

**BYLAWS OF
THE CONTRA COSTA COUNTY CHAPTER,
INTERNATIONAL FEDERATION OF PROFESSIONAL
AND TECHNICAL ENGINEERS, LOCAL 21**

I. Chapter

The name of this organization shall be the Contra Costa County Chapter (hereinafter referred to as the Chapter). The following Bylaws have been adopted and issued by the Chapter. The Chapter is a chapter of the Professional and Technical Engineers (IFPTE), Local 21, AFL-CIO (herein referred to as the Local Union).

II. Objective

The objective of the Contra Costa County Chapter of Local 21 IFPTE is to unite all workers eligible for Membership, regardless of religion, race, creed, color, national origin, age, sex, sexual orientation, gender identity, marital status, physical or mental disability, or political affiliation or opinion in order to secure improved working conditions, wages, hours, and other economic advantages for its Members, and to deal with a broad spectrum of economic and social issues, as the Members may determine.

III. Membership

A. Definition

Members that satisfy the eligibility requirements shall enjoy the rights set out in the IFPTE International Constitution, Local 21 By-laws and the By-laws of the Contra Costa Chapter. These By-laws are subject to, and do not change, the provisions of the Local 21 By-laws.

Each Member has the right to obtain one copy of the Collective Bargaining Agreement, the Chapter By-laws, the Local 21 By-laws, and IFPTE Constitution.

A Membership roster shall be maintained by the Local 21 staff in conjunction with the Sergeant-At-Arms.

B. Eligibility

To belong to the Chapter and to remain a Member in good standing, one must:

1. Be an employee of Contra Costa County covered by the Union's jurisdiction;
2. Abide by the IFPTE Constitution and the By-laws of the Chapter and Local 21.

C. Application for Membership

1. Only regular Members in good standing are eligible to vote and participate in Chapter activities.
2. If a potential member is found ineligible for Membership, said potential member shall be notified.
3. A Member ceases to be a Member of the Chapter upon termination of employment, loss of good standing in the Local Union, or withdrawal from the Local Union upon submittal of a written request and subject to any limitations in any contract or memorandum of understanding that the Union has entered into. Violation of any of the offenses listed in the International Constitution under Discipline and Offenses may be grounds for removal.

D. Associate Member

The Chapter may adopt a policy creating Associate Member status in accordance with the bylaws and policies of the Union, for Retired Members and Members who leave the bargaining unit in good standing.

IV. Meetings

A. Robert's Rules of Order

All Meetings of the Chapter shall be conducted in accordance with the most current version of Robert's Rules of Order.

B. Meeting Minutes

The minutes of any Chapter Meetings shall include:

1. The names of Members present and guests.
2. Motions.
3. Topics discussed.
4. Votes.

C. The General Membership Meeting

1. The General Membership Meeting shall be open to all the Members in good standing of the Chapter. There shall be at least one General Membership Meeting each month. Special General Membership meetings may be called as deemed necessary by the Executive Board. The Chapter President or designee shall preside over the General Membership Meeting. The Executive Board shall give a week's notice of any change in the date of the General Membership Meeting.

2. Purpose of the General Membership Meeting shall be to:
 - a. Recommend the direction of the Chapter.
 - b. Accept, reject or amend actions forwarded from Standing Committees and the Executive Board.
 - c. Vote on matters that determine the proper functioning of the Chapter.
 3. General Membership Meeting Agenda
 - a. The Secretary or designee in collaboration with the Executive Board shall prepare the Agenda proposed for the General Membership Meeting. Any item that will be put to a vote shall be included in the notice of Meeting and on the Agenda.
 - b. The notice and agenda of the General Membership Meeting shall contain the time, date and location of the Meeting.
 4. Voting at General Membership Meetings
 - a. The votes at the General Membership Meeting may be taken generally by a show of hands.
 - b. The following decisions must be taken by a secret ballot vote of the affected Bargaining Unit(s) to be binding:
 1. Approval or rejection of a Collective Bargaining Agreement.
 2. Approval or rejection of Strike Action.
 3. Revisions of the Chapter Bylaws
 4. Election of Executive Board officers.
No election will be held if there are no contested seats.
 5. Election of Contract Negotiations Committee (Bargaining team).
No election will be held, unless there are more candidates than needed.
- D. The Executive Board Meeting
1. Meetings of the Executive Board shall be held once a month.
 2. Special Executive Board Meetings
 - a. The Chapter President may call a Special Executive Board Meeting at any time.

b. Notice of a Special Executive Board Meeting must be given at least twenty-four (24) hours prior to the Meeting. Each Member of the Executive Board shall be notified by e-mail and informed of its purpose. Special Meetings will be restricted to the stated purpose for which they are called.

c. Executive Board Meeting Quorum: a Quorum shall consist of 50% + 1 of the Members of the Executive Board.

V. The Executive Board

A. Organization

The Officers of the Chapter shall be a President, a Vice-President, a Secretary, a Treasurer, a Chief Steward, and a Parliamentarian/Sergeant-at-Arms. These constitute the Officers of the Executive Board.

In addition to the Officers, a Senior Unit Representative from each of the Chapter Units-Supervisory and Non-Supervisory, and one (1) Representative-at-Large per fifty Members or a portion thereof from the general membership shall be elected to the Executive Board.

The Executive Board may also include two (2) non-voting Members, the most recent past President of the Chapter, and one retired Member of the Chapter. The retired member shall be appointed by the Executive Board and serve at the will of the Executive Board.

No Chapter Member may hold more than one position on the Executive Board concurrently.

Executive Board members are expected to attend all General Membership Meetings, Executive Board meetings and Local Delegate Assemblies.

B. Executive Board Functions

1. The Executive Board shall meet once per month.
2. The Executive Board is authorized to:
 - a. Act on behalf of the Chapter between General Membership Meetings.
 - b. Make recommendations to the General Membership on matters of concern or interest to the Chapter.

- c. Establish Chapter goals and objectives with guidance from the General Membership
 - d. Formulate Chapter policies.
 - e. Address and resolve Chapter issues.
 - f. Make available minutes of its Meetings to the General Membership.
 - g. Create public awareness of the Chapter purpose.
 - h. Manage the business and affairs of the Chapter.
 - i. Support and plan Chapter activities.
 - j. Inform the local community of events and activities.
 - k. Nominate and confirm Standing Committee Members.
3. The Executive Board may meet at the call of the President or by a majority of the Members of the Board, with at least 24 hours notice to each Member of the Board.
 4. A report on all actions taken by the Executive Board shall be made to the Membership at the following General Membership Meeting.-
 5. All actions approved by the Executive Board shall be by a majority of those in attendance.
 6. Any Member of the Chapter may attend any Meeting of the Executive Board.
 7. Any action, power, duty, authority and function taken by the Board, the Chapter Members, and Executive Officers shall be in conformance with these By-laws and those of IFPTE Local 21.
 8. Should there be vacancies in any elected positions, the Executive Board, by majority vote, may appoint Members to fill such vacancies until the next Election is held.

C. Elected Representatives the Executive Board Duties

1. The President:

- a. Presides at and calls at the General Membership Meeting and of the Executive Board Meeting.
- b. Is an ex-officio Member of all Committees except the Election Committee.
- c. Reports to the Membership regarding the progress and standing of the Chapter and regarding the President's official acts.
- d. Makes available the minutes of the Executive Board and previous Chapter Meetings to the Membership.
- e. Calls any Special Meetings of the Chapter.
- f. Reviews and signs official documentation or correspondence.
- g. Makes official presentations, either oral or written, on behalf of the Chapter.
- h. Consults with the Executive Board on policy matters.
- i. Serves as a delegate to the Delegate Assembly of Local 21.
- j. Acts on behalf of the Chapter solely or in consultation with the Executive Board on urgent matters demanding immediate attention.
- k. Serves as the head of the Contract Negotiation Committee.
- l. Performs such duties as commonly pertain to the office of the President.
- m. Serves on the Labor Management Committee
- n. Establishes standing and ad hoc Committees to address matters of common concern to the Chapter with consultation from the Executive Board.

2. The Vice-President:

- a. Assists the President in the work of the President's office.
- b. Presides at the General Membership and Executive and Board Meetings in the absence of the President.
- c. Assumes all duties of the President if the President is unable to serve.

- d. Serves as delegate to the Delegate Assembly of the Local 21.
- e. Is appointed to represent the Chapter at the Contra Costa County Central Labor Council.
- f. Serves on the Labor-Management Committee
- g. Serves on the Membership and Communication Committee

3. The Secretary:

- a. Keeps minutes of General Membership and Executive Board Meetings
- b. Carries on the official correspondence of the Chapter, except as the Executive Board may direct otherwise.
- c. Presides at the General Membership and Executive Board Meetings in the absence of the President and Vice President.
- d. Assumes all duties of the President and/or Vice-President if they are unable to serve.
- e. Publishes and distributes agendas of upcoming General Membership and Executive Board Meetings.
- f. Serves on the Membership/Communication Committee.
- g. Maintains an organized file of minutes and correspondence.
- h. Serve as a delegate to the Delegate Assembly of Local 21.

4. The Treasurer:

- a. Maintains a full and complete record of any Chapter accounts and insures that all expenditures are duly and properly authorized.
- b. Serves as a delegate to the Delegate Assembly of Local 21.
- c. Reconciles, as needed, Chapter dues with the Union Local.
- d. Plans, coordinates and budgets Chapter activities.
- e. Coordinates the attendance of Chapter delegates to the Delegate Assembly of Local 21.

5. The Chief Steward:

- a. Insures representation of the Local 21 members in the workplace.
- b. Chairs the Steward Council and acts as coordinator for the activities of the stewards.
- c. Provides a report of grievances to the Executive Board monthly.
- d. Serves as a delegate to the Delegate Assembly of Local 21.
- e. Serves as Member of the Labor Management Committee.
- f. Recommends to the Executive Board members to fill the steward positions.

6. The Sergeant-at-Arms/Parliamentarian:

- a. Preserves order at the General Membership and Executive Board Meetings.
- b. Assures that a roster is taken of all Members and Officers in attendance at the General Membership and Executive Board Meetings.
- c. Ascertains the presence of a quorum the Executive Board meeting.
- d. Acts as the Parliamentarian at the General Membership and Executive Board Meetings according to the most current version of Robert's Rules of Order.
- e. Serves as Member of the Membership/Communication Committee,
- f. Confirms voting eligibility of Members.
- g. Serves as a delegate to the Delegate Assembly of Local 21.

7. The Senior Unit Representative (Supervisory and Non-Supervisory):

- a. Is elected from each bargaining unit by vote of the unit Members.
- b. Acts as a Steward for the unit they represent.
- c. Assists the President of the Chapter and the Chief Steward.
- d. Serves as a delegate to the Delegate Assembly of Local 21.

e. Assist Contract Negotiations Committee with surveys of the General Membership.

f. Participates on Standing Committees.

8. Representatives-at-Large:

a. Assists the Chief Steward.

b. Assists the Senior Unit Representatives.

c. Serves as a delegate to the Delegate Assembly of Local 21.

d. Participates on Standing Committees.

D. Terms of Office

1. The term of office for the Executive Board Officers, Senior Unit Representatives and Representatives-At-Large of the Chapter shall begin July 1st and run for three (3) years ending June 30th.

F. Election of Executive Board

1. Election Process

a. Each Election year in March, the President shall appoint a Nominating Committee to solicit nominations from the Chapter, and to prepare a list containing at least one available nominee for each Executive Board office.

b. Each Election year in April, the Nominating Committee shall notify the members of the Election, including the petition for nominations and procedure for nominations

c. All Members in good standing shall have the right to hold office, to be nominated for election, nominate, vote for, or otherwise support candidates of their choice.

d. All petitions for nominations and nominations from the floor must be received by the Nominating Committee 2 weeks before the General Meeting in May.

e. Any Member who is ruled by the Nominating Committee ineligible to run for office may appeal within five (5) days to the Executive Board, which shall decide such appeal within one (1) week after date of receipt.

f. Should the Election slate not be filled, the Executive Board may vote to extend the nomination deadline.

g. The election of the Executive Board shall take place in May.

g. All Officers and Executive Board members shall be elected by means of a secret ballot vote.

h. To ensure confidentiality, balloting is by a double envelope system. The outside envelope will contain the Member information required to verify eligibility to vote, including Member's printed name, and signature. The inner envelope will be blank and sealed and contain the Member's cast votes.

2. Elections Committee and Ballot counting Procedures:

a. The Elections Committee shall consist of three (3) Members who shall not be candidates for office in the Election. They shall be nominated and approved by a vote of the Executive Board. The Elections Committee shall adopt all rules and regulations necessary to comply with the law and assure a fair and honest Election. The Elections Committee may rely on such clerical and technical assistance as is necessary to conduct the Election and count the ballots.

b. The Elections Committee will be responsible with the assistance of the Local's professional staff, and the current Sergeant-at-Arms, to ensure only dues paying Members are eligible and allowed to vote by Member roster verification.

c. The ballots deemed eligible to be cast will be stacked and counted by the Elections Committee.

d. Ballots will be opened and counted at least 3 days after the election. At least one Member of each Counting Team must be an Elections Committee Member. If counts do not agree, those batches will be recounted until two counts match.

e. Each candidate and/or their representative shall have the right to have an observer at the counting of the ballots.

f. Candidates and their observers may challenge the eligibility of voters, and all challenged ballots shall be set aside pending determination of their validity. All such challenges shall be investigated within two business

days. Additionally, any ballots in question will be marked “provisional” and be resolved by a phone call to the Member. Failing a response within one business day, the ballot will be disallowed.

g. If the Election results can be determined without needing the provisional ballots, results will be announced within one business day. A final result that includes all allowed provisional ballots will be announced within two business days.

h. The candidate for each office receiving a majority of eligible votes cast (simple majority) by secret ballot shall be declared elected.

i. In the event of a tie, the Elections Committee shall conduct a runoff Election between the tied vote-getters after making an additional count of the ballots to confirm the tie.

j. Officers shall take office at the first Executive Board Meeting after June 30, or upon completion of any runoff Election, in the case of tied votes, and hold the same until their successor takes office. Installation of the Officers shall be conducted at this Meeting.

k. Any challenge to the Election procedure shall be made in writing within seven (7) calendar days of the election to the Local 21 business office. The Union shall investigate provide a written response to the challenger, the candidates, and the Chapter Executive Board.

G. Removal of Executive Board Members

1. Executive Board Members may be removed from office in accordance with the Local Union By-laws.

2. An Executive Board Member who wishes to resign may do so by filing a written resignation or email to the Executive Board. A copy shall be given to the Secretary for recording.

3. The written resignation is effective when filed, except when a deferred effective date is specified in the resignation.

4. Vacancies shall be filled by appointment via majority vote of the Executive Board.

VI. Standing Committees

A. Steward Council

1. Steward Council Members are the Chief Steward and all stewards.
2. The Steward Council shall meet monthly.
3. Chief Steward is the chair of the Steward Council.
4. The purpose is to discuss procedures for handling grievances and disciplinary actions while preserving confidentiality.
5. Stewards: Stewards shall be approved by the Executive Board from a list of volunteers recommended by the Chief Steward and will serve at the will of the Executive Board.
6. Stewards shall:
 - a. Serve as representatives of the Union in the workplace.
 - b. Represent Members in grievance proceedings as directed by the Chief Steward.
 - c. Be Members of the Steward Council.
 - d. Attend Steward Council.
 - e. Recruit new Members and volunteers and organize the existing Members to be more active participants in the Chapter.
 - f. Attend Steward trainings.
 - g. Coordinate with Local 21 business staff.

B. Membership/Communications Committee

1. The purpose is to generate Union interest through activities and publicity.
2. Members shall participate and/or contribute to the Chapter newsletter.
3. The Secretary, the Sergeant-at-Arms/Parliamentarian, Senior Unit Representatives and Representatives-At-Large shall be members.
4. Either the Secretary or the Sergeant-At-Arms/Parliamentarian or Senior Unit Representatives shall be the chair.
5. Coordinate with Local 21 business staff.

6. The Membership/Communications Committee will meet at least quarterly.

C. Contract Negotiations Committee

1. A Contract Negotiations Committee (CNC) will provide fair representation of all Units.

3. The CNC shall be composed of the Chapter President and ten (10) Members elected by a majority vote of the Chapter Membership. No more than 50% of the negotiators shall be from one bargaining unit and no more than 30% of negotiators shall be from the same classification or same department unless there are no other volunteers.

4. The duties of the CNC are as follows:

- a. Represent the Chapter in contract negotiations and meetings with the County.
- b. Coordinate collective bargaining issues and activities with Local 21 staff.
- c. Evaluate and create proposals based on survey results of the Chapter membership.

5. The term of office for the CNC shall be for one contract period with the County. It shall begin by Election, to be held at least three (3) months prior to the contract expiration date and the term shall end with the election of a new CNC. The election shall be by secret ballot.

6. The President shall designate a historian from the CNC to record and maintain negotiation records.

7. The President will chair the CNC.

D. Labor Management Committee

1. The purpose is to have a group of members who have agreed to work together to discuss and attempt to resolve workplace issues of mutual concern.

2. The Executive Board will appoint members to the Labor Management Committee in order to address workplace issues with the County.

3. This committee will coordinate with Local 21 staff.

4. The Executive Board will appoint the chair of the Labor Management Committee.

5. The Labor Management Committee will meet quarterly.

E. Political Action Committee

1. The purpose is to make recommendations regarding local political candidates and ballot measure in accordance with Local 21 procedures.

2. With the Executive Board and the Union Local approval, they may organize ground campaigns and other volunteer work to assist with the efforts to elect Union supported candidates and support Union issues.

3. This group will may make recommendations on political contributions, candidate endorsements and positions on propositions to the Executive Board.

4. This group will coordinate with Local 21 staff and chapter delegates to the Contra Costa County Central Labor Council.

5. The Executive Board will appoint the chair of the Political Action Committee.

5. The Political Action Committee will meet quarterly or as needed.

F. Committee on Standards and Ethics

1. The purpose is to assure the adherence to the Chapter objectives, ethics and policies.

2. The Executive Board will appoint the chair of the Committee on Standards and Ethics.

3. This committee will coordinate with Local 21 staff.

3. The Committee on Standards and Ethics will meet quarterly.

G. Rules of Standing Committees

1. All Standing Committees will have a member take minutes in accordance with the section on Chapter meetings.

2. Chairs of the Standing Committees will send the minutes of the meetings to the Executive Board Secretary or be present at the Executive Board meetings to give a report of the status of the committee.

3. All Standing Committee meetings shall be conducted in accordance with the most current version of Robert's Rules of Order.

F. Resignation from a Standing Committee

1. Any Standing Committee Member who wishes to resign may do so by filing a written resignation with the Chair of said Standing Committee.

2. A copy shall be kept by the Chair of said committee for recording.

3. The written resignation is effective when filed, except when a deferred effective date is specified in the resignation.

4. Vacancies shall be filled by appointment via the Chair of said Standing Committee.

VII. The Local 21 Delegate Assembly

A. The delegates of the Local 21 Delegate Assembly representing the Chapter shall be assigned in the following order (maintaining a ratio of 1 delegate per 50 members):

1. The President

2. The Vice-President

3. The Secretary

4. The Chief Steward

5. The Treasurer

6. The Sergeant-at-Arms/Parliamentarian,

7. The Senior Unit Representative of the Supervisory Unit

8. The Senior Unit Representative of the Non-Supervisory Unit

9. Representatives-At-Large in the case that the Chapter has more than eight (8) delegates to the Local 21 Delegate Assembly.

B. The President shall appoint Chapter members to fill any vacant delegate positions.

