



BYLAWS

CONTRA COSTA WATER DISTRICT CHAPTER INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS, LOCAL 21, AFL-CIO

Section I. Statement of Purpose

The purpose of the Contra Costa Water District Chapter (Chapter) of Local 21 of the International Federation of Professional and Technical Engineers is to represent the Professional/Supervisory Unit (Unit) employees in collective bargaining, to encourage the highest standards of professional proficiency amongst the membership, and to strive for continuous improvement of their economic status and conditions of employment.

Section II. Obligations of Members

Self-serving actions shall be set aside, particularly during negotiations, to direct the Unit's efforts to advance the professional stature and economic condition of the entire Chapter.

Section III. Name

The name of this Chapter shall be the Contra Costa Water District Chapter of Local 21 of the International Federation of Professional and Technical Engineers (IFPTE), AFL-CIO.

Section IV. Jurisdiction

The jurisdiction of this Chapter shall include employees of the Professional/Supervisory Representation Unit.

Section V. Chapter Leadership

A. Elected Officers. Every two years the following Chapter Officers shall be elected by the Chapter membership:

1. President
2. Executive Vice-President
3. Administrative Vice-President

B. Executive Board. The Executive Board is the committee of Chapter Officers. The Executive Board will be comprised of the president, the executive vice president, the administrative vice president, the immediate past president, and a member from departments represented within the Professional/Supervisory Unit.

Section VI. Duties and Responsibilities of the Officers

Duties and Responsibilities of the Chapter officers shall be as outlined in this section.

A. President

The duties and responsibilities of the President shall be as follows:

1. Preside at all Chapter meetings, which shall be held monthly.
2. Preside at and call all Executive Board meetings, which shall be held monthly.
3. Present a report of the Executive Board meeting to the membership at each Chapter meeting.
4. Appoint committees and their chairs, following recommendations from the Executive Board.
5. Call special meetings of the Chapter as required.
6. Review or sign all official documents or correspondence on behalf of the Chapter.
7. Make official representation, either written or oral, of the Chapter. However, the president shall bring all basic policy matters to the Executive Board for decision before making any official representation thereon.
8. Serve as delegate to the Delegate Assembly of the IFPTE, Local 21.
9. Make recommendations representing the membership on urgent matters demanding prompt attention.
10. Serve on the Negotiating Committee.
11. Serve on the Labor/Management Committee.

B. Executive Vice President

The duties and responsibilities of the Executive Vice President shall be as follows:

1. Assume all the duties of the President during the absence of the President.
2. Assist the President at Chapter meetings.
3. Serve as delegate to the Delegate Assembly of the IFPTE, Local 21.
4. Act as the Chief Steward on labor matters.
5. Represent the Chapter at the Contra Costa Central Labor Council.
6. Serve on the Negotiating Committee.
7. Serve on the Labor-Management Committee.

C. Administrative Vice President

The duties and responsibilities of the Administration Vice President shall be as follows:

1. Call monthly Chapter meetings.
2. Keep minutes of the Chapter and Executive Board meetings.
3. Maintain Chapter files, which include records of meetings, negotiations, pertinent correspondence, and other matters deemed important by the Executive Board.
4. Serve as President in the absence of the Executive Vice President and the President.
5. Serve on the Negotiating Committee.
6. Serve as first alternate delegate to the Delegate Assembly of the IFPTE, Local 21.

D. Immediate Past President

1. Serve as Officer and member of the Executive Board.

E. Executive Board

The duties and responsibilities of the Executive Board shall be as follows:

1. Meet prior to the monthly Chapter meeting, unless it is necessary to meet more often (e.g., during negotiations).
2. Establish the goals and objectives of the Chapter.
3. Make recommendations to the membership on matters such as wages, examinations, and classification matters. The Executive Board develops solutions, formulates policies, and makes recommendations to the membership on those issues.
4. Adopt rules of conduct for its meetings.
5. Take appropriate action based on Committee recommendations.
6. Fill in all vacancies among the Officers until the next regular election. This does not supersede the order of ascendancy as described above.
7. Nominate non-standing members of the Negotiating Committee. Such nomination shall be ratified by the membership at the next Chapter meeting.

Section VII. Election of Officers

1. During the December Chapter meeting of every even-numbered year, the Chapter Officers shall be nominated and elected. The term of office shall be two years. The new officers begin service in January of the following year.

2. Each November of every even-numbered year, the President shall appoint a Nominating Committee to select nominees for offices of the Chapter. The Nominating Committee shall disseminate its slate to the membership as part of the notice procedures for the following December Chapter meeting. Additional nominations may be made from the floor at the December Chapter meeting. All union members of the Unit shall be eligible to vote for the offices of President, Executive Vice President, and Administrative Vice President.
3. The election of the Officers shall be by secret ballot and only dues-paying union members are entitled to vote. The election shall be based on a simple majority of the votes cast based on at least forty percent of the membership casting a vote.
4. The President shall nominate members of the Executive Board after the election of Officers. The nominations shall be ratified by the membership at the next Chapter meeting.
5. Members who are absent from work the day of the election may vote by absentee ballot. Absentee ballots must be received no later than one day prior to the election.

Section VIII. Standing Committees

The President with the recommendation of the Executive Board may appoint committees as appropriate; however, the President shall appoint the following committees and representatives:

1. Labor/Management Committee. The purpose of the Labor/Management Committee is to represent the Chapter in all matters between negotiations.
2. Nominations Committee. The purpose of the Nominations Committee is to select nominees for offices of this Chapter.
3. Bylaws Review Committee. The purpose of the Bylaws Review Committee is to propose revisions to these Bylaws and present them for Executive Board and membership approval.

Each of these committees shall have a minimum of three members.

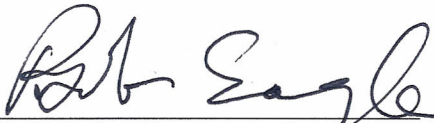
Section IV. Bylaws

- A. The Bylaws may be amended, superseded or replaced by two-thirds vote of the dues-paying members present and voting in any Chapter meeting, provided any such proposed amendment, supersession or replacement was presented in writing and approved by the Executive Board prior to being presented to the membership.
- B. A copy of the pertinent section of the Bylaws in force, together with a copy of same as it will appear with proposed amendments incorporated therein, shall be disseminated to the membership as part of the Chapter meeting notice and agenda at least once per week prior to the Chapter meeting at which the amendment shall be acted upon.

- C. The Administrative Vice President shall revise the Bylaws in time for the next Chapter meeting. The Administrative Vice President shall make the Bylaws available to any member upon request.
- D. Non-binding advisory votes will be taken at the request of Chapter meeting attendees or by the Presiding Officer.
- E. Ratification of each negotiated contract will be by secret ballot.

I certify that the foregoing Bylaws are correct as adopted by the membership of this Chapter.

Adopted: 3/17/2021
Date


Bob Eagle, Chapter President