

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

**BARGAINING UNIT 11
OF THE**

**CALIFORNIA STATE EMPLOYEES ASSOCIATION
SEIU Local 1000, AFL-CIO, CLC**

Revised June 15, 2000

1. PURPOSE

Within the framework of the Constitution, Bylaws and Policy File of the California State Employees Association, SEIU Local 1000, the purpose of this bargaining unit SBAC and BUNC is to accomplish the following:

- 1.1 To represent the best interests of the unit as a whole;
- 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 the members of this bargaining unit council;
- 1.3 To serve as a medium of representation and communication for and between Unit 11 members in relation to other councils and in negotiations for Unit 11 members with ~~the~~ appropriate state authority under collective bargaining;
- 1.4 To organize the members of Unit 11 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 Bargaining Unit 11.

2. MEMBERS OF THE BARGAINING UNIT 11 NEGOTIATING COMMITTEE

- 2.1 The Unit 11 BUNC shall consist of five seats. The five seats shall be elected by the District BURS in a manner adopted by the SBAC. All five BUNC members shall be elected at large.

In addition, three alternates shall be elected at large from the SBAC.

3. ELECTION OF THE BUNC

3.1 Qualifications of BUNC

- a. DBUR
- b. Nominated by SBAC

3.3 Election of the BUNC

- a. The election process shall be conducted in accordance with CSD policy.
- b. If no one receives 50 percent plus one of the votes cast, the candidate with the lowest vote shall be removed from the ballot and a run-off election shall be held.

3.4 Election of BUNC Officers

- a. The SBAC voting members shall elect a chair, vice chair, and alternate vice chair from amongst the elected BUNC members by secret ballot in conformance with the same BUNC election rules as stated above in 3.3.
- b. The term of office for BUNC officers 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 council member and be certified.

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

3.7 Election of BUNC Alternates

- a. BUNC Alternates shall be nominated and elected as "First", "Second" and "Third" Alternate. In the event of vacancies, the Alternates shall be appointed in that order.
- b. The election process shall be conducted in accordance with CSD policy in the same manner as for the BUNC elections.
- c. To be elected a person must receive 50 percent plus one of all votes cast.
- d. If no one receives 50% plus one of the votes cast, the candidate with the lowest vote shall be removed from the ballot and a run-off election shall be held.

4. DUTIES

4.1 Chair

The Chair 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.

The chair or his/her BUNC members designee shall be the authorized signatory to enact a bargaining agreement between State authorities and Bargaining Unit 11. The chair shall be advised of all meet and confers and/or meetings regarding the members of Bargaining Unit 11 within 15 days.

The chair shall be the supervising head of Unit 11. He/she shall only be limited under the directives of the Civil Service Division Director, the SBAC and the BUNC.

4.2 Vice Chair

The vice chair is the BUNC secretary/treasurer and shall have the responsibility of maintaining the financial records for the SBAC and BUNC. In the event of the resignation, death or removal of the chair, the secretary/treasurer shall become chair and a special election shall be held for vice chair within 60 days.

4.3 Alternate Vice Chair

In the event that the chair and the vice chair are temporarily unable to carry out their duties, they shall notify the director of the Civil Service Division and the alternate vice chair who shall then represent the BUNC until relieved from such duty.

5. VACANCIES

- 5.1 If, for any reason, any BUNC seat becomes vacant, an election will be held within 60 days.

6. REMOVAL FROM OFFICE

- 6.1 Any BUNC officer or member may be removed from office for just and proper cause at any time upon proper motion and by a majority vote of the SBAC.
- 6.2 The person removed may appeal removal to the Division Director by written request within 15 days after formal removal. Response to the appeal shall be made within 15 days of appeal.

7. MEETINGS

7.1 General

All meetings of the SBAC and BUNC shall be held in conformity with the Civil Service Division Policy File. 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 officer 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 chair shall call a meeting of the SBAC.
- b. (Same for BUNC).
- c. The chair shall call meetings whenever it is in the best interest of Bargaining Unit 11.

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 to members 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 elected DBURs plus one for the purposes of voting.
- b. A quorum for the BUNC is three, one of which may be the chair.

7.5 Temporary Vacancies

In the event of a temporary absence of a BUNC member, alternates shall serve in the order designated by their election as described in Section 3.7. The chair shall advise the division director of all substitutions. The alternates shall have full rights as a member of the council 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 chair
- Remarks of the BUNC members
- Report of the headquarters staff
- Communications
- Approval of the agenda
- Old business
- New business
- Unscheduled business
- Reconsideration of tie votes

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 votes shall not be allowed under any circumstances.

10. SBAC AND BUNC ATTENDANCE

10.1 Attendance at SBAC and BUNC meetings by the appropriate members shall be required unless excused for good cause by the chair. Two or more unexcused absences may be cause for removal from the BUNC or SBAC. Removal from the BUNC or SBAC shall occur according to CSD Policy File (7CSD0.04).

11. PARLIAMENTARY PROCEDURE

- 11.1 The Association Bylaws of CSEA, Civil Service Division Policy File, rules of this SBAC and Roberts Rules of Order, newly revised, in that order, shall govern the procedure at all SBAC and BUNC meetings.

12. RATIFICATION OF CONTRACTS

- 12.1 a. The five member BUNC shall negotiate and make a recommendation with the concurrence of the SBAC for ratification of a tentative contract by the membership. This vote shall constitute the decision of the full BUNC.
- b. It shall be the responsibility for all DBURs to support ratification or recommendation of the BUNC.
- 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.

13. GEOGRAPHIC MEETINGS AND TRAINING SESSIONS

- 13.1 The DBURs shall meet geographically by their respective area of responsibility for the purpose of gathering issues, discussing proposed language, ratification briefings, bargaining update, and DBUR training.
- 13.2 DBURs shall meet on a statewide basis as determined by the chair or in accordance with Section 7.3 of the bylaws.
- 13.3 BUNC members shall meet as determined by the chair or in accordance with 7.3 of these bylaws.

14. TRAINING OF BUNC AND SBACS

- 14.1 Attendance is mandatory for all SBACs and BUNCs at scheduled divisional training.
- 14.2 Outside training is 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. Official DBUR training may be substituted for the ongoing steward training requirements.

15. GENERAL OCCUPATIONAL ADVISORY COMMITTEES (SUB GROUPS):

- 15.1 The Unit 11 BUNC may establish occupational advisory committees to meet its needs;
- 15.2 In the event an advisory committee fails to perform, the SBAC 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 Amendment of these rules may be proposed by any SBAC member.