 Procedure

A BUNC officer or member may be removed from office for reasons cited under the Policy File, currently Section 7CSD1.02(B)(2)(CSD 12/89), or for just and proper cause at any time, upon proper motion and by a majority vote of the BUNC.

6.2 Appeal of Removal from Office

The member so removed may appeal to the ^{Local 1000 President} ~~division director~~ by written request within 15 days after formal removal. Response to the appeal should be made within 15 days of appeal.

7. MEETINGS

7.1 General

All meetings of the BUNC and SBAC shall be held in conformity with ^{Local 1000 Council} ~~Civil Service Division~~ rules. Open meetings are not restricted in attendance. Closed meetings are restricted to the specific committee members, appropriate support staff and/or appropriate 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 Scheduling Meetings

- a. Upon petition by a majority of SBAC members, the BUNC chairperson shall schedule a meeting of the SBAC, providing funds are available.
- b. Upon petition by a majority of the BUNC members, the BUNC chairperson shall schedule a meeting of the BUNC, providing fund are available.
- c. Normally, notice shall be given to the affected members at least 30 days prior to the meeting date. In urgent situations, notice shall be given to the affected

members at least five (5) days prior to the meeting date. Notice of meetings shall be the responsibility of the BUNC chairperson.

7.3 Quorum

- a. A quorum for the SBAC shall be 50% of the ~~members present~~ ^{elected DBUs} plus 1 for purposes of voting.
- b. A quorum for the BUNC shall be three (3) members.

7.4 Temporary Vacancies

In the event of a temporary absence of a BUNC member, the elected alternate committee member shall replace the absent BUNC member. The alternate committee member shall have full rights as a member of the BUNC for the duration of the absence.

7.5 Order of Business

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

Call to order
Roll call
Introduction of guests
Approval of Minutes
Approval of the Agenda
Remarks of Chairperson
Remarks of Council Members
Report of Headquarters Staff
Communications
Unfinished Business
New Business
Unscheduled Business
Reconsideration of Tie Votes
Adjournment

7.6 Voting

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

On any issue of a tie vote, the matter shall be rescheduled for the next appropriate

meeting unless settled at the current meeting.

Proxy votes shall not be allowed under any circumstances.

8. BUNC/SBAC - MEMBER ATTENDANCE

- 8.1 Attendance at SBAC and/or BUNC meetings by BUNC members shall be required unless excused for good cause by the BUNC chairperson. ~~One unexcused absence may be cause for removal from the BUNC by a majority vote of the BUNC members.~~ *Two or more unexcused absences may be cause for removal from the BUNC by a majority vote if in accordance with L.1000 Policy.*
- 8.2 Attendance at BUNC meetings by alternate members shall be required unless excused for good cause by the BUNC chairperson. One unexcused absence may be cause for removal from the position of alternate BUNC member. Removal shall be ~~by a majority vote of the BUNC members.~~ *in accordance with L.1000 Policy.*
- 8.3 Attendance at BUNC/SBAC meetings by DBURs shall be required, unless excused by the BUNC chairperson. ~~One unexcused absence may be cause for removal from the SBAC.~~ *Two or more unexcused absences may be cause for removal in accordance with L.1000 Policy.*
- ## 9. PARLIAMENTARY PROCEDURE
- 9.1 ~~The Constitution and Bylaws of CSEA, Rules of the Civil Service Division Council,~~ *L.1000 Policy* rules of the BUNC and *Robert's Rules of Order, Newly Revised*, in that order, shall govern the procedures at the BUNC meetings and elections.

10. RATIFICATION OF CONTRACTS

- Unit 15 members
- 10.1 a. The five member BUNC shall negotiate and recommend the successor contract for ratification to 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 to support ratification of the newly negotiated contract.
- c. Upon ratification of a successor contract by the Unit 15 members, the BUNC members will comply with the wishes of the membership and duly sign the contract. Failure to do so is grounds for removal from the BUNC.

11. GEOGRAPHIC MEETINGS AND TRAINING SESSIONS

11.1 General

The BUNC members will provide a plan for implementation by the District Chapters wherein the DBURs will meet, preferably within a close proximity in time and location, for the purpose of gathering bargaining issues; to discuss proposed contract language and bargaining updates, to provide ratification briefings and to attend general and specific DBUR training. The BUNC chairperson will provide leadership at these meetings from the BUNC members.

11.2 Statewide

Statewide meetings of the BURs will be determined by the BUNC members based on necessity and in accordance with Section 7 of these Bylaws, providing funds are available.

12. TRAINING OF BUNC AND SBAC

12.1 Attendance is mandatory for all SBACs and BUNCs at scheduled ~~civil service division~~ ^{Local 1000 Council} training exercises.

12.2 Outside training is recommended for all BURs, SBACs and BUNCs for the purposes of making these members more effective and efficient at carrying out the duties of their office.

13. AMENDING THE RULES

13.1 General

If at any time Policy File language is changes, resulting in a conflict with these BUNC/SBAC Rules, the Policy File language shall take precedence until such time as the BUNC/SBAC Rules are changed. Amendment of these rules may be proposed by any BUNC member.

13.2 Voting

Amendment of these rules shall require a quorum of the BUNC members voting aye.