

Professional and Technical Engineers (IFPTE),
Local 21

City of Oakland Supervisors and Managers Chapter
BY-LAWS

ARTICLE I Chapter Name

Section A The name of this organization shall be the City of Oakland Supervisors and Managers Chapter (hereinafter referred to as the Chapter), a chapter of Professional and Technical Engineers (IFPTE), Local 21, AFL-CIO (hereinafter referred to as the Local Union).

ARTICLE II Goals

Section A The goals of this organization are:

- To unite all eligible members into one labor organization, regardless of religion, race, creed, color, national origin, age, gender, sexual orientation, physical or mental disability;
- To promote high standards of professionalism among employees of the City of Oakland;
- To promote a cooperative spirit among employees, regardless of rank and/or classification;
- To secure improved compensation, benefits, working conditions and any other professional or economic advantage for its members, and to promote professional development through training, certification, and continuing education of its membership through collective bargaining;
- To protect and enforce the privileges and responsibilities covered by any agreement between and for the members of the Local Union and the City of Oakland.

ARTICLE III Membership

Section A The conditions of membership shall be:

1. Membership in the Chapter shall be open to any person employed by the City of Oakland in bargaining units "H" (Supervisors) or "M" (Managers).
2. Employees are eligible for membership regardless of religion, race, creed, color, national origin, age, gender, sexual orientation, physical or mental disability.
3. It shall be the duty of every member to uphold the ideals and principles of the Local Union.

4. No member shall maliciously interfere with any Chapter or Local Union representative, officer, or steward in the performance of his/her duties.
5. All members shall be required to pay the established dues of the Local Union.
6. Paid membership status shall entitle the member to vote, hold office, and all other benefits afforded to active union members.
7. Membership status issues not covered by the above sections shall be resolved through reference to the by-laws of the Local Union.

ARTICLE IV Elected Officers and Their Duties

Section A The elected officers of the Chapter shall consist of: President; Vice President for Supervisors (Unit H); Vice President for Managers (Unit M); Secretary/Treasurer; Sergeant-at-Arms/Parliamentarian; Director, Membership; and Director, Political Issues.

Section B The Officers shall comprise the Executive Board and shall be empowered by the membership to represent the Chapter as needed and will hold periodic Board meetings.

Section C The duties of the Officers shall be as follows:

- President - shall be the principal executive officer and spokesperson of the Chapter and its Executive Board; oversee and guide all Chapter activities; chair the general meetings of the Chapter and of the Executive Board; provide and promote active leadership; appoint members of committees and be an ex-officio member of all committees; appoint union stewards; and perform all other functions which are necessary and proper to conduct the Chapter business. In accordance with the Local Union's by-laws, the President shall serve as a Chapter delegate to the Local Union's Delegate Assembly.
- Vice President for Supervisors (Unit H) - shall assist the President in the operation of all of the affairs of the Chapter and along with the Vice President for Managers (Unit M) ensure that all administrative responsibilities are carried out. In the event that the President is selected from Unit M, assumes the duties of the office of the President in the absence of the President or in the event of the President's inability to serve; in the event that the office of the President is vacated by a President from Unit M during a term in office, shall assume that office for the remainder of that term; and while assuming the duties of President shall have all powers of and be subject to all restrictions of the President. In accordance with the Local Union's by-laws, the Vice President for Supervisors (Unit H) shall serve as a Chapter delegate to the Local Union's Delegate Assembly.
- Vice President for Managers (Unit M) - shall assist the President in the operation of all of the affairs of the Chapter and along with the Vice President for Supervisors (Unit H) ensure that all administrative responsibilities are

carried out. In the event that the President is selected from Unit H, assumes the duties of the office of the President in the absence of the President or in the event of the President's inability to serve; in the event that the office of the President is vacated by a President from Unit H during a term in office, shall assume that office for the remainder of that term; and while assuming the duties of President shall have all powers of and be subject to all restrictions of the President. In accordance with the Local Union's by-laws, the Vice President for Managers (Unit M) shall serve as a Chapter delegate to the Local Union's Delegate Assembly.

- Secretary/Treasurer - shall make arrangements for the location of all general meetings and of other meetings as requested by the President; publish and distribute agenda of upcoming general meetings to all members at least five (5) days prior to the meeting; conduct general correspondence of the Chapter; keep the minutes of the general and executive meetings and other records of all activities; publish the minutes of the previous meetings; submit all mandated reports to the Local Union; and perform other appropriate functions deemed necessary by the President.
- Sergeant-at-Arms/Parliamentarian - shall maintain order at all meetings; ascertain the presence of a quorum at any meeting; act as parliamentarian to address concerns and move the agenda in accordance with Robert's Rules of Order; assure that a roster is taken of all members in attendance at meetings; along with the Elections Committee, confirm the voting eligibility of members; and in the absence of the President and the Vice Presidents, perform the duties of the President.
- Director, Political Issues - shall organize all political action activities for the Chapter; research and collect necessary information to keep all members current on issues of importance; and participate in the Local Union's Committee on Political Education (COPE).
- Director, Membership - shall coordinate all membership activities for the Chapter; maintain and update the active membership roster and eligibility list; and be responsible for recruitment of new members.

If the President is elected from Unit H, during his/her absence the Vice President for Managers (Unit M) shall represent the President and perform the duties of the President. If the President is elected from Unit M, during his/her absence the Vice President for Supervisors (Unit H) shall represent the President and perform the duties of the President.

ARTICLE V Executive Board

Section A The Executive Board, as described in Article IV, shall have the following duties:

- Represent the Chapter as necessary between regular meetings;
- Establish goals and objectives;

- Formulate policies for consideration by the general membership;
- Address and resolve membership and Chapter problems;
- Develop professional counseling and act as career information contacts for members;
- Create public awareness of the Chapter's purpose;
- Inform the local community of events/activities sponsored by the Chapter;
- Support affirmative action and equal opportunity activities to benefit the Chapter in areas of general interest, City of Oakland employment, and special projects; and
- Other duties assigned by the members.

ARTICLE VI Stewards Council

Section A The President shall be authorized to appoint stewards, who shall be approved by a majority vote of the Chapter officers. The President shall endeavor to be all-inclusive when making those appointments to ensure a broad representation among departments and geographic work locations of members. There shall be one steward for every twenty (20) members or fraction. These appointed stewards shall constitute the Stewards Council.

Section B The duties of the Stewards Council are as follows:

- Serve as a representative of the union in the workplace;
- Represent members in grievance proceedings;
- Recruit new members and volunteers and organize existing members to be more active participants in the affairs of the union;
- Assist in contract negotiations.

Section C The Stewards Council shall elect a chairperson and may adopt rules as are necessary to conduct its business.

ARTICLE VII Contract Negotiations Committee

Section A A Contract Negotiations Committee shall be established for negotiating agreements between the Chapter and the City of Oakland.

Section B The Contract Negotiations Committee shall be composed of the Executive Board and additional members and alternates elected by a majority vote of the Chapter membership.

Section C The duties of the Contract Negotiations Committee are as follows:

- Represent the Chapter in contract negotiations and meetings with the Local Union and with the City of Oakland;
- Coordinate collective bargaining issues and activities; and
- Other contract related duties assigned by the President.

Section D The term of office for the Contract Negotiations Committee shall be for one contract period with the City of Oakland. It shall begin prior to the commencement of negotiations of a new contract and end upon the selection of a new Contract Negotiations Committee.

ARTICLE VIII Committees

Section A The President, after consulting Chapter officers, shall be authorized to appoint standing and ad hoc committees to address matters of common concern to Chapter members. Such committees may include those established for the purpose of negotiations, grievance proceedings and review, Chapter elections, political education, membership activities, and related matters. Such committees shall provide periodic reports of their activities to the President and the Chapter. The Director of Political Issues shall be chairperson of the Political Education Committee. The Director of Membership shall be chairperson of the Membership Activities Committee.

ARTICLE IX Delegate Assembly

Section A The Chapter Delegate Assembly members shall consist of the President, Vice President for Supervisors (Unit H), Vice President for Managers (Unit M), and other members selected by majority vote from within the Chapter.

Section B The total number of Chapter Delegate Assembly members shall be selected on the basis of one Delegate Assembly member for each fifty (50) members or fraction thereof in excess of fifty (50) members. In the event of an unequal total number, over four, of Chapter Delegate Assembly members, no one bargaining unit may have more than one Delegate Assembly member more than the other bargaining unit; and in which case the odd member shall be selected from the unit whose member is not President.

ARTICLE X Meeting Schedule

Section A Regular general meetings of the Chapter shall be held once a month on a day determined by the Executive Board.

Section B Special general meetings may be called by the Executive Board or on the written request of twenty (20) of the active members. Members shall receive a five (5)

day notice of these special meetings and members shall be provided with an agenda.

Section C Fifteen (15) members present shall constitute a quorum to vote on issues at any meeting. A simple majority vote is required to approve any action.

Section D Executive Board meetings:

1. Executive Board meetings shall be held once a month on a day determined by the Executive Board. All Chapter members shall receive a five (5) day notice of these meetings.
2. Special Executive Board meetings may be called by the President or by request of a majority of the Executive Board members. Twenty-four (24) hour notice shall be given to all Executive Board members in writing or by telephone or electronically of said meetings and they shall be provided with an agenda.
3. The quorum for all Executive Board meetings shall be a majority of the Executive Board.

Section E All members shall be entitled to attend any meeting as prescribed in these by-laws.

ARTICLE XI Terms of Office

Section A The terms of office for the elected officers and Delegate Assembly members, shall be two (2) years and all officers and Delegate Assembly members shall be elected bi-annually. Elections shall be held in November to coincide with Local Union officer terms, as prescribed by Local Union by-laws. In order to comply with the by-laws of the Local Union, the terms of office shall be from the first general meeting following the date of the election until the election of successors. At the first general meeting following each election the outgoing officers shall install their successors into office.

Section B The terms of office for the stewards shall be two (2) years, and appointments shall coincide with Local Union officer terms.

ARTICLE XII Nominations and Elections

Section A Nominations and Election of Officers, Delegate Assembly Members, and the additional members and alternates of the Contract Negotiations Committee:

1. Election of Officers, Delegate Assembly members, and additional members and alternates of the Contract Negotiations Committee: shall be held no later than November 15 of each election year. The period of time between the election and the actual taking of office should be utilized as an orientation period as the new officers take over the duties of each position.

2. An Elections Committee composed of no less than three (3) members in good standing shall be appointed by the President at the September general meeting. A member of the Elections Committee shall not be a candidate for office or the Delegate Assembly or the Contract Negotiations Committee in the election in question .
3. The Elections Committee shall be responsible for determining whether candidates are eligible to hold office; distributing and tabulating ballots; deciding on all questions concerning the validity of any ballot; and along with the Sergeant-at-Arms/Parliamentarian, confirming the voting eligibility of members.
4. Nominations for elective office, the Delegate Assembly, and the Contract Negotiations Committee shall be made from the floor at the October general meeting and nominations may be submitted to the Elections Committee by members in good standing, provided such nominations are made at least two weeks prior to the election date. Nominations may be accepted after the deadline if a specific elective office had not generated at least one candidate.
5. Voting will be by secret ballot prepared by the Elections Committee. Only official printed ballots will be counted.
6. A simple majority of those ballots received will constitute a win for any candidate for office.
7. The top vote getters for each unit for the positions available on the Delegate Assembly will be elected to those positions. Selection will be in accordance with Article IX Section. B.
8. The top vote getters for the positions available on the Contract Negotiations Committee will be elected to those positions. Voting for the additional members and alternates on the Contract Negotiations Committee shall be done by Unit H members only for Unit H representation and by Unit M members only for Unit M representation.
9. Should there be more than two candidates for an office, and no one candidate receives a majority of the votes, a runoff election between the top two vote getters will take place as soon as practicable and shall be the responsibility of the Elections Committee.
10. Voting for Officers and Delegate Assembly members shall be done by all members regardless of unit, except the office of Vice President for Supervisors shall be elected by Unit H members only and the office of Vice President for Managers shall be elected by Unit M members only.

ARTICLE XIII Removal of Officers, Delegate Assembly Members, and Contract Negotiations Committee Members

Section A Officers, Delegate Assembly members and Contract Negotiations Committee members may be removed from office by resolution of majority vote of the Chapter membership present at a regular general meeting. Reasons for removal shall include, but not be limited to the following:

1. Absence without cause from three (3) consecutive general membership meetings;
2. Misappropriation of Union funds;
3. Failure to perform his/her duties of elected office;
4. Using the name of the Chapter to actively work against an official endorsement made by the Chapter;
5. Intentional violation of any of the provisions of these by-laws.

Section B Vacancies shall be filled by a majority vote of the Executive Board.

ARTICLE XIV General Rules, Regulations, and Amendments

Section A These by-laws shall become valid upon ratification by a simple majority of the member votes cast. Chapter members present at the meeting shall jointly execute and officially adopt these by-laws and affix their signatures thereto, evidencing the date of membership adoption.

Section B New by-law amendments may be adopted, amended or repealed by a simple majority vote of the members present at a regular general meeting; the amendment(s) to the by-laws may not be adopted unless a written copy of said proposed amendment(s) is provided to all Chapter members thirty (30) days prior to its final approval and adoption.

Section C Meetings shall be conducted in accordance with Robert's Rules of Order.

Section D These by-laws shall become effective upon ratification as covered under Section B of this Article.

version drafted 8/27/00

adopted 9/25/00