



BYLAWS

CONTRA COSTA WATER DISTRICT CHAPTER INTERNATIONAL FEDERATION OF PROFESSIONAL AND TECHNICAL ENGINEERS LOCAL 21, AFL-CIO

Section I. Statement of Purpose

The purpose of the Contra Costa Water District Chapter (Chapter) of Local 21 of the International Federation of Professional and Technical Engineers is to represent the Professional/Supervisory Unit (Unit) employees in collective bargaining, to encourage the highest standards of professional proficiency amongst the membership, and to strive for continuous improvement of their economic status and conditions of employment.

Section II. Obligations of Members

Self-serving actions shall be set aside, particularly during negotiations, to direct the Unit's efforts to advance the professional stature and economic condition of the entire Chapter. Call for non-binding advisory votes at Chapter meetings as needed. Ratification of each negotiated contract by a secret ballot vote. All references to "members" in these Bylaws shall be construed to mean dues-paying members of Local 21.

Section III. Name

The name of this Chapter shall be the Contra Costa Water District Chapter of Local 21 of the International Federation of Professional and Technical Engineers (IFPTE), AFL-CIO.

Section IV. Jurisdiction

The jurisdiction of this Chapter shall include employees of the Professional/Supervisory Representation Unit.

Section V. Chapter Leadership

A. Elected Officers. Every two years the following Chapter Officers shall be elected by the Chapter membership:

1. President
2. Executive Vice-President
3. Administrative Vice-President

B. Executive Board. The Executive Board is the committee of Chapter Officers. The Executive Board will be comprised of the president, the executive vice president, the administrative vice president, the immediate past president, and one member from each of the following groups:

1. Planning, Engineering, and Water Resources
2. Operations and Maintenance
3. Finance and Public Affairs

Section VI. Duties and Responsibilities of the Officers

Duties and Responsibilities of the Chapter officers shall be as outlined in this section.

A. President

The duties and responsibilities of the President shall be as follows:

1. Preside at all Chapter meetings, which shall be held monthly.
2. Preside at and call all Executive Board meetings, which shall be held monthly.
3. Present a report of the Executive Board meeting to the membership at each Chapter meeting.
4. Appoint committees and their chairs, following recommendations from the Executive Board.
5. Call special meetings of the Chapter as required.
6. Call for non-binding advisory votes at Chapter meetings as needed.
7. Review or sign all official documents or correspondence on behalf of the Chapter.
8. Make official representation, either written or oral, of the Chapter. However, the president shall bring all basic policy matters to the Executive Board for decision before making any official representation thereon.
9. Serve as delegate to the Local 21 Delegate Assembly.
10. Make recommendations representing the membership on urgent matters demanding prompt attention.
11. Serve on the Negotiating Committee.
12. Serve on the Labor/Management Committee.

B. Executive Vice President

The duties and responsibilities of the Executive Vice President shall be as follows:

1. Assume all the duties of the President during the absence of the President.
2. Assist the President at Chapter meetings.
3. Serve as delegate to the Local 21 Delegate Assembly.
4. Act as the Chief Steward on labor matters.
5. Represent the Chapter at the Contra Costa Central Labor Council.

6. Serve on the Negotiating Committee.
7. Serve on the Labor-Management Committee.

C. Administrative Vice President

The duties and responsibilities of the Administration Vice President shall be as follows:

1. Call monthly Chapter meetings.
2. Keep minutes of the Chapter and Executive Board meetings.
3. Maintain Chapter files, which include records of meetings, negotiations, pertinent correspondence, and other matters deemed important by the Executive Board.
4. Serve as President in the absence of the Executive Vice President and the President.
5. Serve on the Negotiating Committee.
6. Serve as first alternate delegate to the Local 21 Delegate Assembly.

D. Immediate Past President

1. Serve as Officer and member of the Executive Board.

E. Executive Board

The duties and responsibilities of the Executive Board shall be as follows:

1. Meet prior to the monthly Chapter meeting, unless it is necessary to meet more often (e.g., during negotiations).
2. Establish the goals and objectives of the Chapter.
3. Make recommendations to the membership on matters such as wages, examinations, and classification matters. The Executive Board develops solutions, formulates policies, and makes recommendations to the membership on those issues.
4. Adopt rules of conduct for its meetings.
5. Take appropriate action based on Committee recommendations.
6. Fill all vacancies among the Officers until the next regular election. Such vacancies must be filled with a member of the same group listed in Section V.B. from which the vacancy occurred. This does not supersede the order of ascendancy as described above.
7. Nominate non-standing members of the Negotiating Committee. Such nomination shall be ratified by the membership at the next Chapter meeting.

Section VII. Election of Officers

1. The term of office for chapter officers shall be two years. The new officers begin service in January following their election.

2. No later than September 5th of every even-numbered year, the President shall appoint a Nominating Committee comprised of three members, whose names shall be promptly announced to the membership. The Nominating Committee shall receive the nominations for all chapter officer positions during the period September 6th through October 1st. The list of candidates will be disseminated to the membership at least 45 days prior to the election.
3. All union members shall be eligible to nominate and vote for the offices of President, Executive Vice President, and Administrative Vice President. The other three members of the Executive Board can only be nominated by a member of their group as listed in Section V.B., or can nominate themselves.
4. The election of the Officers shall be by secret ballot and only union members are entitled to vote. The election shall be based on a simple majority of the votes cast. Only members of a group listed in Section V.B. are eligible to vote for the Executive Board member representing their respective group.
5. Voting shall begin after, and on the same day as, the November chapter meeting, and will be conducted electronically.

Section VIII. Standing Committees

The President, with the recommendation of the Executive Board, may appoint committees as appropriate; however, the President shall appoint the following committees and representatives as needed:

1. Labor/Management Committee. The purpose of the Labor/Management Committee is to represent the Chapter in all matters between negotiations.
2. Nominations Committee. The purpose of the Nominations Committee is to receive the nominations for all chapter officer positions.

Each of these committees shall have a minimum of three members.

Section IX. Bylaws

A. The Bylaws may be amended, superseded, or replaced by a two-thirds (2/3) vote of the members, subject to the provisions outlined below.

1. Methods of Initiating Amendments

- a. **Executive Board Initiation:** The Executive Board may draft and propose amendments for consideration by the membership.
- b. **Membership Initiation:** Any proposed amendment supported by at least 20 members shall be processed by the Executive Board for consideration by the membership, in accordance with Section 2 below. To be considered, support must be evidenced by written signatures, including electronic signatures. Upon receipt of a proposed amendment supported by signatures from the membership, the Executive Board will confirm that the signatures attached to the amendment meet this requirement.

2. Executive Board Review and Procedures

- a. Upon receipt of a proposed amendment, the Executive Board shall review the proposal and schedule a consultation meeting with the principal author(s) within three weeks of receipt. The Executive Board and principal author(s) shall work together to refine the proposal by mutual agreement. The Executive Board shall not unilaterally modify a member-initiated amendment. Following the consultation process, the Local 21 representative shall send the proposed amendment to Local 21 counsel to ensure compliance with federal and state laws, and the Local 21 Bylaws.
- b. Following review by Local 21 counsel, the proposed amendment, including a copy of the existing bylaws and the proposed changes tracked therein, shall be emailed to all members, and agendaized and discussed at the next scheduled membership meeting. A copy of any proposed amendment must be provided to the membership in writing at least ten (10) calendar days prior to the meeting at which it will be discussed.

3. Membership Vote

- a. Amendments, supersessions, or replacements of these Bylaws shall only be adopted by a two-thirds (2/3) affirmative vote of eligible members who cast a vote.
- b. A copy of the pertinent section of the Bylaws in force, together with a copy of same as it will appear with proposed amendments incorporated therein, shall be disseminated to the membership twice prior to the meeting at which the amendment shall be voted on, once at least 12 days prior to the meeting and again as part of the Chapter meeting notice and agenda sent to membership the week before the Chapter meeting.
- c. Voting on any proposed amendment shall begin at the conclusion of the membership meeting that follows that meeting at which it was discussed. Voting will be administered electronically for a period of at least twenty-four (24) hours. Votes submitted electronically within this period shall be considered valid and binding. The Board President will record the outcome and report the result to the membership via email.
- d. The Administrative Vice President shall revise the Bylaws in time for the next Chapter meeting. The Administrative Vice President shall make the Bylaws available to any member upon request.

I certify that the foregoing Bylaws are correct as adopted by the membership of this Chapter.

Adopted:

Date

July 27 2026



Bob Eagle, Chapter President