

**Professional and Technical Engineers (IFPTE), Local 21**  
**San Francisco Association of At-Large Members**  
**Chapter By-Laws**

**I. NAME AND AUTHORITY**

- A. The name of this chapter shall be San Francisco Association of At-Large Members, a chapter of Professional & Technical Engineers (IFPTE), Local 21, AFL-CIO (hereinafter referred to as the Local Union).
- B. The scope of representation of this chapter shall include professionals employed by the City and County of San Francisco who are currently not members of other chapters. At present, this jurisdiction covers the following Civil Service classifications:  
1232, Training Officer; 1312, Public Information Officer; 1314, Public Relations Officer; 1452, Executive Secretary II, 1454, Executive Secretary III, 1506, Confidential Secretary to Sheriff; 1512, Confidential Secretary to Public Defender; 1518, Confidential Secretary to Assessor; 1520, Confidential Secretary to District Attorney; 1522, Confidential Secretary to City Attorney; 1544, Secretary, Library Commission; 1546, Secretary, Commission on Aging; 1548, Secretary, Human Services Commission; 1549, Secretary, Juvenile Probation Commission; 1551, Secretary, Health Commission; 1555, Secretary, Building Inspection Commission; 1547, Executive Secretary to the Controller; 1804, Statistician; 1806, Sr. Statistician; 1944, Materials Coordinator; 2119, Health Care Analyst; 2218, Physician Assistant, 2589, Health Program Coordinator I; 2591, Health Program Coordinator II; 2593, Health Program Coordinator III; 2594, Employee Assistance Counselor; 2595, Sr. Employee Assistance Counselor; 2802, Epidemiologist I; 2803, Epidemiologist II; 2846, Nutritionist; 2924, Medical Social Work Supervisor; 2978, Contract Compliance Officer II; 2982, Rent Board Supervisor; 2992, Contract Compliance Officer I; 3374, Volunteer Coordinator; 4140, Real Property Officer; 4142, Sr. Real Property Officer; 4143, Principal Real Property Officer; 4230, Estate Investigator; 4232, Sr. Estate Investigator; 5601, Utility Analyst; 5602 Utility Specialist; 5606, Energy Specialist; 5608, Sr. Energy Specialist; 5620, Regulatory Specialist; 5638, Environmental Assistant; 5640, Environmental Specialist; 5642, Sr. Environmental Specialist; 5644, Principal Environmental Specialist; 8151, Claims Investigator, City Attorney's Office; 8152, Sr. Claims Investigator, City Attorney's Office; 8167, Parking Hearing Examiner; 8169, Legislative Assistant, City Attorney's Office; 8173, Legal Assistant; 8240, Police Communications Shift Supervisor; 9206, Airport Property Specialist I; 9255, Airport Economic Planner; 9376, Market Research Specialist, Port; 9377, Development Feasibility Analyst, Port; 9386, Sr. Property Manager, Port; 9393, Maritime Marketing Representative; 9395, Property Manager, Port.
- C. The principal authority of the chapter shall be vested in its membership to which all the officials of the chapter shall be subordinate. Authority shall be exercised through the adoption of resolutions at meetings of the membership.
- D. This document shall constitute the entire constitution and by-laws of the chapter, unless and until amended in accordance with the provisions of Article IX. of these by-laws.

- E. The provisions of these by-laws shall be in complete agreement with the by-laws of the Local Union.

## II. PURPOSE AND OBJECTIVES

The purpose and objectives of this chapter shall be:

- A. To unite all eligible members into one professional organization.
- B. To promote high standards of professionalism among personnel employed by the City and County of San Francisco and to provide for the full exercise of professional duties subject only to review by like professionals.
- C. To promote a cooperative spirit among all employees, regardless of rank and/or classification.
- D. To secure improved compensation, benefits, working conditions and any other professional or economic advantage for its members.
- E. To promote professional development through training, continued education, and certification of its membership and to pursue these objectives through collective bargaining.
- F. To protect and enforce the privileges and responsibilities covered by the Memorandum of Understanding (MOU) between and for the members of IFPTE Local 21 and the City and County of San Francisco.
- G. To support the use of qualified civil service professionals and technical workers in all phases of both routine City functions as well as for special projects.
- H. To promote sound methods of recruitment of professional employees based upon the essential qualifications for the work.

## III. MEMBERSHIP

- A. Membership in the chapter shall be open to any person employed by the City and County of San Francisco in the Civil Service classifications specified under Article I.B. of these by-laws.
- B. It shall be the duty of every member to uphold the ideals and principles of the Local Union.
- C. No member shall maliciously interfere with any Union representative, their business agent, officer, or steward in the performance of their duties.
- D. Applications for membership shall be made to the Local Union in accordance with chapter and Local Union by-laws.

- E. Full voting privileges shall be conferred upon all dues-paying chapter members. All such persons shall be considered to be "active" chapter members.
- F. Members who resign from employment with the City and County of San Francisco, who are terminated or who otherwise become ineligible for membership, shall be removed from the member rolls of the chapter.
- G. Members who cease to pay Local Union dues shall be deemed "inactive" and shall no longer be eligible to vote or to hold chapter or Local Union office.
- H. Membership status issues not covered by the above sections shall be resolved through reference to the by-laws of the chapter and the Local Union.
- I. Nothing in these by-laws shall be construed as prohibiting chapter members who, by virtue of occupational affinity and any other point of common interest, wish to form a separate, additional chapter from doing so.

#### IV. CHAPTER EXECUTIVE BOARD

- A. The governing body of this chapter shall be the Chapter Executive Board (hereinafter referred to as CEB). This body shall have the authority and duties as set forth in these by-laws.
- B. The CEB shall consist of three (3) elected officers and one (1) at-large delegate.
- C. CEB vacancies occurring between elections shall be filled upon recommendation by the President, subject to approval by the CEB. Persons appointed to office in this manner shall immediately assume the responsibilities of office, but will only serve the remaining period of the term of office.
- D. The duties of the CEB are:
  - 1. hold regular general membership meetings
  - 2. establish goals and objectives
  - 3. formulate policies for consideration by the general membership
  - 4. address and resolve membership and chapter problems
  - 5. adopt rules for CEB meetings, nominations and elections
  - 6. represent the chapter in contract negotiations
  - 7. represent the chapter at meetings with the Local Union and meetings with management.
- E. CEB meetings shall require a quorum of three (3) CEB members.
- F. A quorum of CEB members in attendance at a regular or special general membership meeting may serve in lieu of a CEB meeting.

V. CHAPTER OFFICERS: REQUIREMENTS AND DUTIES

- A. The chapter officers shall be: president, vice-president, secretary.
- B. Officers shall be elected from among active membership, by majority vote in annual elections.
- C. Officers shall serve for a period of two (2) years or until their successors have been selected or elected and installed.
- D. **The President** shall be the Chief Executive Officer of the chapter and shall preside over all general membership and CEB meetings. Duties include: call meetings of the CEB; create special committees, as needed; appoint the members and officials of such committees; appoint at-large delegates to Delegate Assembly meetings of the Local Union; recommend appointments to office and CEB vacancies which occur between elections; and exercise such other authority and powers as may be deemed necessary for the effective functioning and preservation of the organization.
- E. **The Vice President** shall assist the President in the performance of duties and responsibilities of that office; perform the duties of President when the President is absent or otherwise unable to perform the functions of office; and shall be an ex-officio voting member of all special standing committees.
- F. **The Secretary** shall be responsible for recording the minutes of all meetings of the membership and the CEB and shall, file and distribute same as needed. The Secretary shall also maintain all records and correspondence of the chapter and shall provide administrative support to the President and Vice President on chapter and Local Union matters.
- G. All officers of the chapter shall act as stewards of the general membership and shall be empowered to represent the chapter individually or collectively in meetings with the Local Union and Management.

VI. NOMINATION, VOTING AND ELECTION OF CHAPTER OFFICERS

- A. Every member in good standing shall have the right to nominate and vote for candidates for office.
- B. Every member in good standing, as specified in Article I.B. of these by-laws, and qualified under provisions of the Local Union's Constitution, shall be eligible to hold office.
- C. The recall and removal from office of any CEB member shall be by written petition signed by no less than five (5) active members. This petition shall include a written statement and documented reasons for removal, and shall be presented to the CEB for notification and the calling of a special membership meeting. Active chapter members

shall cast ballots either for or against the recall and removal of said CEB member(s). The outcome shall be determined by the majority of votes cast.

- D. CEB positions to be filled shall be established by resolution of the active members at a general membership meeting during the month of September. Once the number of positions has been established, specific notice of date, time and place of meeting, for nominations for CEB offices involved, shall be given to all members in writing at least five (5) days prior to the date of the designated meeting.
- E. The CEB shall establish rules and procedures governing the requirements for nominations and elections of CEB members. Such rules shall include the right of each nominee to request and receive a complete name and roster of the voting membership. The rules shall also require a secret ballot for elections. The rules shall be distributed and presented for approval at the beginning of any membership meeting to which applicable.
- F. There shall be open nominations by active chapter members for candidates for election to CEB, at a membership meeting as called for under these by-laws. Nominations shall be closed at the end of the meeting.
- G. A nominations meeting shall be held biennially, during the month of July, in preparation for the chapter officers elections.
- H. A chapter officers election meeting shall be held during the month of September.
- I. Any questions of eligibility of candidates who are nominated for office shall be addressed to the CEB, who will decide within twenty-four (24) hours by referring to the list of eligible members.
- J. Once the slate of nominations is finalized at the close of the nominations meeting, ballots will be prepared by the Local Union office and sent by mail to the latest home addresses on record of the chapter membership. The ballots will include the name of the candidate, office to be filled, deadline for ballots to be delivered and election date. Each voting member shall cast one ballot, seal and return same, as per given instructions therein, to the Local Union office.
- K. There shall be no proxy vote. Each member in good standing shall be entitled to one vote.
- L. The sealed ballots will be collected by the chapter secretary on the day of the election meeting. No ballots shall be accepted after the established deadline. The sealed ballots will be tallied by the chapter secretary, as the first order of business.
- M. When there are two or more candidates for the same office, the candidate receiving the highest number of ballots cast shall be declared elected. A plurality of ballots may elect a candidate. In the event of a tie vote, run-off elections shall be held to resolve the tie for the office in question.

- N. Protests concerning the ruling or eligibility of voters and the conduct and validity of the election shall be filed within seventy two (72) hours with the chapter officers, who shall make a decision within fourteen (14) days. The CEB shall determine which officers and/or members shall conduct the affairs of the chapter pending final resolution of the protest. Decisions of the chapter officers shall be binding, subject to appeal as provided in the Local Union Constitution.
- O. Installation of newly-elected officers shall take place as the first order of business at a special meeting within fifteen (15) calendar days following the election.
- P. All nominations and election records, including the minutes of the nomination and election meetings, and a tally of the cast ballots, shall be preserved for a period of two (2) years.

## VII. CHAPTER DUES AND EXPENSES

- A. The dues of the Local Union shall be the dues of the chapter.
- B. All necessary operating expenses will be included in the Local Union's budget and will be paid for by the Local Union's office.

## VIII. MEETINGS

- A. General membership meetings shall be held regularly each month, on the second Thursday of each month, at the Local Union office.
- B. Special general membership meetings of the chapter may be called by the CEB, the president, or by signed petition of a minimum of five (5) chapter members for specific purposes.
- C. The presence of a quorum at any general or special membership meeting shall be required for the enactment of any resolution. The required quorum for such meetings shall be five (5) active members.

## IX. BY-LAWS RATIFICATION AND AMENDMENTS

- A. This Constitution and by-laws shall become valid upon ratification by a simple majority of votes cast, subject to the required quorum. 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.
- B. Amendments to these by-laws may be proposed by the CEB or upon signed petition by five (5) chapter members.
- C. Proposed by-law amendments shall be distributed to all members prior to the meeting to consider their adoption.

- D. Amendments prepared in accordance with the provisions of this section may be adopted at any general membership meeting and shall become effective immediately upon ratification by a simple majority of votes, cast, subject to the required quorum.

X. EFFECTIVITY

These by-laws shall become effective immediately upon ratification as covered under Article IX.