

Professional and Technical Engineers (IFPTE),
Local 21

City of Oakland Engineers Chapter
BY-LAWS

ARTICLE I Chapter Name

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

ARTICLE II Goals and Objectives

The goals and objectives of the chapter are declared to be the following:

- To promote high standards of professionalism;
- 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 the Union and the City of Oakland.

ARTICLE III Membership

- Section A -
1. Membership in the Oakland Engineers chapter shall be open to any person employed by the City of Oakland **in bargaining unit “F”, or any person employed in the field of engineering or architecture or a related field, and** 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. All members shall be required to pay the established dues of the Local Union.
 4. Paid membership status shall entitle the member to vote, hold office, and all other benefits afforded to active union members.
 5. 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 **Engineers** chapter shall consist of: President, Vice-President, Political Issues Coordinator, Recording Secretary and **Coordinators for the following areas: design, construction, plan check, traffic engineering, architecture, development services and environmental services. The Executive Board shall be permitted to amend these areas to accommodate changes in the employee organization.**

Section B - The Officers will comprise the Executive Board and shall be empowered by the membership to represent the Oakland Engineers 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 **Engineers** 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 chapter's business. In accordance with the Local Union's by-laws, the President shall serve as an Oakland Engineers chapter delegate to the Local Union's Delegate Assembly.

- Vice-President - shall assist the President to ensure that all administrative responsibilities are carried out; 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. The Vice President shall serve as an Oakland Engineers chapter delegate to the Local Union's Delegate Assembly.

- 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). The Political Issues Coordinator shall serve as an Oakland Engineers chapter alternate delegate to the Local Union's Delegate Assembly.

- Recording Secretary - 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 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. The Recording Secretary shall serve as an Oakland Engineers chapter alternate delegate to the Local Union's Delegate Assembly.

- Coordinators. **Coordinators shall be responsible for promoting the interests of chapter members within their respective jurisdictions, including bringing matters of concern to the attention of the chapter, contract administration and other duties as assigned by the President.**

ARTICLE V 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 processing and review, chapter elections, political education and related matters. Such committees shall provide periodic reports of their activities to the President and the chapter.**

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 present shall constitute a quorum to vote on issues at any meeting, provided, however, minimum of ten (10) present.

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 Engineers 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, 2000.

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 an orientation period as the new officers take over the affairs 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. Members of the Elections Committee shall not be a candidate for office in the election in question.
3. The 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 confirm the voting eligibility of members.
4. Nominations for elective officers shall be made from the floor at the October general meeting (after the 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. Failure to perform his/her duties of elected office;
3. Using the name of the chapter to actively work against an official endorsement made by the chapter;

4. 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 Engineers chapter. **In order to provide for a coordinated effort with other IFPTE members in the City of Oakland, the Oakland Engineers Chapter and the City of Oakland Chapter shall combine forces for endorsement purposes.** An Endorsement Committee **comprised of members from the Oakland Engineers Chapter and the City of Oakland Chapter** shall be formed to arrange publicity, questions and a "Candidate's Interview" session per established guidelines.
2. In order to gain the **combined** Oakland 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.