

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

**BARGAINING UNIT 17
of the
SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 1000, CSEA, AFL-CIO, CLC**

REVISED: May 21, 2004

1. PURPOSE

Within the framework of the Constitution, the Bylaws of CSEA and Local 1000 and Policy File of Local 1000, 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 members of this bargaining unit;*
- 1.3** *To serve as a medium of representation and communication for and between Unit 17 members in relation to other Units and in contract 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 Local 1000 and the Association and within the jurisdiction of the bargaining unit.*

2. BUNC STRUCTURE

- 2.1** *The Unit 17 BUNC shall consist of five (5) seats and the five seats shall be elected by the District Bargaining Unit Representatives and designated as At-Large seats.*

- 1.** *Department of Developmental Services (DDS)*
- 2.** *Department of Mental Health (DMH)*
- 3.** *California Department of Corrections (CDC) and the Youth Authority (YA)*
- 4.** *All Departments*
- 5.** *All Departments*

- 2.2 *The Unit 17 BUNC shall consist of three (3) Alternate seats. The Alternate seats shall be elected by the DBURs and designated as At-Large seats.***

3. *ELECTION OF BUNC*

3.1 *Qualifications of BUNC*

- 3.1.1 *All BUNC candidates must be DBURs***
- 3.1.2 *All BUNC candidates must be a Steward or become one within ninety (90) days of becoming a council member and be certifiable.***
- 3.1.3 *All BUNC candidates will be elected by the DBURs present at the SBAC meeting.***
- 3.1.4 *There may be one vote cast by each DBUR present for each seat.***

3.2 *Term of Office - BUNC*

- 3.2.1 *BUNC members serve until the conclusion of the Local 1000 elections as specified in the Local 1000 Policy File***

3.3. *BUNC Election Procedure*

- 3.3.1 *All candidates shall be nominated and elected in accordance with Robert's Rules of Order.***

3.3.2 *Bargaining Unit Negotiating Committees:*

3.3.2.1 *The President of Local 1000 shall appoint an election committee.*

3.3.2.2 *The Election Committee shall be responsible for:*

3.3.2.2.1 *Verification of eligibility of candidates and voters;*

3.3.2.2.2 *Preparation of ballots; and*

3.3.2.2.3 *Counting of ballots.*

3.3.2.3 *The election committee shall serve until the conclusion of the election.*

3.3.3 *Voting shall be by secret ballot.*

3.3.3.1 *To be elected a person must receive 50% plus 1 of all votes cast.*

3.3.3.2 *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. Additional ballots to elect the number of vacant positions shall continue under the above rules until 5 persons are elected.*

3.4 Officers

3.4.1 *The officers shall be the Chair, Vice Chair and the Alternate Vice Chair.*

3.5 Election of BUNC Officers

3.5.1 *The SBAC members shall elect a Chair, Vice Chair and the Alternate Vice Chair, from amongst the elected BUNC members by secret ballot in conformance with Robert's Rule of Order.*

3.5.2 *The term of office for the BUNC officers shall coincide with the term of the BUNC.*

3.6 *The BUNC members shall represent Unit 17 in all relevant matters.*

4. DUTIES

4.1 Chair

The BUNC chair shall represent Unit 17 at Local 1000 Council Meetings, carry out the policies set by the Local 1000 Council, Chair meetings of the BUNC and SBAC, carry out the policies set by the SBAC and BUNC and otherwise perform those duties normally assigned to that office. In conjunction with the Local 1000 President, the Chair shall be the Unit 17 representative and the official SBAC and BUNC spokesperson in all matters affecting Unit 17. S/he shall appoint all standing committees with the concurrence of the SBAC and BUNC and shall be an ex officio member of all Unit 17 subcommittees.

4.2 Vice Chair

The Vice Chair shall serve as the Chair in the absence of the Chair and represent the Chair at the Local 1000 Council in case of the absence of the Chair.

4.3 Alternate Vice Chair

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 Local 1000 Council in the event of the necessary absence of the Chair and Vice Chair.

5. VACANCIES

Vacancies on the BUNC (including vacancies in the position of BUNC Chair or Vice Chair) which occur through circumstances other than "recall" (which is dealt with in 12CSD6.00) shall be filled by a new election as provided for in 12CSD5.00. Until a new election can be completed, the BUNC or SBAC may temporarily fill the vacancy as follows:

If the position of Chair becomes vacant the position shall be filled by the Vice Chair

If the position of Vice Chair becomes vacant the position shall be filled by the Alternate Vice Chair

If any other position on the BUNC becomes vacant, a new member shall be appointed in accordance with the rules adopted by the SBAC. This replacement shall serve only until a new election can be completed.

6. REMOVAL FROM OFFICE

- 6.1 Any BUNC officer or member may be removed from office for reasons cited under Policy File, currently Section 7CSC0.00, at any time upon proper motion and by majority vote of the SBAC.**

7. MEETINGS

7.1 General

All meetings of the BUNC and SBAC 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 support staff and/or members of the bargaining unit as determined by the SBAC or BUNC. 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 Executive Sessions shall be considered confidential.

- 7.2 a. Upon petition by a majority of SBAC members the Chair shall call a meeting of the SBAC, providing funds are available.**
- b. (Same for BUNC.)**

- 7.3 Normally, notice shall be given to the members at least thirty 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 meetings shall be the responsibility of the Chairperson.**

7.4 Quorum

- a. A quorum for the SBAC shall be 50% of the members present plus 1 for purposes of conducting official business.**
- b. A quorum for the BUNC shall be three (3) members.**

8. ORDER OF BUSINESS

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

***Call to Order
Roll Call
Remarks of Chairperson
Remarks of BUNC/SBAC Members
Report of Headquarters Staff***

*Communications
Approval of Minutes
Old Business
New Business
Unscheduled Business
Reconsideration of tie Votes
Adjournment*

9. VOTING

9.1 *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.*

9.2 Proxy

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 Chair. Two unexcused absence may be cause for removal from office in accordance with 12CSD6.00.*

11. PARLIAMENTARY PROCEDURE

11.1 *The Bylaws of CSEA, the Local 1000 Policy File, the Rules of the SBAC and BUNC and Robert's Rules of Order, newly revised, in that order, shall govern the procedure at the BUNC meetings and elections.*

12. RATIFICATION OF CONTRACTS

12.1 *Ratification procedures shall be conducted as is described under the Local 1000 Policy File, currently Section 3CSD4.03.*

12.2 *The five member BUNC shall negotiate and make its recommendation on the contract for the ratification vote by the membership, by a majority vote. This vote shall constitute the decision of the full BUNC.*

12.1.3 *If the BUNC recommends ratification, it shall be the responsibility for all DBURs to work on and recommend ratification of the newly negotiated contract.*

12.1.4 *Once the contract has been ratified, it is the duty of the BUNC to comply with the directives of the membership and duly sign the contract.*

13. TRAINING OF BUNCs and SBACs

13.1 *Attendance is mandatory for all SBACs and BUNCs at scheduled Local 1000 training exercises.*

13.2 *Outside training as 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.

14. AMENDING THE RULES

14.1 General

Amendment of these Rules may be proposed by any SBAC member.

14.2 Voting

Amendment of these Rules shall require a quorum of the SBAC and BUNC members voting aye.