

AFGE LOCAL #2110 BY-LAWS
Amended 1-25-05
Underlined sections

SECTION 1 the Headquarters of the local are:

P.O. Box V-11
3801 Miranda Avenue
Palo Alto, CA 94304-0011

SECTION 2 **Regular meetings of the local shall be held on the last Tuesday of each month at 4:30 PM. The place to be designated by the membership. Members may attend in person or by using V-Tel.**

SECTION 3 Special meetings may be called by the President, two thirds of the Executive Board or upon written petition of at least ten percent (10%) of the membership. Five (5) days written notice or posting on DHCP Bulletin and on AFGE 2110 website will fulfill this obligation. The specific purpose of the meeting must be given to the membership. No business other than that specified in the notice will be discussed. Time and place of the meetings will also be posted on the notice.

SECTION 4 Only members of the local in good standing shall be allowed to vote.

SECTION 5 (a)

The regular order of the business meeting will be:

1. **Roll call of Officers**
2. **Distribution and reading of the minutes of the previous meeting and this meetings agenda**
3. **Local 2110 Treasurers report**
4. **Reports of committees**
5. **Old Business (itemized each topic in agenda)**
6. **New Business (itemized each topic in agenda)**
7. **Comments good for the local**
8. **Adjournment**

SECTION 5 (b) the business meeting will follow the format as described in the document “How to Run a Local Meeting” prepared by the Office of General Counsel.

SECTION 5 (c) Only agenda items submitted to Presidents office by placing in specified locked “Agenda” box by the Friday prior to the business meeting will be addressed as New Business.

SECTION 6 A quorum of this local shall consist of ten (10) members. A quorum of any committee shall consist of a majority of the members thereof.

SECTION 7 Unless otherwise specified by law or constitution, all questions before the local will be decided by a vote of the members present at the business meeting The order of voting will be 1) By voice vote, 2) by a showing of hands, 3) by roll call if requested by 25% of the members present.

SECTION 8 The time allowed for debate of any particular issue before the local and the time allowed for speeches will be three (3) minutes per item. The time allowed for debate may be extended by a majority of those present and voting.

SECTION 9(a) this local consists of two (2) Bargaining Units (BU). They are the Non-Professional Bargaining Unit (NPBU) and the Professional Bargaining Unit (PBU).

SECTION 9 (b) the elected officers of this local who comprise the Executive Board shall consist of:

One (1) President

One (1) Executive Vice President

One (1) Secretary-Treasurer

One (1) Sergeant-At-Arms

One (1) Vice President of the Professional Bargaining Unit

One (1) Vice President of the Non-Professional Bargaining Unit

Three (3) Second Vice Presidents

SECTION 9(c) All officers will be elected for a three (3) year term.

SECTION 9(d) An odd numbered Election Committee of at least three(3) members in good standing shall be elected by a majority vote of local members present and voted on at a meeting preceding the start of nomination procedure

SECTION 9(e) A new Election Committee shall oversee each election. After proper notice to all local members, elections shall be held. A quorum is not required for nominations and/

or elections. See AFGE National Constitution, Appendix A, Part 1 Section 3. Nominations for officers shall be held in October of the election year, with the election held in November, and installation of officers in December. Elections shall be held by secret ballot (overseen by the Election Committee) to accommodate all members at various facilities and shifts who are members of this local. Candidates shall not run for more than one (1) elected office: however the running as a Delegate shall not be in conflict with an elected officer position. A runoff election shall be held when necessary, as soon as possible after election. Installation shall be held in December. The term office for officers elected in an interim election shall expire in December following the next regularly scheduled election for that office.

SECTION 9(f) only members of the PBU may nominate, run and/or vote for the office of Vice President of the PBU. Only members of the NPBU may nominate, run and/or vote for the office of Vice President of the NPBU.

SECTION 9(g) Additional non-executive officers may be appointed by the President with the assistance of the Executive Board.

SECTION 10 The Executive Vice President, the Secretary-Treasurer and any AFGE union member in good standing shall assist the President in the performance of the duties of that office as needed and delegated by the President.

SECTION 11(a) In case of a vacancy in the office of the President, the Executive Vice President will assume the office of the President. If unable to do so, there shall be an immediate election. The election process shall begin not more than fifteen (15) days after the date of vacancy. In the interim, the Executive Board will appoint a temporary President.

SECTION 11(b) The Sergeant-At-Arms shall ensure that no one enters the meetings without proper authority; assist the presiding officer in the maintenance of order; welcome and introduce guests; see that each members presence is recorded in a log; provide a roll to call should the recording of individual votes be necessary and perform other duties as may be assigned by the presiding officer. A temporary representative may be assigned to alternative sites when members elect to attend the meeting by V-Tel or teleconference.

SECTION 12(a) The Chief Steward/Stewards shall receive and delegate as needed, all employees cases to bargaining unit Stewards, maintain a log of all cases, counsel with the President or his/her assignee on Union activities, actively seek new members, and perform other duties as may be assigned by the President. He/She/They will be given a one (1) year probationary period before tenure is granted. During the probationary period a Chief Steward may be dismissed at the recommendation of the President and the Executive Board. After tenure is approved, a 2/3 vote of the Board is required for dismissal.

SECTION 12(b) Stewards shall accept cases as assigned by Chief Steward and actively seek new members, and perform other duties that may be assigned to them. They will be given a one (1) year probationary period before tenure is granted. During the one (1) year period, a steward may be dismissed at the recommendation of the President and the Executive Board. After tenure is approved, a 2/3 vote of the Board is required for dismissal.

SECTION 13All officers will be administered the “Oath of Union Officers” contained in the AFGE National Constitution upon installation in office.

SECTION 14The current edition of Roberts Rule of Order shall govern the proceedings of all meetings of the local, when not inconsistent with the provisions of the standard local constitution, the AFGE National Constitution, or these Bylaws.

SECTION 15(a) the local’s delegates to the National Convention, District Caucus and National Council meetings shall include the following officers who shall serve by virtue of office. The President, Executive Vice President, Secretary-Treasurer, 1st Vice President of the PBU, 1st Vice President of the NPBU. All other elected officers will be designated Alternate Delegates by virtue of office these will include the following officers: Sergeant-At-Arms, and the three (3) Second Vice Presidents.

SECTION 16(a) such committees may be established by the local shall be comprised of members appointed by the President subject to the approval of the Executive Board (except for the Election Committee. See Section 15 of these BYLAWS)

SECTION 16(b) Standing and/or special committees will meet as determined by the committee’s activities or directives. The chairperson of the committees will report in writing the committees activities. These reports will be presented to the local membership at designated business meetings and entered into the minutes. See AFGE “How to Run A Local Meeting”.

SECTION 16(c) the standing Committees for this local are:

- 1. Executive Board-** Officers responsible for the Local Union business between meetings. Officers to review and recommend revisions of local documents such as Constitution, By-Laws, committee structures bulletins, posters and other forms of communication. The Executive Board will report monthly at the Business Meeting.
- 2. Membership Committee-** Members appointed to organize and schedule membership drives. Reports will be given at least quarterly.
- 3. Legislation Committee-** Members appointed would monitor any legislation that might affect Local or National membership. Reports will be given monthly at business

meetings.

SECTION 17 The initiation fee for members shall be \$0.00. See AFGE National Constitution Article XIV, Sections 7(a) and 7(b) 5.

SECTION 18 The dues for active members shall be the total sum of per capita X2X12 divided by 26 Pay Periods, and retired members would reflect AFGE National rate.