

**Section 1. Name and Headquarters**

- A. This AFGE local shall be known as AFGE 2391-NCFLL.
- B. The headquarters of the Local is the city of the official duty station of the President.
- C. The mailing address of the Local shall be provided by the President.

**Section 2. Meetings**

- A. Regular meetings of the Local may be held in conjunction with LMR meetings.
- B. Meetings shall be at a place and time selected by the President.
- C. Regional VPs may hold meetings at their discretion, with the concurrence of the President.
- D. The regular order of business will be:
  - 1) Roll call of officers
  - 2) Reading of the minutes from the previous meeting
  - 3) Report of the financial condition by the Treasurer
  - 4) Reports of committees
  - 5) Unfinished business
  - 6) New business
  - 7) Announcements/Comments for the good of the local
  - 8) Adjournment
- E. A quorum of the Local shall consist of seven members in good standing including three members of the Executive Board. A quorum of any committee should consist of a majority of the members thereof.
- F. The time allotted for debate of any particular issue before the Local and the time allowed for speeches will be two minutes.
- G. The current edition of Robert's Rules of Order shall govern the proceedings of all meetings of the Local, when not inconsistent with the provisions of the Local constitution or these by-laws. The use of these rules may be suspended by a majority vote of members in good standing present at the meeting. Robert's Rules

of Order shall not be used to impede the business of the Local or invalidate the AFGE Constitution, the Local's Constitution, and these by-laws.

- H. A Sergeant at Arms may be appointed by the President or other presiding officer. 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 member's presence is recorded in a log; provide a roll to call should the recording of individual's votes be necessary; and perform other duties as assigned by the presiding officer. If necessary, the Sergeant at Arms may eject unruly members from a meeting at the direction of the presiding officer. **The Sergeant at Arms will perform duties at virtual meetings.**
- I. Special meetings may be called by the President, a majority vote of the Executive Board, or upon written petition of at least 10% of the membership. Five days written notice of the special meeting must be given to the membership. No other business other than that specified in the notice will be discussed.
- J. **Regular Members Meetings will be held on the first Wednesday in March, June, September and December. All meetings, subject to the approval of the President and the Executive Board, may be conducted in-person, virtually using video technology, or using a hybrid approach.**
- K. **Meetings to address any and all local business may be held and conducted using any virtual/video/telephonic platform or method the Local deems appropriate, in lieu of or in conjunction with any in-person meetings, so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous communication among participating members equivalent to those of meetings held in one location.**

### **Section 3. Members**

- A. Only active members, in good standing, shall be allowed to vote in scheduled elections. Good standing is defined as being a dues-paying member 45 days before the date of the election.

### **Section 4. Officers**

- A. The general officers of this Local are: President, Executive Vice President, Treasurer, Secretary, Vice President at Large, Vice President of Legislative Affairs, Vice President of Health and Safety, and three Regional Vice Presidents.
- B. **Retired members are limited to serving in the roles of Treasurer and VP of Legislative Affairs.**

- C. When a vacancy occurs on the Executive Board, the President will bring a name forward to the remaining members of the Executive Board for a majority vote. Interim vacancies in any other office may be filled by presidential appointment until the next regular election.
- D. The duties of the Executive VP shall be to assist the President and other duties as assigned by the President, in the performance of the duties of that office. See Local Constitution, Article VI, Sections 3, 4. In case of a vacancy in the office of the President, The Executive VP shall fill the office for the unexpired term. See Local Constitution Article VII Section 4. The Executive VP may sign or counter sign checks in the absence of either the President or the Treasurer. See Local Constitution Article V Section 2.
- E. The Treasurer is responsible for maintaining the financial records and documents of the Local. In addition, the Treasurer is responsible for preparing the required financial reports of the Local, including but not limited to, the LM-3, IRS form 990, and the State of California tax forms. The Treasurer will provide regular reports to the Executive Board about the financial status of the Local. The Treasurer will perform other duties as assigned by the President.
- F. The Secretary is responsible for taking the minutes at Executive Board meetings, Labor Management Relations meetings, and other meetings they attend. Meeting minutes will be submitted to the Executive Board for review within two weeks of when a meeting occurred. The Secretary may be responsible for the Local's website. The Secretary will perform other duties as assigned by the President.
- G. The Treasurer and Secretary will work cooperatively together to cross train and be prepared to fill in for other in case of an emergency. At the President's discretion, other Executive Board members may be asked to cross train in these positions as well.
- H. The Regional VPs are responsible to assist the President in the direction and training of the stewards. They shall perform duties as assigned by the President and may participate in all matters of the Local. At meetings Regional VPs schedule, they are responsible that minutes are taken and submitted to the Secretary and to the Executive Board.
- I. ~~The Servicing VP of the Northern Region will cover Northern California, Oregon, Washington, Idaho, and Alaska. The Servicing VP of the Southern Region will cover Southern California, Arizona, Nevada, Hawaii, and the Pacific Islands. The incumbent must be in the geographic area represented. Servicing VPs will perform other duties as assigned by the president.~~

- J. Northern and Southern California will continue to be divided by an east-west line through the southern city limits of Fresno, California.
- K. The VP of Legislative Action will be responsible for legislative action, coordinating with AFGE on issues and concerns, and coordinating actions with members who are part of various local labor councils. The VP of Legislative Action will perform other duties as assigned by the President.
- L. The VP of Health and Safety will be responsible for health and safety issues, serve as a resource for stewards and members on these issues, and ensure there is coverage for the various office inspections occurring during the year. The VP of Health and Safety will be a member of the Regional Health and Safety Committee. The VP of Health and Safety will perform other duties as assigned by the President.
- M. A Chief Steward may be appointed by the President. This position may attend Executive Board meetings but does not have a vote in any proceedings conducted by the Executive Board. This position will not exceed the term of office of the current Executive Board.
- N. A Sergeant at Arms may be appointed by the President. This position may attend Executive Board meetings but does not have a vote in any proceedings conducted by the Executive Board. This position will not exceed the term of office of the current Executive Board.
- O. The President, with the concurrence of the Executive Board, may designate a former Executive Board member to as being Emeritus. This would allow the former Executive Board member to give advice to the President and the Executive Board, participate in various local committees, and attend Executive Board meetings, though not as a voting member. If a former Executive Board member becomes an officer again, they will lose their Emeritus status, though they can be designated as Emeritus again after they finish their term on the Executive Board.

## Section 5. Stewards Nominations

- A. Article 6 Stewards may serve a three year term. Article 7 Stewards and non-elected positions in the Local shall serve at the discretion of the President.
- B. Article 6 stewards shall be nominated by the membership of an office through a nominating process. Nominations for steward will occur in the January after the Executive Board Election starting in January of 2024. Offices will be notified the term of office is up for the office steward and that a volunteer is needed to perform the function of nomination chair. If no one steps up to be a nomination chair, then the President may appoint someone from the Executive Board to perform the function of nomination chair.

- C. The Nomination Chair will notify members the nomination process has begun and ask for nominations to be submitted. Only members in the office can submit a nomination for steward. The Nomination Chair is not permitted to disclose the names of the nominees prior to the nomination selection occurring. **The Nomination Chair cannot be a nominee in their own office.** When notifying nominees of their nomination, **the Nomination Chair is limited to asking nominees whether the nominee accepts the nomination.**
- D. A candidate for steward must be a member in good standing for at least a year. This requirement may be waived by a majority vote of the Executive Board. The winner of the nomination process will be submitted to the President who will appoint the person to the position of steward. The term of office will be the same as for the officers of the Local.
- E. When a vacancy occurs in a steward position during the term of office, the nomination process will be followed. If there are no candidates for steward in an office, the President may appoint.
- F. In the event a steward needs to be removed from office, the President will appoint a 3 person committee consisting of Executive Board members and stewards who will conduct a fact finding review. The President will review the facts and submit the committee's review along with a recommendation of action. Any removal will require two thirds vote of the Executive Board.

## **Section 6. Elections**

- A. Nominations for officers shall begin in October of 2011 and then held every three years thereafter. The election will take place in November of the year the nominations are tendered. Candidates shall not run for more than one elected office; however, running as a delegate shall not be in conflict with an elected officer position. A runoff election, if necessary, shall be held within a month of the ballot counting. All persons holding office when these By-Laws are enacted shall remain in them until the next regularly scheduled election.
- B. ~~An Election Committee shall be elected by a majority vote of the Local members present and voting at a meeting preceding the start of the nomination procedure.~~ **The Executive Board will appointee the members of the election committee.** The election committee will be formed at least two months before ~~nominations~~ **the election date.**~~are due for the officer/delegate positions.~~ The election committee shall be comprised of no less than three members. If a larger committee is required, it shall contain an odd number of members. No member of the committee shall be a candidate for any office or delegate. No funds of the Local shall be used for

elections except for notices, factual statements of issues not involving candidates, and other expenses necessary for the holding and conducting of an election.

- C. Mail or electronic ballots will be used in the election of officers, delegates/alternates, constitutional amendments, and bylaw updates. Questions before the Local will be decided by a vote of the members present. Voting may occur first by voice vote, then the President or the presiding officer may request a roll call vote, or ballot vote. Properly authenticated proxies shall be accepted in lieu of manual ballots when members are unable to travel to the site of the special or regular meeting. All officers must be elected in accordance with the AFGE National Constitution. All election protests must be filed in accordance with the AFGE National Constitution.
- D. Delegates for the Local will be elected at the same time as the Executive Board officers. The President and Executive Vice-President will be delegates by virtue of office.
- E. Participation in all aspects of the caucus election process (notwithstanding the ability to campaign) require the member to be a duly elected delegate to the caucus from his or her Local only and be in good standing.

## **Section 7. Committees**

- A. Committees may be established by the Local and shall be comprised of members appointed by the President and subject to the approval of the Executive Board. The President is an ex officio member of all committees.

## **Section 8. Financial**

- A. Any expenditure that is in excess of 500 dollars that cannot be attributed to a membership approved budget category, needs to be referred to the membership for a vote at a special meeting of the Local.
- B. Any stipend that is in excess of \$50.00 a month needs to be approved first by a vote of the Executive Board and referred to the members for a vote at the next member's meeting.
- C. Officers and stewards who travel will be reimbursed at the GSA per diem rate for the locality area they travel to. Lodging will be reimbursed to the max of the GSA locality area traveled to, with the exception of attending meetings, conferences, or conventions where the rooms have been arranged by a third party.
- D. All mandatory assessments levied upon the Local by either AFGE or the NCFLL, including but not limited to per capita increases, will automatically be passed

through to the members. All other types of dues increases can only be done through a local wide secret ballot election.

- E. The President and Treasurer (or Secretary-Treasurer) of the Local are required to attend the Financial Officers Training class within 60 days of assuming office, whether elected or appointed, or the first available Financial Officers Training class if one is not available within 60 days of assuming office. Also, after taking the initial Financial Officers Training class, the President and Treasurer (or Secretary-Treasurer) are required to take the Financial Officers Training class every two years while holding office. This can be online or in person.

### **Section 9. Retirees**

- A. Dues for retired members may be paid by the Local. The retiree roster will be reviewed annually.