

**IFPTE LOCAL 21 BYLAWS**  
**City and County of San Francisco Chapter**

**I. Chapter**

The name of this Chapter shall be the City and County of San Francisco Chapter (hereinafter referred to as 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. Scope & Authority**

Section 1. The representation of this Chapter shall be employees of the City and County of San Francisco that are represented by IFPTE Local 21.

Section 2. This document shall constitute the entire Bylaws of the Chapter unless and until amended in accordance with the provisions of Article X Ratification & Amendments of these Chapter bylaws.

Section 3. The provisions of this document conform to the bylaws of the Local Union. If any provision in these Bylaws conflicts with the bylaws of the Local Union, that conflicting provision shall be deemed stricken, and the Bylaws of the Local Union shall control. Nothing herein shall be in conflict with the constitution of IFPTE and the Bylaws of IFPTE Local 21, AFL-CIO.

**III. Objective**

The purpose of this Chapter is to unite all workers eligible for membership, regardless of category, political affiliation or opinion, to bargain, protect, and enforce the privileges and responsibilities covered by the agreement between the City and County of San Francisco and IFPTE Local 21, including but not limited to: working conditions, wages, benefits, hours, and any other professional or economic advantages; to organize and build both membership and collective power to protect, grow and enhance excellent public services. We shall align with other social justice movements, labor unions, working class issues, and causes that impact the lives of our members.

**IV. Membership**

Section 1. Membership in the Chapter shall be open to any person employed by the City and County of San Francisco in a representational bargaining unit that has elected the Local Union as the recognized employee organization, as defined by the Employee Relations Ordinance of the City and County of San Francisco.

Section 2. Applications for membership shall be made to and maintained with the Local Union. All applications made in accordance with the Chapter and Local Union bylaws shall be accepted.

Section 3. Only members in good standing, as defined in Article IV of the Local Union bylaws, may participate in chapter activities, have voting privileges and hold an Officer or Delegate position in the Chapter.

Section 4. Membership status issues shall be resolved through reference to the bylaws of the Local Union and the constitution of the International Federation of Professional and Technical Engineers, AFL-CIO.

Section 5. It shall be the duty of every member to uphold the ideals and principles of the Local Union. No member shall maliciously interfere with any Union Staff Representative, Officer, or Steward in the performance of their duties.

## **V. Meetings**

Section 1. General Membership Meetings. Membership meetings shall be held at least once per quarter by department and/or worksite.

All General Membership meetings shall be open to all members in good standing of the City and County of San Francisco Chapter. All members shall have the right to comment on any matter under consideration at any meeting, subject to such limitations as may fairly be imposed upon the meeting. Such limitations, if any, shall be announced at the beginning of the meeting or at the inception of discussion of a particular issue, and shall be subject to the majority approval of the members who are present.

Members shall receive written notice of meetings no fewer than five (5) calendar days in advance. The notice shall include the date, time, location, and purpose of each scheduled meeting.

Meetings shall be presided over by the highest-ranking Officer (i.e. Lead Delegate) and/or Delegates of the department and/or worksite with the Executive Director and/or their designee.

### Section 2. Departmental Delegate Meetings

Departmental Delegate meetings shall be held at least once per quarter by department.

Departmental Delegate meetings shall be open to all Delegates in good standing of the department.

Delegates shall receive written notice of meetings no fewer than three (3) calendar days in advance.

The notice shall include the date, time, location, and draft agenda. Delegates can request to add items to the agenda.

Meetings shall be presided over by the highest-ranking Officer and/or Delegates of the department and/or worksite with the Executive Director and/or their designee.

Section 3. San Francisco Employer Council. The San Francisco Employer Council shall be conducted in accordance with the Local Union bylaws Article VII Regional and Employer Councils. Quorum at this council meeting shall be a majority of the departments listed in Appendix D. The category of "All Remaining Departments" shall count as one department.

Officers and Delegates of the Chapter shall be voting members of the San Francisco Employer Council.

Members of the Council shall receive written notice of meetings no fewer than five (5) calendar days in advance. The notice shall include the date, time, location and purpose of each scheduled meeting.

Meetings shall be presided over by the Local Union's Vice President of San Francisco as per the Local Union bylaws with the Executive Director and/or their designee.

## **VI. Officers**

Section 1. The Officers of the Chapter shall be the President, Vice President and Secretary.

Section 2. President. The Local Union's Vice President for San Francisco shall serve as the President of the Chapter and will be elected during the Local Union's Executive Committee elections. The term of office for the Chapter President shall be three (3) years in accordance with the Local Union bylaws.

The duties of the Chapter President shall be to preside over the San Francisco Employer Council meetings; represent the Chapter at meetings of the Local Union; appoint chapter committee members; appoint alternate Delegates on a one-time and limited basis to the Delegate Assembly if required; appoint Officers and Delegates in the event of a vacancy between regular elections; serve on the bargaining team, and serve as an ex-officio member of all standing and ad hoc committees of this Chapter.

Section 3. Vice President. The Chapter Vice President shall be elected from among the elected Delegates as per Article VII, Section 5 of these Chapter bylaws. The term of office for the Chapter Vice President shall be two (2) years in accordance with the Local Union bylaws.

The duties of the Chapter Vice President shall be to provide assistance as may be required by the President; serve on the Bargaining Team; and serve as the Chair of the Standing Committee on Membership. In the absence of the President or in the event of the President's inability to serve, the Chapter Vice President shall assume the duties of the President.

Section 4. Secretary. The Chapter Secretary shall be elected from among the elected Delegates as per Article VII, Section 5 of these Chapter bylaws. The term of office for the Chapter Secretary shall be two (2) years in accordance with the Local Union bylaws.

The duties of the Chapter Secretary shall be to take the minutes of the San Francisco Employer Council meetings; serve on the bargaining team; and maintain the correspondence of the Chapter.

Section 5. Officers as Delegates to the Delegate Assembly. The Chapter President, Vice President, and Secretary shall all serve as Delegates to the Delegate Assembly. The Chapter President is also a Unionwide Local Officer as the Vice President for San Francisco, and the Delegate Assembly consists of all Unionwide Local Officers. See Local Union bylaws, Article VIII Delegate Assembly.

Section 6. Eligibility to run as the Chapter Vice President and Secretary. A member in good standing must be elected as a Delegate first in order to be eligible to run for the Chapter Vice President and Secretary Officer positions.

Section 7. Officer Vacancies. Should the office of the Chapter President become vacant, the Local Union bylaws control and the Local Union President shall appoint a regular member in good standing to the position, with the approval of the San Francisco Employer Council. See Local Union bylaws, Article X Officers.

In the case of an Officer vacancy in the Chapter Vice President and Secretary positions, the Chapter President shall appoint an eligible, regular member in good standing that will fill the vacancy for the remainder of the term, subject to the approval of the San Francisco Employer Council.

## **VII. Delegates**

Section 1. The total number of Delegates for the Chapter will be determined by the annual August 1<sup>st</sup> census in the Local Union bylaws, Article VIII Delegate Assembly and Membership Meetings.

Section 2. The August 2025 census will determine the number of Delegates for the Chapter during its inaugural year. The number of Delegates for the 2026 year shall be 108 Delegates, per Appendix D

In subsequent years, the number of Delegates will be adjusted based on the August 1<sup>st</sup> census.

- A. If there is an increase in the number of Delegates between regular election years, the Chapter President shall appoint the Delegate(s) for the remainder of the term, subject to the approval of the San Francisco Employer Council.
- B. If there is a decrease in the number of Delegates, the Delegate(s) that received the least number of votes during the regular election shall be removed as a Delegate. A Delegate who was elected by acclamation or appointed to fill a vacancy will be considered to have received no

votes. If there is a tie, the Chapter President will determine who will be removed as a Delegate by random drawing.

Section 3. Delegates of the Chapter shall also serve as Delegates to the Delegate Assembly of the Local Union. The Officers of the Chapter (President, Vice President, Secretary) shall also be Delegates to the Delegate Assembly upon their election.

Section 4. The term of office for Chapter Delegates shall be two (2) years. The duties of a Delegate shall be to:

- Attend meetings as referred to under Section V. Meetings.
- Represent and share issues relevant to the Delegate's department, worksite and/or classification grouping
- Communicate the activities and programs of the Chapter to the Chapter's membership
- Encourage and grow union membership
- Further the goals and objectives of the Chapter
- Work in the interests of the Local Union and its membership.

Section 5. Only Chapter Delegates are eligible to run for the Chapter Vice President or Secretary positions. The term of office for the Chapter Vice President and Secretary shall be two (2) years. The term of office for the Chapter President shall be three (3) years in accordance with the Local Union bylaws.

Section 6. Chapter Delegates will be allotted by department as outlined in Appendix D.

Section 7. Each department listed in Appendix D is to select a Lead Delegate from among their Department Delegates through a democratic process. The category of "All Remaining Departments" shall count as one department. The Lead Delegate must serve on the Steward Council and be in the process of meeting the requirements of the Steward Council as outlined in Article IX, Section 1 of these Chapter bylaws. Lead Delegates will work in coordination with the Local Union's Staff Representatives to coordinate with their Department's Delegates to carry out their duties as described in Article VII. Section 4.

## **VIII. Elections**

Section 1. All elections for Chapter Officers and Delegates must be conducted in accordance with the Chapter Election Guidelines in Appendix A of these Chapter bylaws and Article VI of the Local Union bylaws.

Section 2. The Chapter President shall appoint an ad hoc elections committee that will be responsible for developing a fair election process and conducting the election. Members of the elections committee shall be members in good standing and not a candidate for office in the election.

Section 3. Chapter elections shall be conducted every two (2) years. The term of office for newly elected Chapter Officers and Delegates shall begin at the first San Francisco Employer Council meeting scheduled after the election concludes. The Vice President for San Francisco elected by the Local Union, who also serves as the Chapter President, shall have their term of office begin in accordance with the Local Union bylaws.

For the 2026 inaugural year of the Chapter, the first election will be held immediately after these Chapter bylaws are adopted. The terms of office for Chapter Delegates, Vice President, and Secretary shall begin upon the first San Francisco Employer Council meeting scheduled after the election. The terms shall end upon the certification of the ballot count for the next chapter elections in 2028.

Section 4. Regular chapter elections shall be every two (2) years. They shall be conducted in two parts and administered by the ad hoc elections committee as follows:

- A. Election of Chapter Delegates. The elections committee shall open nominations for Delegates by department in the month of August in an election year. The allotted Chapter Delegate seats will be determined by the August 1 census allocation.

All nominations must be submitted in writing to the elections committee and be accompanied by a nominations petition signed by ten (10) members in good standing of the Chapter from the department that the nominee is from.

If the department election is not contested, Delegates shall be elected by a vote of acclamation. Only department contested elections must conduct balloting to determine the outcome of the election. If balloting occurs, the balloting period must be open for a minimum of 14 calendar days.

Department elections shall be conducted based on the grouping and allocation formula in Appendix D of these bylaws. Members in good standing may only cast votes in their department grouping.

- B. Election of Chapter Officers. After all department Delegate elections have been completed, the elections committee shall take nominations for the Chapter Vice President and Chapter Secretary Officer positions.

All nominations must be submitted in writing to the elections committee and be accompanied by a nominations petition signed by ten (10) members in good standing of the Chapter.

Only elected Chapter Delegates are eligible to run for Chapter Officer positions. If the Officer election is not contested, Officers shall be elected by a vote of acclamation. Only Officer elections that are contested must conduct balloting to determine the outcome of the election. If balloting occurs, the balloting period must be open for a minimum of 14 calendar days.

All members in good standing of the Chapter are eligible to cast a ballot in the election of Officers.

## **IX. Committees**

### Section 1. Standing Committees

- A. **Membership Committee.** The Chapter President shall appoint members of this committee, which shall consist of Delegates of this Chapter, subject to the approval of the San Francisco Employer Council. The Chapter Vice President shall serve as Chair of this committee. Committee members shall be appointed to a two (2) year term that coincides with the regular elections of the Chapter. The Committee shall be responsible for maintaining a high union membership percentage in the chapter and actively participating in the program to sign-up new members.
- B. **Committee on Political Education (COPE).** The Committee shall be selected consistent with the SF COPE Procedure for Appointment, Voting Eligibility and Endorsement of Candidates and Measures outlined in Appendix C of these bylaws.
- C. **Steward Council.** Members of the Steward Council must complete the Local Union's Leadership/Stewards training program to be eligible to serve on this council. Council members shall not have term limits provided that they remain members in good standing and are actively participating in solving workplace issues and providing representation to members of this Chapter. A period of six (6) months of inactivity will constitute grounds for removal from the council. It shall be a requirement of members of this council to work in coordination with the Local Union's Staff Representatives to enforce the rights outlined in the agreement with the City and County of San Francisco and in law, as well as provide representation to the membership of this Chapter.

### Section 2. Ad Hoc Committees

- A. **Elections Committee.** The Chapter President shall appoint members of this committee which shall consist of three (3) members in good standing who shall not be candidates for office in the election, subject to the approval of the San Francisco Employer Council. Committee members shall have a term for the duration of the specific election they have been appointed to serve in. Committee members are restricted from endorsing or campaigning for candidates in the election they have been appointed to serve in. The committee shall conduct chapter elections consistent with Article VIII Elections, of these bylaws.
- B. **Bargaining Team.** The Bargaining Team shall be elected or appointed consistent with the City And County of San Francisco Bargaining Team Selection Process outlined in Appendix B

of these bylaws. Bargaining Team members shall have a term for the duration of the specific contract campaign they have been elected or appointed to serve in.

- C. Other Ad Hoc Committees. The Chapter President shall have the authority to create additional ad hoc committees in consultation with the Chapter Officers and Delegates to conduct the necessary work of the Chapter. The logistics for establishing, maintaining, and staff support for such committees shall be defined in the Rules of Procedures.

## **X. Ratification & Amendments**

Section 1. Initial ratification of these bylaws shall be by two-thirds of the votes cast by Delegates of the existing San Francisco Employer Council. Upon ratification, these bylaws shall immediately supersede and replace all previous chapter bylaws for the City and County of San Francisco. Within 90 days following the installation of the Delegates and Officers of the chapter, the San Francisco Employer Council must adopt new Rules of Procedures by majority vote.

Section 2. Proposed amendments to these Chapter bylaws shall be presented in writing to the Officers of this Chapter and must be accompanied with a signed petition of at least twenty-five percent (25%) of the Chapter Delegates.

Section 3. All Chapter Delegates will be notified of proposed amendments that meet the criteria in Article X, Section 2 of these bylaws no less than fifteen (15) days prior to a scheduled vote for adoption. Any amendments submitted in accordance with the provisions of this Article shall become effective upon ratification by two-thirds of the votes cast by Chapter Delegates.

Section 4. Appendices. Recognizing the need for flexibility to update the Appendices of these Chapter Bylaws should they need adjustment due to changes in membership, representation and other demographics, the Chapter President in consultation with the Executive Director and/or their designee can bring forth proposed amendments to Appendices B, C and/or D of these Chapter bylaws for the San Francisco Employer Council to adopt subject to approval by a majority of the votes cast by Chapter Delegates. Any changes to these Appendices must be pursuant to Article II, Section 3. of these Chapter Bylaws. Changes to Appendix A falls under the authority of the Local Executive Committee and will be updated when the Executive Committee makes such changes.

**ADOPTED: February 23, 2026**

## **APPENDIX A**

### **Chapter Election Guidelines**

***(Approved by the Executive Committee on 12/6/2024)***

#### INTRODUCTION & GENERAL PRINCIPLES

Chapter bylaws, procedures, and practices cannot override the IFPTE Local 21 Bylaws or the IFPTE Constitution. Where conflicts exist, the IFPTE Local 21 Bylaws and/or IFPTE Constitution outrank Chapter bylaws. (See IFPTE Local 21 Bylaws, Article VI, Section B. Authority of Chapters: “Each Chapter shall adopt Bylaws consistent with these Bylaws.”)

Federal, state, and local laws also apply. For example, candidates for election cannot use union or employer resources in the conduct of their election campaigns.

This guide is recommended to supplement existing procedures or as a guideline in the absence of election policies.

#### NOMINATIONS

Chapters should provide for nominations at least 45 days prior to any election. (See IFPTE Local 21 Bylaws, Article VI, Section C, Duties of Chapters.)

The nominations procedures, including timelines and deadlines, should be clear and available to all chapter members. Nominations may happen at chapter meetings or via e-mail. Nominations must be accepted by the nominee in order to be valid. Members may self-nominate.

A nominations committee is optional. Should specific chapter bylaws require a nominations committee, no member of the nominations committee should be a candidate in the chapter election.

#### ELECTIONS

When there is more than one candidate for any officer or delegate position, the chapter should form an Elections Committee and proceed with an election for the relevant officer and/or delegate position(s).

The Chapter Elections Committee is responsible for ensuring the election adheres to all applicable Local 21 bylaws, Chapter bylaws, and election guidelines. The Committee shall adopt rules as necessary for compliance and to ensure a fair election. The Committee shall work with Local 21 staff to administer the election.

No member of the Elections Committee may be a candidate in the chapter election. (See IFPTE Local 21 bylaws, Article XIII, Section C, Election Committee, subsection i.)

Elections must be conducted by secret ballot. (See IFPTE Local 21 bylaws, Article VI, Section C, Duties of Chapters.

The Chapter Elections Committee may decide whether to conduct electronic voting via a secure voting mechanism that ensures a secret ballot or paper ballot voting.

Only Chapter members in good standing shall receive ballots and may vote in the election.

In order to protect member privacy and ensure accuracy, Local 21 staff shall prepare and mail (or transmit) all ballots to Chapter members. The Elections Committee shall not be involved in the preparation, mailing, and/or e-mailing of ballots to Chapter members. Use of an alternate member list will invalidate the election.

If the Chapter Elections Committee chooses to conduct paper ballot voting, the Elections Committee must provide for a replacement ballot procedure. The replacement ballot procedure may include in-person voting at an IFPTE Local 21 office.

Each candidate for office will have one (1) opportunity to inspect the chapter membership list prior to the election. No candidate or member may photograph, copy, or in any way reproduce the chapter membership list.

Note: changes to this Appendix are pursuant to Chapter bylaws Article X. Section 4.

## **APPENDIX B – Bargaining Team**

### **City And County of San Francisco Bargaining Team Selection Process**

The MOU allows for up to thirty-two (32) representatives to get release time to serve on the Bargaining Team. This document outlines the selection process to determine who will serve on the Bargaining Team for a specific contract campaign.

#### **SELECTING BARGAINING TEAM REPRESENTATIVES**

Department members will be able to elect their department representative(s) on the Bargaining Team from among their Department Delegates in the fall preceding the year that the agreement with the City and County of San Francisco expires.

#### **DEPARTMENT REPRESENTATIVE ELECTIONS**

All department nominations for the bargaining team must be sent to a centralized email address that is administered by the Local Union office. The Vice President for San Francisco shall coordinate the elections with the Executive Director and/or their designee.

The election must be conducted in accordance with the Chapter Election Guidelines in Appendix A of these bylaws. Eligible candidates must be actively serving as a Delegate for a department outlined in Appendix D. The category of “All Remaining Departments” shall count as one department.

All nominations must be submitted in writing to the centralized email address that is administered by the Local Union office.

If the department election is not contested, Bargaining Team representatives shall be elected by a vote of acclamation. Only department contested elections must conduct balloting to determine the outcome of the election. If balloting occurs, the balloting period must be open for a minimum of 14 calendar days.

There are three (3) categories that Bargaining Team members can be selected from: department Delegates, Local Union CCSF Executive Committee (EC) Officers, and alternate appointments. Only Local Union Executive Committee Officers, department Delegates, and chapter Officers may serve on the Bargaining Team.

#### **DEPARTMENT DELEGATES**

Every department listed in Appendix D with at least one-hundred (100) members will be allotted one (1) Bargaining Team member. The category of “All Remaining Departments” shall count as one department. For every additional two hundred and fifty (250) members there will be an additional

Bargaining Team member allotted, with no department to exceed a total of four (4) Bargaining Team members.

Every classification series that has one hundred (100) or more members within that department will have one (1) Bargaining Team member seat reserved exclusively for that classification series. If there is only one Bargaining Team position available for the department, then that position will be available for all classifications within that department.

The August 1st chapter census in the year prior to bargaining will be used to determine the membership numbers for the Bargaining Team member allocation by department.

### **CHAPTER OFFICERS**

The Vice President and Secretary of the Chapter shall serve on the Bargaining Team.

### **LOCAL UNION CCSF EXECUTIVE COMMITTEE OFFICERS**

EC Officers from CCSF shall select up to three (3) people from among the EC Officers to serve on the Bargaining Team. EC Officers who serve are not counted toward department allocations. One (1) of the three (3) Officers shall be the Vice President for San Francisco.

The Vice President for San Francisco will lead and coordinate the Bargaining Team selection process. This includes:

- Coordinating with department Delegates to select their Bargaining Team representatives.
- Leading the process to make alternate appointments to the Bargaining Team.
- Informing the SF Council of the status of the Bargaining Team selection process.

### **ALTERNATE APPOINTMENTS**

If after the department, Chapter Officers, and Executive Committee Bargaining Team members have been selected there are still remaining slots, the Vice President for San Francisco will have the authority to appoint Department Delegates to these positions in consultation with the CCSF EC Officers. These appointments will take into consideration:

- Diversity of gender, race, ethnicity, and disability
- Diversity of departments
- Diversity of worksites
- Diversity of bargaining experience
- Diversity of classifications

**SAMPLE BARGAINING TEAM COMPOSITION**

Below is the allocation based on the August 1, 2025 chapter census as an example.

<b>Department</b>	<b># Members</b>	<b>Bargaining Team Members</b>	<b>Class-Specific Barg Team Member Allocation</b>
ADM GSA - City Administrator	192	1	1 - Any Classification
AIR Airport Commission	312	1	1 - Any Classification
CON Controller	192	1	1 - Any Classification
CPC City Planning	139	1	1 - Any Classification
DPH Public Health	922	4	1 - Health Program Coordinator 1 - IT 2 - Any Classification
DPW Public Works	609	3	1 - Engineer 2 - Any Classification
DT GSA – Technology	135	1	1 - Any Classification
HSA Human Services Agency	173	1	1 - Any Classification
MTA Municipal Transprtn Agncy	593	3	1 - Engineer 2 - Any Classification
POL Police	141	1	1 - Any Classification
PUC Public Utilities Commsn	908	4	1 - Engineer 1 - Utility Analyst/Specialist 1 - IT 1 - Any Classification
All Remaining Depts with less than 100 members	1072	4	1 - Admin Analyst 1 - IT 2 - Any Classification
Executive Committee of Local Union (including SF VP)		3	
Chapter Officers (VP, Secretary)		2	
Alternate Appointments		2	
<b>TOTAL</b>	<b>5388</b>	<b>32</b>	

Note: changes to this Appendix are pursuant to Chapter bylaws Article X. Section 4.

## **APPENDIX C – Committee on Political Education (COPE)**

### **SF COPE Procedure for Appointment, Voting Eligibility and Endorsement of Candidates and Measures**

#### PURPOSE

The purpose of the Committee on Political Education (COPE) is to review pending legislation, review local ballot measures, interview candidates running for elected office in the City and County of San Francisco with the exception of the San Francisco Board of Education, make recommendations to the San Francisco Council based on how these matters will impact members, participate in canvasses and voter engagement to make sure our endorsed candidates and issues win, educate other union members on the importance of our political voice, participate and sign up members for the Local's political fund and strengthen our union.

The San Francisco Council will review the COPE recommendations, then forward a recommendation to the Executive Committee or may refer the item back to COPE for reconsideration.

#### CRITERIA FOR VOTING ELIGIBILITY

1. The SF COPE is a standing committee of SF Council. Members shall be comprised of members who are: Executive Committee Members, Chapter Officers, and Delegates. If at any time, the COPE has no Chair or Vice-Chair, the VP for San Francisco shall be the acting Chair of the COPE.
2. Members interested in being appointed to the COPE must apply for appointment to the VP for SF, and/or with the Executive Director and/or their designee by January 31st.
3. Members will serve for a two-year term and may be considered for reappointment. The VP for San Francisco, in consultation with the staff, will consider prior term attendance at COPE meetings, political engagement, and ability to work towards consensus building when considering COPE members' request for re-appointment or new appointments to the committee.
4. The VP for San Francisco shall submit the proposed COPE appointments to the SF Council for approval by the second regular SF Council meeting of the calendar year.
5. The VP for San Francisco has the discretion to submit names at any time to the SF Council when a vacancy occurs.
6. The COPE will elect a Chair at the second meeting after the committee is appointed.
7. Nominations will be made at the first meeting and close at the beginning of the second meeting.
8. The Chair will serve a two-year term and may be re-elected.
9. The Chair will appoint a Vice Chair who will fulfill the responsibilities of the Chair in their absence.
10. In the event the Chair is unable to fulfill their duties; the Vice Chair will call for a special election to be held no more than 60 days after the Chair vacates the position.
11. The Executive Director and/or their designee will report on COPE member participation and eligibility periodically.

12. Once appointed, each member must attend at least 6 meetings per year, and perform the following:
  - a. Commit to 5 campaign volunteer shifts per year,
  - b. Contribute to the Local's political fund,
  - c. Participate in political education, engagement and consensus building.

#### DUTIES OF THE COPE CHAIR AND VICE CHAIR

1. The primary responsibility of the COPE Chair is to facilitate and encourage discussion through analysis of proposed endorsements.
2. The COPE Chair, in consultation with the Executive Director and/or their designee, will develop and publish a meeting agenda 5 days before a regularly scheduled COPE meeting.
3. The COPE Chair, in consultation with the Executive Director and/or their designee, will develop a list of proposed legislation or ballot measures that contains at minimum:
  - a. A summary of each proposed legislation or ballot measure,
  - b. The impact of the legislation or ballot measure especially as it pertains to Local 21 and its members,
  - c. Any known support or opposition to the legislation or ballot measure.
4. When reviewing candidates for office, the COPE Chair, in consultation with the Executive Director and/or their designee, may solicit interview questions from COPE members and facilitate interviews at COPE meetings.
5. The Vice Chair shall lead the effort on reviewing and researching ballot measures that the COPE is considering making recommendations on.

#### ENDORSEMENTS GUIDELINES

In determining which candidates/measures to consider for endorsement, the committee shall follow the guidelines, available on the Local's website and set forth in the "Political Endorsement Process" as well as the "Principles for Legislative & Political Action."

Note: changes to this Appendix are pursuant to Chapter bylaws Article X. Section 4.

**APPENDIX D – Chapter Delegate Allocations**

Delegate allocation by Department will be determined as follows:

1. Each department with at least one hundred (100) members will be allocated one (1) Delegate for each fifty (50) members, rounded to the nearest whole number.
2. All remaining departments with less than one hundred (100) members will be treated as one combined/composite group, with one (1) Delegate allocated for each fifty (50) members, rounded to the nearest whole number.
3. Every classification series that has at least fifty (50) members in the above cited departments or all remaining departments combined/composite group will have one (1) Delegate seat reserved exclusively for that series, rounded to the nearest whole number, with all remaining Delegate seats available for all classifications within that department.

For the 2026 inaugural year of the Chapter, the Delegate allocation is listed below. This listing shall serve as a template to be updated annually with the publication of the August 1st census in the Local Union bylaws.

Per this Appendix D, the Chapter Delegate Allocations for 2026 shall be as follows:

	<b>Department</b>	<b># Members</b>	<b>Total Delegates</b>	<b>Class-Specific Delegate Allocations</b>
1	ADM GSA - City Administrator	192	4	4 - Any classification
2	AIR Airport Commission	312	6	1 – Engineer 2 - IT 3 - Any Classification
3	CON Controller	192	4	1 - Accountant 1 – IT 2 - Any Classification
4	CPC City Planning	139	3	2 – Planner 1 - Any Classification
5	DPH Public Health	922	18	1 - Accountant 2 - Admin Analyst 4 - Health Program Coordinator 4 - IT 1 - Physical Therapist

				6 - Any Classification
6	DPW Public Works	609	12	2 – Architect/Landscape Architect 5 - Engineer 5 - Any Classification
7	DT GSA – Technology	135	3	2 – IT 1 - Any Classification
8	HSA Human Services Agency	173	3	1 – IT 2 - Any Classification
9	MTA Municipal Transprtn Agency	593	12	1 - Admin Analyst 3 - Engineer 1 - IT 2 - Planner 1 - Traffic and Signs 4 - Any Classification
10	POL Police	141	3	1 – IT 2 - Any Classification
11	PUC Public Utilities Commsn	908	18	2 - Admin Analyst 5 - Engineer 2 - IT 2 - Utility Analyst 7 - Any Classification
12	All Remaining Depts with less than 100 members	1072	21	4 - Admin Analyst 1 - Engineer 1 - Environmental Specialist 1 - HR Analyst 4 - IT 2 - Legal Assistant 1 - Real Property Appraiser 7 - Any Classification
	<b>TOTAL</b>	<b>5388</b>	<b>108</b>	

## Delegate Groupings by Classification

The following classifications, according to their job descriptions, that are linked to an additional classification in a series, are listed below.

<b>Delegate Grouping</b>	<b>Job Code</b>	<b>Title</b>
<b>Accountant</b>	<b>1649</b>	Accountant Intern
	<b>1650</b>	Accountant I
	<b>1652</b>	Accountant II
	<b>1654</b>	Accountant III
	<b>1657</b>	Accountant IV
	<b>1670</b>	Financial Systems Supervisor
<b>Admin Analyst</b>	<b>1823</b>	Senior Administrative Analyst
	<b>1824</b>	Principal Administrative Analyst
	<b>1825</b>	Principal Administrative Analyst II
<b>Admin Hearing Examiner</b>	<b>8167</b>	Administrative Hearing Examiner
	<b>8168</b>	Administrative Hearing Supervisor
<b>Administrative Services Manager</b>	<b>1827</b>	Administrative Services Manager
<b>Airport Economic Planner</b>	<b>9255</b>	Airport Economic Planner
<b>Airport Property Specialist</b>	<b>9206</b>	Airport Property Specialist I
<b>Analyst Trainee</b>	<b>1801</b>	Analyst Trainee
<b>Architect/Landscape Architect</b>	<b>5260</b>	Architectural/Landscape Architectural Assistant I
	<b>5261</b>	Architectural/Landscape Architectural Assistant II
	<b>5262</b>	Landscape Architectural Associate I
	<b>5272</b>	Landscape Architectural Associate II
	<b>5274</b>	Landscape Architect
	<b>5265</b>	Architectural Associate I
	<b>5266</b>	Architectural Associate II
	<b>5120</b>	Architectural Administrator
	<b>5268</b>	Architect
	<b>5211</b>	Architect Senior
	<b>5212</b>	Architect Principal
<b>6335</b>	Disability Access Coordinator	
<b>Assistant Clerk, Board of Supervisors</b>	<b>1492</b>	Assistant Clerk, Board of Supervisors
<b>Audiologist</b>	<b>2540</b>	Audiologist
<b>Audiometrist</b>	<b>2538</b>	Audiometrist
<b>Auditor</b>	<b>1684</b>	Auditor II
	<b>1686</b>	Auditor III
	<b>1867</b>	Auditor I
<b>Background Investigator</b>	<b>1251</b>	Background Investigator
<b>Biologist</b>	<b>2483</b>	Biologist
	<b>2484</b>	Biologist III

	<b>2485</b>	Supervising Biologist
<b>Building Plans Engineer</b>	<b>5214</b>	Building Plans Engineer
<b>Chaplain</b>	<b>3530</b>	Chaplain
<b>Chemist</b>	<b>2486</b>	Chemist
	<b>2487</b>	Chemist III
	<b>2488</b>	Supervising Chemist
<b>City Planning Intern</b>	<b>5276</b>	City Planning Intern
<b>Claims Investigator</b>	<b>8151</b>	Claims Investigator, City Attorney's Office
	<b>8152</b>	Senior Claims Investigator, City Attorney's Office
<b>Confidential Secretary to City Attorney</b>	<b>1522</b>	Confidential Secretary to City Attorney
<b>Construction Inspector</b>	<b>6317</b>	Assistant Construction Inspector
	<b>6318</b>	Construction Inspector
	<b>6319</b>	Senior Construction Inspector
<b>Contract Compliance Officer</b>	<b>2992</b>	Contract Compliance Officer I
	<b>2978</b>	Contract Compliance Officer II
<b>Coordinator of Citizen Involvement</b>	<b>5408</b>	Coordinator of Citizen Involvement
<b>Cost Estimator</b>	<b>6315</b>	Cost Estimator
<b>Criminalist</b>	<b>8259</b>	Criminalist I
	<b>8260</b>	Criminalist II
	<b>8262</b>	Criminalist III
<b>Deputy Sealer of Weights and Measures</b>	<b>6222</b>	Deputy Sealer of Weights and Measures
<b>District Attorney's Investigative Assistant</b>	<b>8132</b>	District Attorney's Investigative Assistant
<b>EEO Programs Specialist</b>	<b>1231</b>	Equal Employment Opportunity Programs Senior Specialist
	<b>1233</b>	Equal Employment Opportunity Programs Specialist
<b>Electronic Instrumentation Tech</b>	<b>7304</b>	Apprentice Electronic Instrumentation Technician I, Water Pollution Control
	<b>7312</b>	Apprentice Electronic Instrumentation Technician II, Water Pollution Control
	<b>7336</b>	Electronic Instrumentation Technician, Water Pollution Control
	<b>7109</b>	Electronic Instrumentation & Controls Supervisor, Wastewater Enterprise
<b>Emergency Services Assistant</b>	<b>8600</b>	Emergency Services Assistant
<b>Emergency Services Coordinator</b>	<b>8600</b>	Emergency Services Assistant
	<b>8601</b>	Emergency Services Coordinator I
	<b>8602</b>	Emergency Services Coordinator II
	<b>8603</b>	Emergency Services Coordinator III
	<b>8604</b>	Emergency Services Coordinator IV

<b>Employee Assistance Counselor</b>	<b>2594</b>	Employee Assistance Counselor
	<b>2595</b>	Senior Employee Assistance Counselor
<b>Engineer</b>	<b>5174</b>	Administrative Engineer
	<b>5201</b>	Junior Engineer
	<b>5203</b>	Assistant Engineer
	<b>5207</b>	Associate Engineer
	<b>5209</b>	Industrial Engineer
	<b>5241</b>	Engineer
	<b>5211</b>	Engineer Senior
	<b>5212</b>	Engineer Principal
	<b>5214</b>	Building Plans Engineer
	<b>5218</b>	Structural Engineer
	<b>5219</b>	Senior Structural Engineer
	<b>5215</b>	Fire Protection Engineer
	<b>5217</b>	Senior Fire Protection Engineer
	<b>9195</b>	Light Rail Vehicle Equipment Engineer
	<b>9196</b>	Senior Light Rail Vehicle Equipment Engineer
	<b>9197</b>	Signal and Systems Engineer
<b>Engineering Associate</b>	<b>5362</b>	Engineering Assistant
	<b>5364</b>	Engineering Associate I
	<b>5366</b>	Engineering Associate II
<b>Environmental Specialist</b>	<b>5638</b>	Environmental Assistant
	<b>5640</b>	Environmental Specialist
	<b>5642</b>	Senior Environmental Specialist
	<b>5644</b>	Principal Environmental Specialist
<b>Epidemiologist</b>	<b>2802</b>	Epidemiologist I
	<b>2803</b>	Epidemiologist II
<b>Estate Investigator</b>	<b>4230</b>	Estate Investigator
	<b>4231</b>	Senior Estate Investigator
<b>Executive Assistant To The Controller</b>	<b>1574</b>	Executive Assistant To The Controller
<b>Executive Secretary</b>	<b>1452</b>	Executive Secretary II
	<b>1454</b>	Executive Secretary III
<b>Fire Safety Inspector II</b>	<b>6281</b>	Fire Safety Inspector II
<b>Forensic Laboratory Analyst</b>	<b>2403</b>	Forensic Laboratory Analyst
<b>Forensic Latent Examiner</b>	<b>8252</b>	Forensic Latent Examiner I
	<b>8253</b>	Forensic Latent Examiner II
	<b>8254</b>	Forensic Latent Examiner Supervisor
<b>Forensic Toxicologist</b>	<b>2456</b>	Forensic Toxicologist
	<b>2457</b>	Forensic Toxicologist Supervisor
	<b>2458</b>	Chief Forensic Toxicologist
<b>Graphic Artist</b>	<b>5320</b>	Illustrator and Art Designer
	<b>5330</b>	Graphics Supervisor

<b>Health Care Analyst</b>	<b>2119</b>	Health Care Analyst
<b>Health Educator</b>	<b>2819</b>	Assistant Health Educator
	<b>2822</b>	Health Educator
	<b>2825</b>	Senior Health Educator
<b>Health Program Coordinator</b>	<b>2589</b>	Health Program Coordinator I
	<b>2591</b>	Health Program Coordinator II
	<b>2593</b>	Health Program Coordinator III
<b>Housing Inspector</b>	<b>6270</b>	Housing Inspector
	<b>6272</b>	Senior Housing Inspector
	<b>6274</b>	Chief Housing Inspector
<b>HR Analyst</b>	<b>1249</b>	Human Resources Trainee
	<b>1241</b>	Human Resources Analyst
	<b>1244</b>	Senior Human Resources Analyst
	<b>1246</b>	Principal Human Resources Analyst
<b>Instructional Designer</b>	<b>1230</b>	Instructional Designer
<b>IT</b>	<b>1010</b>	Information Systems Trainee
	<b>1023</b>	IS Administrator III
	<b>1024</b>	IS Administrator-Supervisor
	<b>1031</b>	IS Trainer-Assistant
	<b>1032</b>	IS Trainer-Journey
	<b>1033</b>	IS Trainer-Senior
	<b>1041</b>	IS Engineer-Assistant
	<b>1042</b>	IS Engineer-Journey
	<b>1043</b>	IS Engineer-Senior
	<b>1044</b>	IS Engineer-Principal
	<b>1051</b>	IS Business Analyst-Assistant
	<b>1052</b>	IS Business Analyst
	<b>1053</b>	IS Business Analyst-Senior
	<b>1054</b>	IS Business Analyst-Principal
	<b>1061</b>	IS Program Analyst-Assistant
	<b>1062</b>	IS Programmer Analyst
	<b>1063</b>	IS Programmer Analyst-Senior
	<b>1064</b>	IS Programmer Analyst-Principal
	<b>1090</b>	IT Operations Support Apprentice
	<b>1091</b>	IT Operations Support Administrator I
<b>1092</b>	IT Operations Support Administrator II	
<b>1093</b>	IT Operations Support Administrator III	
<b>1094</b>	IT Operations Support Administrator IV	
<b>1095</b>	IT Operations Support Administrator V	
<b>1070</b>	IS Project Director	
<b>Laboratory Services Manager</b>	<b>2489</b>	Laboratory Services Manager
<b>Legal Assistant</b>	<b>8173</b>	Legal Assistant
<b>Legislative Assistant</b>	<b>1835</b>	Legislative Assistant

<b>Legislative Clerk</b>	<b>8118</b>	Legislative Clerk
<b>Marine Operations Specialist</b>	<b>9376</b>	Marine Operations Specialist
<b>Maritime Marketing Representative</b>	<b>9393</b>	Maritime Marketing Representative
<b>Materials Coordinator</b>	<b>1942</b> <b>1944</b>	Assistant Materials Coordinator Materials Coordinator
<b>Materials Testing Aide/Tech</b>	<b>5304</b> <b>5305</b>	Materials Testing Aide Materials Testing Technician
<b>Medical Social Work Supervisor</b>	<b>2924</b>	Medical Social Work Supervisor
<b>Medical Staff Services Dept Analyst</b>	<b>2107</b>	Medical Staff Services Department Analyst
<b>Mental Health Treatment Specialist</b>	<b>2551</b>	Mental Health Treatment Specialist
<b>Nutritionist</b>	<b>2624</b>	Nutritionist
<b>Occupational Safety and Health</b>	<b>6137</b> <b>6138</b> <b>6139</b> <b>6130</b> <b>5177</b>	Assistant Industrial Hygienist Industrial Hygienist Senior Industrial Hygienist Safety Analyst Safety Officer
<b>Occupational Therapist</b>	<b>2548</b> <b>2550</b>	Occupational Therapist Senior Occupational Therapist
<b>Optometrist</b>	<b>2561</b>	Optometrist
<b>Parking Enforcement Administrator</b>	<b>8219</b>	Parking Enforcement Administrator
<b>Performance Analyst</b>	<b>1803</b> <b>1805</b> <b>1830</b>	Performance Analyst I Performance Analyst II Performance Analyst III - Project Manager
<b>Personnel Technician</b>	<b>1203</b>	Personnel Technician
<b>Physical Therapist</b>	<b>2555</b> <b>2556</b> <b>2558</b>	Physical Therapist Assistant Physical Therapist Senior Physical Therapist
<b>Physician Assistant</b>	<b>2218</b>	Physician Assistant
<b>Planner</b>	<b>5277</b> <b>5278</b> <b>5291</b> <b>5293</b> <b>5283</b> <b>5298</b> <b>5299</b> <b>5273</b> <b>5279</b> <b>5288</b> <b>5289</b>	Planner I Planner II Planner III Planner IV Planner V Planner III-Environmental Review Planner IV-Environmental Review Planning Technician II Planning Technician III Transportation Planner II Transportation Planner III

	<b>5290</b>	Transportation Planner IV
<b>Planner Technician</b>	<b>5275</b>	Planner Technician
<b>Project Manager</b>	<b>5502</b>	Project Manager I
	<b>5504</b>	Project Manager II
	<b>5506</b>	Project Manager III
	<b>5508</b>	Project Manager IV
<b>Property Manager, Port</b>	<b>9386</b>	Senior Property Manager, Port
	<b>9395</b>	Property Manager, Port
<b>Public Information/Relations Officer</b>	<b>1312</b>	Public Information Officer
	<b>1314</b>	Public Relations Officer
<b>Public Safety Communications Coordinator</b>	<b>8240</b>	Public Safety Communications Coordinator
<b>Purchaser</b>	<b>1950</b>	Assistant Purchaser
	<b>1952</b>	Purchaser
	<b>1956</b>	Senior Purchaser
	<b>1958</b>	Supervising Purchaser
<b>Real Estate Development Manager, SFMTA</b>	<b>9151</b>	Real Estate Development Manager, SFMTA
<b>Real Property Appraiser</b>	<b>4260</b>	Real Property Appraiser Trainee
	<b>4261</b>	Real Property Appraiser
	<b>4265</b>	Senior Real Property Appraiser
	<b>4267</b>	Principal Real Property Appraiser
<b>Real Property Officer</b>	<b>4140</b>	Real Property Officer
	<b>4142</b>	Senior Real Property Officer
	<b>4143</b>	Principal Real Property Officer
<b>Recruiter</b>	<b>1250</b>	Recruiter
<b>Regulatory Specialist</b>	<b>5620</b>	Regulatory Specialist
<b>Rehabilitation Counselor</b>	<b>2566</b>	Rehabilitation Counselor
<b>Rent Board Supervisor</b>	<b>2982</b>	Rent Board Supervisor
<b>Secretary, Building Inspection Commission</b>	<b>1555</b>	Secretary, Building Inspection Commission
<b>Sewage Treatment Plant Superintendent</b>	<b>5130</b>	Sewage Treatment Plant Superintendent
<b>Special Assistant</b>	<b>1360</b>	Special Assistant I
	<b>1361</b>	Special Assistant II
	<b>1362</b>	Special Assistant III
	<b>1363</b>	Special Assistant IV
	<b>1364</b>	Special Assistant V
	<b>1365</b>	Special Assistant VI
	<b>1366</b>	Special Assistant VII
	<b>1367</b>	Special Assistant VIII
	<b>1368</b>	Special Assistant IX

	<b>1369</b>	Special Assistant X
	<b>1370</b>	Special Assistant XI
	<b>1371</b>	Special Assistant XII
<b>Special Examiner</b>	<b>1229</b>	Special Examiner
<b>Speech Pathologist</b>	<b>2542</b>	Speech Pathologist
<b>Statistician</b>	<b>1804</b>	Statistician
	<b>1806</b>	Senior Statistician
<b>Street Inspector</b>	<b>6229</b>	Street Inspector Trainee
	<b>6230</b>	Street Inspector
	<b>6231</b>	Senior Street Inspector
	<b>6232</b>	Street Inspection Supervisor
<b>Student Design Trainee</b>	<b>5380</b>	Student Design Trainee I, Arch, Engr, & Planning
	<b>5381</b>	Student Design Trainee II, Arch, Engr, & Planning
	<b>5382</b>	Student Design Trainee III, Arch, Engr, & Planning
<b>Supervising Clinical Psychologist</b>	<b>2576</b>	Supervising Clinical Psychologist
<b>Surveyor</b>	<b>5310</b>	Survey Assistant I
	<b>5312</b>	Survey Assistant II
	<b>5314</b>	Survey Associate
	<b>5216</b>	Chief Surveyor
<b>Tax Auditor-Appraiser</b>	<b>4220</b>	Tax Auditor-Appraiser
	<b>4222</b>	Senior Tax Auditor-Appraiser
	<b>4224</b>	Principal Tax Auditor-Appraiser
<b>Technology Expert I</b>	<b>9976</b>	Technology Expert I
<b>Telecommunication Supervisor</b>	<b>7132</b>	Telecommunication Supervisor
<b>Traffic and Signs</b>	<b>7457</b>	Sign Worker
	<b>5302</b>	Traffic Survey Technician
	<b>5303</b>	Supervisor, Traffic And Street Signs
	<b>5306</b>	Traffic Sign Manager
<b>Training Officer</b>	<b>1232</b>	Training Officer
<b>Utility Analyst/Specialist</b>	<b>5601</b>	Utility Analyst
	<b>5602</b>	Utility Specialist
<b>Veteran Claims Rep</b>	<b>4232</b>	Veterans Claims Representative
	<b>4233</b>	Veterans Claims Representative Supervisor
<b>Volunteer/Outreach Coordinator</b>	<b>3374</b>	Volunteer/Outreach Coordinator
<b>Wastewater Control Inspector</b>	<b>6115</b>	Wastewater Control Inspector
	<b>6116</b>	Supervising Wastewater Control Inspector
<b>Water Quality Tech</b>	<b>2481</b>	Water Quality Technician
	<b>2482</b>	Water Quality Technician III

Note: changes to this Appendix are pursuant to Chapter bylaws Article X. Section 4.