

Professional and Technical Engineers (IFPTE),  
Local 21

**City of Oakland Chapter**

**BY-LAWS**

ARTICLE I            Chapter Name

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

ARTICLE II            Purpose, Goals and Objectives

The purpose, goals and objectives of the chapter, hereinafter referred to as “Oakland”, are declared to be the following:

Section A -     The purpose of this chapter is to unite all eligible members into one professional organization.

Section B -     The goals and objectives of this organization are:

- To promote high standards of professionalism among the represented employees of the City of Oakland;
- To promote a cooperative spirit among all employees, regardless of rank and/or classification;
- To secure improved compensation, benefits, working conditions and any other professional or economic advantage for its members;
- 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 -
1. Membership in the Oakland chapter shall be open to any person employed by the City of Oakland who is not represented by any other AFL-CIO affiliated union.
  2. Employees are eligible for membership regardless of religion, race, creed, color, national origin, age, gender, disability or sexual orientation.
  3. It shall be the duty of every member to uphold the ideals and principles of the Union.

4. No member shall maliciously interfere with any Union representative, officer, or steward in the performance of their 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 Oakland chapter shall consist of: President, Unit Vice-Presidents, Membership Director, Political Issues Coordinator, Recording Secretary/Treasurer and Sergeant-at-Arms/Parliamentarian.

Section B - The Officers will comprise the Executive Board and shall be empowered by the membership to represent the Oakland 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 Oakland 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; and perform all other functions which are necessary and proper to conduct the Oakland chapter's business. In accordance with the Local Union's by-laws, the President shall serve as an Oakland chapter delegate to the Local Union's Delegate Assembly.
- Unit Vice-Presidents - shall assist the President to ensure that all administrative responsibilities are carried out; responsible for chapter fund-raising activities; arranges for guest speakers at general meetings; represents the President and performs the duties of the President in his/her absence; and while so acting will have all powers of and be subject to all restrictions of the President.
- Membership Director - shall coordinate all membership activities for the chapter; maintain and update the current active membership roster; prepare membership cards for all new members in good standing; responsible for recruitment of new members.
- Political Issues Coordinator - shall organize all political action activities for the chapter; research, collect, print and distribute necessary information to keep all members current on issues of importance; shall participate in the Local Union's Committee on Political Education (COPE).
- Recording Secretary/Treasurer - shall make arrangements for the location of all general

meetings and ascertain the presence of a quorum at any meeting; publish and mail the agenda of upcoming general meetings to all members at least five (5) days prior to the meeting; and perform other appropriate functions deemed necessary by the President; conduct general correspondence of the Oakland chapter; shall keep the minutes of the general and executive meetings and other records of all activities; shall publish the minutes of the previous general meeting; assist as "Treasurer" in submitting all mandated reports to the Local Union.

- Sergeant-at-Arms/Parliamentarian - shall maintain order at all meetings, act as parliamentarian to address concerns and move the agenda, and assure that a roster is taken of all members in attendance. In the absence of the President and the Vice-Presidents, the Sergeant-at-Arms shall perform the duties of the President.

## ARTICLE V      Standing and Ad Hoc Committees

Section A -    The Standing Committees shall include the Stewards Council and the Executive Board. The Executive Board may initiate other ad hoc committees and appoint chairpersons as required. The functions of the Standing Committees are:

1.    Stewards Council - shall consist of stewards elected by members from each Department or Agency within the City of Oakland. Each Department or Agency shall elect one steward for every 20 members or fraction thereof within that Department or Agency. The process for conducting such elections shall be determined by the Executive Board. The Membership Director and the President (or another member of the Executive Board designated by the President) shall also serve as members of the Stewards Council. The duties of the Stewards Council are as follows:
  - ▶ to serve as a representative of the union in the workplace;
  - ▶ to represent members in grievance proceedings;
  - ▶ to recruit new members and volunteers, and to organize existing members to be more active participants in the affairs of the union;
  - ▶ to assist in contract negotiations.

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

2.    Executive Board - shall consist of the Officers, and the immediate past president (if a paid member). The duties of the Board are:
  - ▶ represent the chapter with other organizations as necessary between regular meetings;
  - ▶ establish new goals and objectives;
  - ▶ formulate policies for consideration by the general membership;
  - ▶ call chapter meetings in the event that neither the President or the Vice-President calls a meeting within thirty (30) days;
  - ▶ address and resolve membership and chapter problems;
  - ▶ develop professional counseling for member employees;

- ▶ represent the Oakland chapter in contract negotiations and meetings with the Local Union and with Management;
- ▶ coordinate collective bargaining issues and activities;
- ▶ create public awareness of the Oakland chapter's purpose;
- ▶ alert the local community to events/activities sponsored by the Oakland chapter;
- ▶ act as career information contacts for members and others;
- ▶ support affirmative action and equal employment opportunity activities to benefit the chapter in areas of general interest, City of Oakland employment and special projects.

Section B - The purpose of the Ad Hoc Committees is to address a particular purpose or issue. These include, but are not limited to:

1. The Elections Committee - responsible for determining whether candidates are eligible to hold office and to conduct elections and distribute and tabulate ballots.
2. Endorsement Committee - appointed by the Executive Board to arrange for candidate interviews, pre-submitted questions and all candidate contacts.
3. By-laws Committee - responsible for submitting by-law changes for the chapter as needs arise.
4. Contract Negotiations Committee - responsible for negotiating agreements between the Local Union and the City of Oakland.

## ARTICLE VI Meeting Schedules

Section A - Regular general meetings of the chapter shall be held once a month on a day determined by the Executive Board from noon to 1:00 pm. Members shall receive a five (5) day notice of these scheduled meetings.

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.

Section C - A majority (50% +1) of the active (paid) members shall constitute a quorum to vote on issues at any meeting.

Section D -

1. Executive Board meetings shall be held once a month on a day determined by the Executive Board.
2. Special Executive Board meetings may be called by the President or by the request of two-thirds of the Executive Board members. Twenty-four (24) hour notice shall be given to all Executive Board members in writing or by telephone of said meetings and all such members shall be provided with an agenda of items for special board meetings.

3. The quorum for all Executive Board meetings shall be a majority of the Executive Board present.
4. On urgent matters, the Executive Board may take action for the Oakland chapter; this action will be reported to the membership at the next regularly scheduled meeting.

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

## ARTICLE VII Terms of Office, Nominations and Elections

Section A - The terms of office for all elected officers shall be two (2) years and all officers 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 Local Union's by-laws, the initial terms of office shall be from the date of the election until the election of successors effective November, 1996.

Section B - Nominations and Election of Officers:

1. Election of officers shall be held no later than November 15 of each election year. The period of time between election and the actual taking of office should be utilized as a orientation period as the new officers take over the affairs of each position.
2. An Ad Hoc Elections Committee composed of no less than three (3) members in good standing shall be appointed by the President at the September general meeting. Members of the Elections Committee shall not be a candidate for office in the election in question.
3. The Ad Hoc Elections Committee shall be responsible for determining whether candidates are eligible to hold office; distribute and tabulate ballots; decide on all questions concerning the validity of any ballots; and along with the Sergeant-At-Arms, confirm the voting eligibility of members.
4. Nominations for elective officers shall be made from the floor at the October general meeting (after the Ad Hoc Elections Committee has been selected) and nomination may be submitted to the 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 majority (50% + 1) of those ballots received will constitute a win for any candidate to an office.

7. 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.

Section C - Every member in good standing shall have the right to nominate and vote for candidates for office.

Section D - In order to be eligible to run as a chapter officer, an individual must be a member in good standing.

#### ARTICLE VIII Expulsion of Officers and Members

Section A - Officers may be removed from office by resolution of majority vote of the chapter membership present at regular general meeting. The following shall constitute reasons for removal:

1. Absence without just cause from three (3) consecutive general membership meetings;
2. Misappropriation of Oakland chapter 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 in accordance with the Local Union's by-laws.

#### ARTICLE IX Chapter Endorsements

Section A - Chapter Endorsements:

1. Endorsements for partisan or non-partisan local office may be made by the Oakland chapter. An Ad Hoc Endorsement Committee shall be formed to arrange publicity, questions and a "Candidate's Interview" session per established guidelines.
2. In order to gain the Oakland chapter endorsement, a candidate shall be required to receive a majority (50% + 1) vote of the active members present and voting for that position.
3. If there are more than two (2) candidates for any office, and no one receives a majority vote, then any candidate(s) receiving less than 25% of the vote shall be dropped and a second vote shall be taken immediately of all members present.

4. If no one receives a majority vote on the second vote, then the Oakland chapter will state that no one will receive an endorsement for that office.

ARTICLE X      General Rules, Regulations and Amendments

Section A - These by-laws shall become valid upon ratification by a majority (50% + 1) 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 majority vote of the active members present at regular general meeting; these 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 - These by-laws shall become effective immediately upon ratification as covered under Section A.

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THE UNDERSIGNED CERTIFY THAT THIS DOCUMENT INCORPORATED THE FULL TEXT OF THE BY-LAWS OF THE CITY OF OAKLAND CHAPTER, A CHAPTER OF THE PROFESSIONAL AND TECHNICAL ENGINEERS (**IFPTE**), LOCAL 21, AFL-CIO, ADOPTED BY RESOLUTION OF THE GENERAL MEMBERSHIP ON MARCH 15, 1996.

Name	Job Title	Address

December 8, 1998



INTERNATIONAL  
FEDERATION OF  
PROFESSIONAL  
AND  
TECHNICAL  
ENGINEERS

LOCAL 21  
AFL-CIO

An Organization of  
Professional and Allied  
Technical Employees

ORPHEUM  
THEATER BUILDING  
1182 MARKET STREET  
ROOM 425  
SAN FRANCISCO, CA  
94102-4921

(415) 864-2100  
FAX: (415) 864-2166  
EAST BAY PHONE  
(510) 251-2199

Dear Local 21 Oakland Chapter Members:

At the January 8, 1999, general membership meeting, the membership will be asked to vote on the following amendment to the By-Laws. The purpose of this amendment is to establish a Stewards Council and a formal mechanism for electing stewards from each Agency/Department in the City.

As required by the By-Laws, the text of the proposed amendment is being distributed to members in advance of the meeting. Proposed additions are underlined, and proposed deletions are marked with ~~strikeout~~.

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Proposed, that the By-Laws of the City of Oakland Chapter of Local 21 of the International Federation of Professional and Technical Engineers be amended as follows:

Article V Standing and Ad Hoc Committees

Section A - The Standing Committees shall include the Membership Stewards Council and the Executive Board. The Executive Board may initiate other ad hoc committees and appoint chairpersons as required. The functions of the Standing Committees are:

~~Membership shall consist of the Membership Director and volunteer members. The primary purpose of the committee shall be to attract new members through membership drives, etc.~~

1. Stewards Council – shall consist of stewards elected by members from each Department or Agency within the City of Oakland. Each Department or Agency shall elect one steward for every 20 members or fraction thereof within that Department or Agency. The process for conducting such elections shall be determined by the Executive Board. The Membership Director and the President (or another member of the Executive Board designated by the President) shall also serve as members of the Stewards Council. The duties of the Stewards Council are as follows:

- ◆ To serve as a representative of the union in the workplace
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- ◆ To assist in contract negotiations

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