
Service Workers International Union Local 521
CHANGE TO WIN (CTW)/CANADIAN LABOR CONGRESS (CLC)

SANTA CLARA COUNTY CHAPTER BYLAWS



Adopted October 23, 2008

SEIU Local 521 Vision and Core Principle Statement

- ◆ Quality, lifelong Health Care
- ◆ Safe, secure, and meaningful employment
- ◆ A powerful voice at work
- ◆ Access to lifetime learning
- ◆ A healthy, sustainable environment
- ◆ Safe, affordable housing, and
- ◆ A dignified retirement

We make this our future by building a powerful democratic union that champions quality community services, and empowers the people who provide them.

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ARTICLE 1 – NAME

The Santa Clara County Chapter, hereafter called the Chapter, is a recognized Chapter of Local 521, Service Employees International Union, Change to Win- Canadian Labor Congress, complies with all bylaws of Local 521 and hereby incorporates such bylaws as its own.

ARTICLE 2 – JURISDICTION/MEMBERSHIP

Section 1 - Jurisdiction

The jurisdiction of the Chapter shall be all workers in County of Santa Clara service, classified and unclassified, in coded and uncoded classifications where represented.

Section 2 - Membership

Any person employed within the jurisdiction of the Chapter shall be eligible for membership in accordance with these Bylaws and shall become a member or pay a fee in accordance with the bargaining unit contract. A member who has paid the full dues obligation shall be determined to be a member in good standing with the Chapter and the Local Union.

Section 3 - No Discrimination

There shall be no discrimination against any member or applicant for membership for reason of race, color, sex, age, sexual orientation, creed, religion, national origin, disability, first language spoken, political opinion or affiliation.

Section 4 - Agency Shop

Workers who choose not to become members of Local 521 shall become service fee payers. They shall be entitled to representation rights such as grievance, negotiation and appeal services, but shall not be entitled to run for office, or have a voice and vote in internal union elections. Service fee payers are not entitled to participate in the benefits programs offered by the Local or International Union, including, but not limited to, the scholarship programs, various discounts through SEIU's and/or the Change To Win-Canadian Labor Congress' benefits packages and legal referral for personal matters.

Section 5 - Change of Membership Status

A person may discontinue regular membership, if not otherwise described in the operative bargaining agreement, and become a service fee payer in the last year before the end of the existing contract, during the last five workdays in December. Notification to the Union must be by U.S. mail or hand delivered to the Union office and received within the days listed above.

ARTICLE 3 – OBJECTIVES

Section 1 - Objectives of the Chapter

The objectives of this Chapter shall be to improve the wages, hours and working conditions of its members, to promote active participation of its members in the decision-making processes of the county, to promote quality public services and the economic, political, intellectual and social welfare of its members and to represent them in negotiations and disputes with the employer.

Section 2 - Objective of the Bylaws

The objective of these Bylaws is to provide rules of acceptable self-government, not in conflict with any higher authority.

ARTICLE 4 – STRUCTURE & AUTHORITY

Section 1 - Structure

The structure of this Chapter shall consist of a General Membership, a Chapter Leadership Council and a Chapter Steward Council. The General Membership consists of all regular members in good standing. It does not include those who pay a service fee or donate to a charity in lieu of paying dues.

Section 2 - Authority

The affairs of the Chapter shall be conducted through the authority invested in the Chapter Leadership Council and the general membership pursuant to these Bylaws. The Chapter Leadership Council is authorized and empowered to take all lawful action consistent with these Bylaws and to act on behalf of the Chapter. The actions taken by the Chapter Leadership Council shall become effective immediately and shall be considered the actions of the Chapter.

ARTICLE 5 – OFFICERS AND DELEGATES

Section 1 - Officers

The Officers of this Chapter shall be a Chairperson, two Deputy Chairpersons, Secretary, Treasurer, nine (9) Vice Chairpersons (VC), (VC for Eligibility Supervisor Unit, VC for Eligibility Workers Unit, VC for Social Work Supervisor Unit, VC for Social Workers Unit, VC for Clerical Unit, VC for Public Health Nursing Unit, VC for Blue Collar Unit, VC for the APT Unit, and VC for the EH Unit). Should additional bargaining units be developed or current ones merged or divided, they shall be appropriately allocated a Vice Chairperson. Chapter Chairperson, Deputy Chairperson, Secretary and Treasurer shall be voted at large. All Vice Chairs shall be voted by their respective bargaining units.

In addition, there shall be no more than 39 Chief Stewards and at least 39 or an equal number of Assistant Chief Stewards allocated according to Article 11-Stewards, Section

10-Steward Councils. There shall be no fewer than the number of stewards required by the appropriate current collective bargaining agreements.

Section 2 - Duties of the Chairperson

The Chairperson shall be the presiding officer of the Chapter and shall preside over all General Membership meetings; shall have general supervision of the work of the Chapter in accordance with the Bylaws, and, in coordination with Local Union staff, shall have authority to act in all matters not otherwise delegated. The Chairperson shall be one of the persons authorized to sign and counter-sign all appropriate orders on funds, contracts and agreements. The Chairperson shall appoint Committee Chairpersons and may create or disband special committees and define their tasks. The Chairperson shall give a full report of her/his activities at each regular Chapter Leadership Council meeting and General Membership meeting. The Chairperson may appoint a Sergeant-at-Arms and a Parliamentarian.

Section 3 – Duties of the Deputy Chairpersons

The Deputy Chairpersons shall assist the Chairperson in all her/his duties and shall perform the chairperson's duties in his or her absence. They shall rotate substitute chairing duties. Deputy Chairpersons shall also represent the Chapter at boards, commissions, the media and at the Local when appropriate.

Section 4 – Duties of the Vice Chairperson

The duties of the Vice Chairperson(s) shall be to assist the Chairperson and to act as Chairperson in the absence of the Chair and Deputy Chairs.

Should the Chairperson fail to complete his/her elected term of office, then a vote shall take place amongst the Deputy Chairpersons and the nine (9) Vice Chairpersons within fifteen (15) working days.

Within 30 business working days, a vote shall take place amongst the Deputy Chairpersons, VCs, secretary, treasurer, and all 39 Chief and 39 Assistant Chief Stewards.

Additional duties include ensuring that the negotiating committee for their respective bargaining unit(s) are prepared and in compliance with the Bylaws under Article 12, and, in coordination with local Union staff, reporting his/her activities to the Chairperson and at each regular Chapter Leadership Council meeting and General Membership meeting.

Section 5- Duties of the Secretary

The Secretary, in coordination with Local Union staff, shall keep a correct and accurate record of proceedings of all regular and special Chapter Leadership Council and General Membership meetings of the Chapter.

Section 6 – Duties of the Treasurer

The Treasurer shall keep records of the Chapter's special savings account with assistance of staff. Records shall include an accurate account of all receipts and disbursements of the monies deposited in the account. Funds may be drawn only when expenditure is authorized by the Chapter Leadership Council with approval of the Local Union Executive Board, in accordance with Local Union policies and procedures.

ARTICLE 6 – THE CHAPTER LEADERSHIP COUNCIL

Section 1 - Composition

The Chapter Leadership Council shall consist of the Chapter Officers, the Chief Stewards and Assistant Chief Stewards. The Chapter Chairperson shall preside over meetings of the Chapter Leadership Council.

Section 2 - Meeting Frequency and Notification

The Chapter Leadership Council shall meet every other month. With proper notice to the General Membership, General Membership meetings and Chapter Leadership Council meetings may be combined.

Section 3 - Quorum

A quorum for the Chapter Leadership Council meetings shall be one-half (1/2) plus one of the number of Chapter Leadership Council seats filled at that time.

Section 4 - Authority to Act

In the absence of a quorum at the General Membership meeting, the actions of the Chapter Leadership Council as reported in the minutes shall be deemed accepted, and the Chapter Leadership Council shall be authorized to act in the name of the Chapter. However, on matters of policy, members at the next regular meeting, by majority vote, may agendize any subject matter for discussion and possible action.

Section 5 - Regular Order of Business

The regular order of business for the Chapter Leadership Council meetings shall include at least:

1. Roll Call/Determination of Quorum
2. Review of Minutes:
 - a. Most recent General Membership meeting
 - b. Most recent Chapter Leadership Council meeting
 - c. Any special meetings happening in the interim
3. Ratification of Agenda
4. Workplace Reports (no more than 2 minutes, no action required)
5. Update on Old Business/Committee Activities

- a. Negotiations
 - b. External Organizing
 - c. Internal Organizing
 - d. Local Union Issues
 - e. Politics
 - f. Quality Public Service
 - g. Grievance/Representation
 - h. Safety
 - i. Community Outreach
 - j. Training
6. New Business
 7. Adjournment

Staff may report on agenda items, as well as special speakers. Committee reports or other reports should generally be in writing.

Section 6 - Special Chapter Leadership Council Meetings

The Chapter Chairperson shall be able to call special Chapter Leadership Council meetings without prior written notice in such cases where s/he deems the time factor is of urgency and the issue demands immediate attention, or when s/he feels a strategic position of the Chapter would be lost by hesitation. S/he shall make a reasonable effort to contact all Chapter Leadership Council members. Minutes shall be presented for review at the following Chapter Leadership Council meeting.

Section 7 - Official Minutes

The Secretary and/or Treasurer shall take the official minutes of the Chapter Leadership Council and sufficient copies shall be made available for a vote of acceptance at the next General Membership meeting.

Prior to the acceptance of the minutes at the General Membership meeting, any item on the minutes shall be marked with an asterisk for further discussion and shall be held for separate discussion at the request of any Chapter Leadership Council member. All such requests shall be honored.

Section 8 - Voting

A person holding both a Chapter office and any other Chapter Leadership Council position shall have only one vote on items before the Chapter Leadership Council. There shall be no proxy, write in or absentee votes at any meeting. All votes shall be cast in person.

ARTICLE 7– GENERAL MEMBERSHIP MEETINGS

Section 1 - Frequency and Notification

A General Membership meeting shall take place at least four (4) times annually at such time and place as the Chapter Leadership Council may designate. The General Membership shall be notified of such meeting time and place at least seven (7) days prior to such meeting.

Section 2 - Official Directives

Any action taken by the General Membership at a membership meeting held pursuant to this Article shall prevail as the official policy and directives of this Chapter.

Section 3 - Quorum

A quorum shall be declared for a General Membership meeting if **fifty (50) members are in attendance** within thirty minutes following the beginning of such meetings. In the absence of a quorum, the Chapter Leadership Council shall act on behalf of the Chapter in accordance with Article 6, Section 4, of these Bylaws.

Section 4 - Special General Membership Meetings

The Chapter Leadership Council is authorized to call a special General Membership meeting at any time that the Chapter Leadership Council deems it necessary with at least seven (7) days advance written notice and with the purpose, time and place noted.

Section 5 - Member Request for a General Membership Meeting

Whenever five (5) percent of the General Membership submits a written request for a General Membership meeting, the Chapter Chairperson must call the meeting within ten (10) days after receiving the request. The General Membership must be notified, in writing, at least three (3) days prior to the meeting, of the time, date, place and purpose of the meeting.

Section 6 - Regular Order of Business

The regular order of business for General Membership meetings shall include:

1. Roll Call/Determination of Quorum
2. Review of Minutes
 - a. Most recent Chapter Leadership Council meeting
 - b. Most recent General Membership meeting
 - c. any intervening special meetings
3. Written Reports of Committees
4. Opportunity for Member Input & Reporting
5. Topic of Discussion/Action or Training
6. Adjournment

Section 7 - Voting

There shall be no proxy, write in or absentee votes at any meeting. All votes shall be cast in person.

ARTICLE 8 – OFFICER/NEGOTIATOR ELECTIONS

Section 1 - Term of Office

The Officers and Negotiators shall be elected and seated no later than the first day of that month which marks five months before the expiration of the collective bargaining agreement. Prior to nominations, a Chapter Election Committee shall be empowered to act in accordance with Article 9 of these Bylaws.

Section 2 - Nominations

Nominations for the Officers and Negotiators shall be made in the month preceding the election period. Notice to the General Membership regarding nominations will be made at least ten (10) working days prior to the nomination period being open. The nomination period will be for a minimum of ten (10) working days. To have her/his name placed on the ballot, a nominee must submit no later than five days from the close of the nomination period to the Election Committee a signed statement of consent to serve and qualifications for the position(s) to be published with the voting material.

Section 3 - Eligibility

No member shall be a candidate for more than one Officer position at a time. However, a member is not precluded from simultaneously running for or holding one Officer position and one Negotiator position. A Steward may also hold other elected offices in the Chapter.

A person shall be eligible for nomination who has been a member in continuous good standing in the Local Union for at least two (2) years at time of nomination.

Section 4 - Voting

Voting shall take place at work sites pursuant to procedures recommended by the Chapter Election Committee and adopted by the General Membership. All ballots shall be retained in accordance with Local Union policies and applicable law. Write-in, proxy and absentee votes shall not be valid for any purpose.

Section 5 - Declaration of Election

The candidate receiving a plurality of the votes for that office shall be declared elected. Ties shall be decided by game of chance.

Section 6 - Fair Election

Adequate safeguards to insure a fair election shall be provided, including the right of any candidate to have an observer at the counting of ballots. No Local Union or Chapter funds, resources or mailing lists will be used to assist any member's candidacy.

ARTICLE 9 – CHAPTER ELECTION COMMITTEE

Section 1 - Term and Purpose

Prior to the nomination of Chapter Officers, Negotiators and Chief Stewards, an Election Committee of five (5) members and two (2) alternates shall be chosen by the General Membership at a General Membership meeting each year. The Election Committee shall rule on the qualifications of each nominee and certify her/him for the upcoming election.

Section 2 - Duties

The specific duties of the Election Committee, in coordination with Local Union staff, shall be to:

- A. Produce, maintain and interpret the policy and procedures of the election;
- B. Conduct the affairs of the election;
- C. Act as judge in all matters arising from the election procedures;
- D. Be responsible for the tabulation of the results of the election;
- E. Certify the results of each election to the Chapter Leadership Council and the General Membership;
- F. Investigate election appeals and decide on them, including requiring new elections where they determine procedures have been violated.

Section 3 - Steward Elections

The duties of the Election Committee pertaining to Steward Elections shall be to accept the results of, and to review Steward election procedures and documents in accordance with Article 15, Section 3 of these Bylaws.

Section 4 - Ineligibility to Run or Hold Office

Seated members and alternates of the Election Committee may not be a candidate for, or a member of, the Chapter Leadership Council or the Negotiating Committee. Candidates for Chief Steward or Alternate may not be on an Election Committee that oversees his/her Chief Steward or Alternate election.

Section 5 - Exceptions

In the elections for Chief Stewards or Stewards, where the agency/division Steward Council Bylaws provide for an election committee to conduct its own Chief Steward election, the Chapter Election Committee shall be responsible for duties listed in Section 2. C, E, F and Section 3, of this Article.

ARTICLE 10 – RECALL

Section 1 - Procedures/Officers

An Officer may be removed from office at a recall meeting called upon receipt by the Chapter Leadership Council of a written petition of 20% of the General Membership. In coordination with the Local Union staff, a notice of a recall meeting shall be distributed to the General Membership by the Secretary/Treasurer, stating the time and place of the recall meeting. Such notice must be distributed at least ten (10) days prior to the meeting.

Section 2 - Procedures/Negotiators

A Negotiator may be removed from office at a recall meeting called, upon receipt by the Chapter Leadership Council, of a written petition of 20% of the membership of that Negotiator's bargaining unit. In coordination with Local Union staff, a notice of a recall meeting shall be distributed to each affected member by the Secretary/Treasurer, stating the time and place of the recall meeting. Such notice must be distributed at least ten (10) days prior to the meeting.

Section 3 - The Petition

The petition must be headed "Recall Petition" and must specify, on each page, the name of the person to be recalled, the specific charge(s), and the position from which he/she is being recalled.

Section 4 - Recall Meeting

No business other than the recall shall be conducted at this meeting. No action can be taken at the recall meeting if a quorum is not present. The recall vote shall be by secret ballot and shall require a two-thirds majority of those voting to remove the elected official from office.

Section 5 - Opportunity to Address

The person designated for recall shall be afforded an opportunity to address all charges being made against her/him at the recall meeting prior to the recall vote.

ARTICLE 11 – STEWARDS

Section 1 - Determination of Steward Allocations

The Chapter Leadership Council shall review the number of Steward positions per Agency/Department/Steward Council, at least annually, and in accordance with the collective bargaining agreement. The Chapter Leadership Council will adjust allocations, taking into consideration the number of represented workers, history of representation, community of interest, geographic location and shifts. The total number allotted will be forwarded to the appropriate Steward Council, which will review the proposed allocation and recommend adjustments. The Steward Council will submit a plan for implementation to the Chapter Leadership Council, or request reconsideration of the allocation at the Chapter Leadership Council's next regularly scheduled meeting.

Section 2 - Member Requests to Review Allocations

At any time, individual members requesting changes in Steward allocations may make such a request to their appropriate Steward Council, Chief Steward, or member of the appropriate Election Committee.

Section 3 - Changes in Allocation or Assignment

Where shift, location or other significant change requires adjustments in Steward assignment in a particular Agency/Department/Steward Council, the affected Steward Council shall re-distribute within their allotment, or shall return to the Chapter Leadership Council for additions to, or deletions from, their allocations.

Section 4 - Steward Positions

For each Steward Area, there will be only one official Steward, one Assistant Steward and one Safety Steward. However, where no Safety Steward is elected, the Steward or Assistant Steward will serve as Safety Steward.

Section 5 – Election

The members in each representation area shall elect all Stewards, Alternate Stewards and Safety Stewards annually. Where Chief Stewards are department based, Chief Stewards and Assistant Chief Stewards shall be elected from among and by the stewards in each representation area.

Where existing contracts codify one at-large Chief Steward, the Chief Steward, Steward and Alternates shall be elected at large by the affected bargaining unit or units at the time when chapter officers are elected and shall serve for the term of the contract.

Section 6 - Rights and Responsibilities of the Steward

The Steward has no greater rights than any of the members of her/his unit. The responsibilities of stewardship, however, do outweigh those of ordinary membership.

- A. In the absence of the members, the Steward represents her/his unit in all meetings of the Union.
- B. Subject to these Bylaws, the first line of contact with management and the membership is the Steward.
- C. The Steward is responsible for the enforcement of all the applicable collective bargaining agreements of her/his unit.
- D. Stewardship requires complete subordination of all interests to those interests that represent the highest good to the members of her/his unit.
- E. The Steward is responsible to attend all Steward Council meetings in her/his stewardship area.
- F. The Steward shall work to advance the vision and the programs of the Local Union among the membership.

Section 7 - Calling for Reelection of a Steward

Any Steward may be replaced at any time by simple majority vote of members in good standing in the Steward's unit. The Steward Council and the Chapter Leadership Council shall have no jurisdiction to replace a Steward. A call for new election signed by 40% of the members in the affected unit shall be presented to the Chief Steward who shall call for an election to be held within thirty days.

Section 8 - Recalling Chief Steward or Assistant Chief Steward

A Chief Steward or Assistant Chief Steward shall be recalled by a petition of 40% of the steward's council if so elected or 20% of the effected bargaining units if elected at large by the bargaining unit.

Section 9 - Steward Elections

Steward elections shall be held every two years. In April and May of every even year said elections shall take place. In order to be nominated a candidate must submit a petition of nomination with ten (10) member signatures from the affected unit or one half of the affected members if the unit is less than twenty. Steward elections can be by any procedure acceptable to the members in that representation area. They must be fair, democratic, and provide sufficient opportunity for all members to participate. There shall be at least five (5) days' notice of all elections. Participation shall be reported on a standardized form obtained from the Election Committee or the Union Office. The appropriate Election Committee shall return the completed form to the Union Office within two (2) working days of completion of election for review. Questions on procedures or assistance with problems shall be referred to either the Chapter or Steward Council Election Committee as described in Article 9, Section 3. For the year 2008 alone, stewards election will be at the same time with chapter officers election.

Section 10 - Steward Preparedness

All Stewards shall have copies of the Chapter, Local and International Bylaws and all necessary working agreements and rules pertinent to their representation units available at all times. Stewards shall also be provided a list of members in their jurisdiction upon request. All newly elected stewards shall be expected to complete SEIU 521 steward training by the end of their first year as steward.

Section 11 - Steward Councils

The Chapter Leadership Council shall make every effort to ensure that there are Steward Councils for each Department or Agency. The Steward Council of each Department/Agency shall consist of all Stewards, Assistant Stewards, the Chief Steward(s), Assistant Chief Steward(s) and Safety Stewards. The Steward Council shall annually elect a member of its Council as a Chief Steward(s) and elect Assistant Chief Steward(s). The lists of Stewards provided to the County will identify the Chief Steward(s) and Assistant Chief Steward(s). In order to have a strong voice and participate in the planning of the direction and goals of the Local Union, each Steward Council shall make every effort to appoint at least one representative to each Local Union committee. The Council representative to the Local's committees shall report on

the activities of the committee(s) to his/her respective Steward Council at each of its regular meetings.

Section 12 - Duties of the Chief Steward

In cooperation with the Local Union staff, the Chief Steward shall develop and work to implement a plan to advance the goals and vision of the Union; shall be the resource person for the Stewards of the department; shall coordinate the work of the Stewards, including making decisions in situations where a worker wishes to have a Steward who is not in their representational area; shall call for elections to fill vacant Steward positions; shall be the Chairperson of her/his Steward Council and shall report on her/his activity at all Steward Council meetings and shall attend all appropriate meetings with Management. Subject to applicable bylaws, the Chief Steward may call special meetings of all Stewards in her/his department with adequate notice.

The Chief Steward shall participate in formal grievance steps. The Chief Steward shall participate in Step 2 grievance meetings, and shall replace unavailable Stewards at Step 1 of the grievance procedure or informal meetings. S/he shall attend sectional, divisional or departmental meetings, including departmental negotiations, and shall serve as a member of any Steward Training Committee set up by the Local Union and shall work with the Local Union staff and Steward Councils to recruit new Stewards.

Section 13 - Duties of the Assistant Chief Steward

The Assistant Chief Steward(s) shall replace the Chief Steward(s) when s/he is unavailable. In coordination with the Chief Steward, the Assistant Chief Stewards shall ensure that representation areas are periodically reviewed in order to maintain the broadest possible representation; shall assist the Chief Steward in overseeing Steward elections; and shall be responsible to see that all Stewards are participating in the training programs of the Chapter and the Local Union.

ARTICLE 12 – COLLECTIVE BARGAINING

Section 1 - Authority

Elected representatives of the bargaining units of this Chapter shall be the Negotiating Committee for all appropriate unit wide and general master negotiations with the County and shall have all powers, subject to final ratification or rejection by the General Membership, to negotiate agreements with the County. In matters that are of concern to more than one bargaining unit, all committees shall convene and negotiate as one committee.

Section 2 - Structure of the Negotiating Committee

The Chapter's Negotiating Committee shall consist of seven (7) Negotiators from each of the Clerical and Blue Collar units, three (3) Negotiators from the Public Health Nurse unit, three (3) Negotiators from the Environmental Health unit, eleven (11) Negotiators from the Administrative, Professional and Technical unit, three (3) Negotiators from the Social Worker unit, three (3) Negotiators from the Eligibility Worker unit, three (3)

Negotiators from the Social Worker and Eligibility Worker Supervisor unit, and the Chapter Chairperson and Deputy Chairpersons.

In the Clerical unit, the APT unit, and the Blue Collar unit, no more than one Negotiator per bargaining unit may be elected from any department or major division of any agency where candidates from other departments or major divisions of agencies are available and willing to serve. Should two or more candidates from the same department or major division of an agency receive sufficient votes to place them on the same bargaining unit negotiating committee (except PHN, EHS, Social Worker, Eligibility Worker and Eligibility Worker Supervisor units), the candidate(s) receiving the lower total(s) shall become Alternates to that committee and shall be ranked with other Alternates by vote total. This provision does not apply when Alternate Negotiators are appointed by the Chapter Leadership Council to fill vacancies on the unit negotiating committee; such appointment shall proceed strictly by rank order (first) on number of votes gained in the election or (second) date of appointment by the Chapter Leadership Council pursuant to Article 8, Section 8.

Section 3 - Eligibility

A person shall be eligible for nomination and to serve as an elected Negotiator who has been a member in continuous good standing in the Chapter for at least six (6) months immediately preceding the nomination, or for one-half (1/2) the period s/he could be eligible to be a member, in the case that a new bargaining unit is added to the Chapter, Negotiator vacancies shall be filled in accordance with Section 8 of this Article.

Section 4 - Nomination

Nominations for the Negotiating Committee shall be made in accordance with Article 8, Section 2 of these Bylaws. Notice to the General Membership regarding nominations will be made at least ten (10) working days prior to the nomination period being open. The nomination period will be for a minimum of ten (10) working days. To have her/his name placed on the ballot, a nominee must submit no later than five (5) days from the close of the nomination period to the Election Committee a signed statement of consent to serve and qualifications for the position(s) to be published with the voting material.

Section 5 - Voting

Voting shall take place at work sites pursuant to procedures recommended by the Chapter Election Committee and adopted by the General Membership. All ballots shall be retained in accordance with Local Union policies and applicable law. Write-in, proxy and absentee votes shall not be valid for any purpose.

Section 6 - Declaration of Election

The candidate receiving a plurality of the votes for that office shall be declared elected except as modified in Section 2.

Section 7 - Fair Election

Adequate safeguards to insure a fair election shall be provided, including the right of any candidate to have an observer at the counting of ballots. No Local Union or Chapter funds, resources or mailing lists will be used to assist any member's candidacy.

Section 8 - Alternate Negotiators

The Alternates shall consist of the next three (3) highest persons in order on the bargaining unit election lists who are not elected as regular Negotiators.

Should vacancies exist for Alternate Negotiators in any bargaining unit, the Chapter Leadership Council may appoint anyone from the bargaining unit who meets the qualifications of candidacy without restrictions; it is understood, however, that the Chapter Leadership Council shall maintain the broadest possible representation by such appointment. Alternate Negotiators may waive their rights to claim vacancies on the unit Negotiating Committee. When all Alternates waive, or when the list of Alternates is exhausted, the Chapter Leadership Council may appoint anyone from the bargaining unit who meets the qualifications of candidacy without restrictions. Alternates who waive appointment as Negotiators shall not retain their position on this list of Alternates.

Section 9 - Subcommittees

The Negotiating Committee may delegate their negotiating authority in whole or in part to one or more subcommittees. Such subcommittees shall be called "Negotiating Team(s)." The Negotiating Committee Chairperson or the bargaining unit negotiations chairperson, whoever is the proper person, shall name negotiating Teams. The Negotiating Committee may establish its own rules with respect to the amount of latitude given to a Negotiating Team and how often the Negotiating Team must report to the Committee.

Section 10 – Contract Opening Proposals

The Negotiating Committee shall survey the members before entering into general negotiations; shall prepare a proposed collective bargaining agreement; and shall present the proposed agreement to the members at a General Membership meeting. The proposed master agreement must be approved by a majority vote of the membership attending the meeting. The proposed bargaining unit agreements must be approved by a majority vote of that bargaining unit's members attending the ratification meeting.

Section 11 - Strike and Ratification Votes

Votes to ratify a tentative agreement, to call a strike, and votes to authorize extension of work under an expired agreement must be by majority vote by secret ballot of the bargaining unit membership present at a meeting expressly called for that purpose. Such a meeting may be over an extended period of time of up to one six (6) hour period to allow for maximum participation. No vote to call a strike may be referred to the Chapter Leadership Council for lack of a quorum.

ARTICLE 13 – AMENDMENTS AND CONTRAVENTION

When any part of these Bylaws is judged as voided for any reason, including conflict with the International Constitution and Bylaws, or the Bylaws of the Local Union, then all remaining parts will continue to be valid and in effect. In the event of invalidation of any section of these Bylaws, the Bylaws Committee shall meet to revise that section in order to bring it into conformance with the Local and International Bylaws.

A member may bring proposed bylaws amendments to a Chapter Leadership Council or General Membership meeting. The proposed amendments shall be referred to the Bylaws Committee for review and consideration. The Bylaws Committee will present its recommendation(s) to the Chapter Leadership Council at the next regular meeting. The Chapter Leadership Council may recommend changes, approval or disapproval, and the General Membership may approve or disapprove the recommendation of the Bylaws Committee as modified by the Chapter Leadership Council; however any action to vote on changes to the Bylaws must be agendaized for a future General Membership meeting so that proper notification to the membership, including the proposed Bylaws, is given.

The General Membership shall vote on proposed revisions at a regularly scheduled meeting, or a special meeting may be called with at least ten (10) days notice. All votes to revise these Bylaws shall be by two-thirds (2/3) of those attending the meeting.

ARTICLE 14 – PARLIAMENTARY AUTHORITY

Any member shall have the right to submit motions in proper order of business. When not in conflict with these Bylaws, the parliamentary authority for all meetings of this Chapter shall be Robert's Rules of Order, Revised.

ARTICLE 15 – STANDING COMMITTEES

The Chapter is not required to have all standing committees in active status; however, participation in the Local Union's Committees is strongly urged. The Chapter Chairperson, with confirmation of the Chapter Leadership Council, shall appoint chairpersons of Standing Committees. Committee members may be nominated, appointed or may be volunteers.

Section 1 - Chapter Safety Committee

The Safety Committee shall be responsible for enforcement of applicable laws, rules, regulations and agreements affecting member's on-the-job health and safety. The Safety Committee shall recommend to the Negotiating Committee contract changes to protect member's on-the-job health and safety. All persons representing Local 521 members on Departmental or Safety Committees are members of this quorum.

Section 2 - Bylaws Committee

The Bylaws Committee shall review the Bylaws of this Chapter and shall draw up and report proposed amendments to the General Membership in accordance with Article 13 of these Bylaws.

Section 3 - Election Committee

The Election Committee is responsible for the efficient and democratic procedures of internal elections, as described in Article 9 of these Bylaws.

Section 4 - Special Committees

Special Committees are appointed by the Chapter Chairperson to work on specific issues or tasks. Such appointments shall be approved pursuant to Article 5, Section 1 of these Bylaws.