

**RULES OF THE
STATEWIDE BARGAINING ADVISORY COMMITTEE(SBAC)
AND
THE MEDICAL AND SOCIAL SERVICE SPECIALISTS
BARGAINING UNIT 20 NEGOTIATING COUNCIL (BUNC)
OF THE
CALIFORNIA STATE EMPLOYEES ASSOCIATION**

REVISED: June 27, 2003

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 20 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 20 members in relations 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 20 BUNC shall consist of five seats and three alternates. The five seats and three alternates shall be designated at large and shall be elected by the District BURs in a manner adopted by the SBAC.

~~The new BUNC realignment adopted December 15, 2000 will be:~~

- ~~1- Medical North~~
- ~~2- Medical South~~
- ~~3- Education—Special Schools~~
- ~~4- At Large~~
- ~~5- At Large~~

- 2.2 Alternates to the Unit 20 BUNC are designated Alternate 1, Alternate 2, and Alternate 3.

3. ELECTION OF BUNC

3.1 Qualification of BUNC

- a. All BUNC candidates must be DBURs.
- b. All BUNC candidates will be elected by the SBAC in the seat's jurisdiction

3.2 Term of Office (BUNC)

Shall serve from the date elected for the term of office prescribed in the Civil Service Division Policy file.

3.3 Method of Election (BUNC)

- a. All eligible candidates shall be nominated and elected (refer to Section 2) in accordance with Robert's Rules of Order and the Civil Service Division Policy File.
- b. The Civil Service Division Election Committee shall preside over the election of the BUNC.
- c. Voting shall be by secret ballot.
- d. To be elected a person must receive 50 percent plus one of all votes cast.
- e. Additional ballots to elect the number of vacant positions shall continue under the above rules until five persons and three alternates are elected.

3.4 Election of BUNC Officers

- a. The SBAC voting members shall elect a Chair, vice-chair, and alternate vice chair from amongst themselves by secret ballot in conformance with the Civil Service Division Policy File and Robert's Rules of order. The SBAC shall elect the Chair, vice-chair, and alternate vice-chair.
- b. The term of office for the BUNC officer shall coincide with the term of the BUNC.

3.5 Election of Alternate

- a. Alternates are elected at large from members of the SBAC.
- b. Election of alternates shall take place in separate elections. Electing the first alternate, then the second alternate, and finally the third alternate

3.6 All members of the SBAC who have not completed job steward training shall agree to commence such training within ninety days of becoming an SBAC member and be certifiable.

3.7 The BUNC members shall represent their respective bargaining unit in all relevant matters.

4. DUTIES

4.1 Chair

The BUNC chair shall be the directing head of the UNIT 20 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; 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 Chair

In the event of the resignation, death, or removal of the chair, the vice chair shall become temporary chair until a special election can be held.

4.3 Alternate Vice Chair

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

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

5. VACANCIES

5.1 If a member positions on a Bargaining Unit Negotiating Council becomes vacant, alternates shall serve in the order of their designation. An alternate serving in the vacancy shall serve until a new election can be held. SBAC members will receive thirty days notice before such election a new member shall be appointed in accordance with the rules adopted by the members of the Statewide Bargaining Advisory

~~Committee of the affected bargaining unit, this replacement shall serve for the remaining term.~~ The Civil Service Division Director and the Civil Service Division 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.

6. RECALL OF ELECTED OFFICERS

- 6.1 Any elected or appointed member of the BUNC may be recalled from office by the union members in accordance with Civil Service Division Policy file section 6CSD6.07 (12csd6.00), Recall of Election Officers.

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. Closed meetings are restricted to the SBAC and BUNC members, authorized officers and other such persons as may be designated by the BUNC. All discussion at an executive session shall be considered confidential.

- 7.2 a. Upon petition of two thirds of the SBAC members, the chair shall call a meeting of the SBAC.
b. (Same for BUNC.)

- 7.3 Normally, notice shall be given to the members at least 30 days prior to the meeting date. In urgent situations, notice shall be given at least five days prior to the meeting date. Notice of meetings shall be the responsibility of the chair.

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, an alternate shall substitute for that member in the order of designation ~~the chair may designate the alternate.~~ The chairperson shall advise the division director of all substitutes. The alternates shall have full rights as a member 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 present shall have a 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 chair. Two unexcused absences may be cause for removal in accordance with the Civil Service Division Policy File. When an SBAC member has two or more unexcused absences, the alternate deputy division director - DLCs with concurrence of the DLC president, shall declare the position vacant.

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 of 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.

- b. It is the duty of the BUNC to comply with the wishes of the membership as determined by the ratification vote agreement on the recommendation toward ratification.

13. GEOGRAPHIC MEETINGS AND TRAINING SESSIONS

- 13.1 The DBURs shall meet geographically by area for the purpose of gathering issues, discussing proposed language, ratification briefings, bargaining update, and DBUR training.

14. TRAINING OF BUNCs AND SBACs

- 14.1 Attendance is mandatory for all SBAC and BUNC members at scheduled divisional training exercises.

15. AMENDING THE RULES

- 15.1 General

Amendment of these rules may be proposed by any SBAC member. The proposed amendment must be approved by a majority of the SBAC prior to adoption.

16. STAFF ASSISTANCE

- 16.1 CSEA headquarters shall provide all necessary support services.