

**PETERSBURG MUNICIPAL EMPLOYEES ASSOCIATION
LOCAL 6132**

**ALASKA PUBLIC EMPLOYEES ASSOCIATION/AFT
(AFL-CIO)
BY-LAWS**

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ALASKA PUBLIC EMPLOYEES ASSOCIATION/AFT (APEA/AFT)
BY-LAWS**

SECTION I: ORGANIZATION

It shall be the objective of the Petersburg Municipal Employees Association to support the needs and best interests of the membership. To include the organizing of workers, to provide the benefits of unionism to all workers, and to protect and preserve the benefits obtained for members of this organization.

SECTION II: MEMBERSHIP

1. Member Requirements:

The membership of this Association shall be comprised of any person who is employed as a permanent full or part-time employee by the Petersburg Borough and is a Member in Good Standing.

A person shall be considered a member of this Association upon the employee's application for membership being received by this Association, together with a properly executed dues check-off authorization.

A Member in Good Standing of the Petersburg Municipal Employees Association is one who is currently paying dues and who does not owe the Association any money.

No person will be denied membership on the basis of race, creed, gender, sexual preference, national origin, religious or political belief, social status, or economic status.

2. Responsibilities and Rights of Members:

- A. Every member by virtue of their membership in this Local is obligated to abide by these By-Laws and the Constitution of the Alaska Public Employees Association/AFT Local 8050 (AFL-CIO) with respect to their rights, duties, privileges, and immunities conferred by them. Each member shall faithfully carry out such duties and obligations and shall not interfere with the rights of fellow members.
- B. The right to nominate candidates or vote in elections of the Local.
- C. The right to attend membership meetings, and to participate in the deliberations and voting upon the business of such meetings.

- D. The right to meet and assemble freely with other members and to express at meetings views upon candidates in an election of the Union or upon any business properly before the meeting, subject to the organization's established and reasonable rules.
- E. The right to information concerning the conduct of the Local's business.
- F. The right to appear before the Board allows for any person working in the bargaining unit employed by the Borough to come before the Board at a regular or annual meeting, providing they send written request to all members of the Board stating they wish to appear and the specific reason.

SECTION III: MEETINGS

A quorum at the annual, special and/or regular meetings shall consist of a minimum of seven (7) members, one of which must be an elected Officer.

1. Annual Meeting:

The annual meeting shall be held in May of each year and shall include any business requested by the Board.

The annual meeting shall include installation of Officers and approval of the annual budget.

A directory of Officers and Employee Representatives shall be published following the annual meeting and distributed to members, the Board, and the APEA/AFT Headquarters.

Minutes of all meetings shall be transmitted to APEA/AFT no later than thirty (30) days after each meeting.

2. Meetings:

- A. Regular meetings shall be held at least once every three (3) months. A minimum of five (5) days' notice shall be given to all members.
- B. Special meetings may be called by the President or two (2) members of the Board. A minimum of three (3) days' notice shall be given to members. Special meetings shall be limited to the business for which they were called.
- C. Board meetings shall be held the first Wednesday of every month to transact the normal business of PMEA and are open to all members.

Executive Session may be called when necessary to discuss a personnel issue or other matter requiring privacy as determined by the Board. The general nature of the topic to be discussed and the reason for requesting (justifying) Executive Sessions must be stated in an open meeting. A quorum shall consist

of seventy-five percent (75%) or more of the current Officers, including the President.

3. Rules of Order:

The proceedings of all meetings shall be governed by Robert's Rules of Order where not in conflict with the Article of Incorporation or By-Laws of the Local.

SECTION IV: COMMITTEES

1. Committees:

The President shall appoint committees with the concurrence of the Board, unless the committee is being appointed to investigate misbehavior on the part of the President. In this case, the committee members shall be appointed by the Board.

- A. By-Laws
- B. Scholarship
- C. Steering
- D. Finance and Audit

Other committees may be appointed as needed. Each committee shall give a report of their past year's activities at the annual meeting.

2. Labor Management Committee:

Labor Management Committee will consist of the President and the Employee Representatives.

SECTION V: VOTING AND ELECTION PROCEDURES

1. Election of Officers and Employee Representatives:

The election of Officers, Employee Representatives, and the contract negotiating team shall be performed using the following procedure:

- A. The President shall appoint an Election Judge and two (2) Tellers, who shall serve as an Election Board to conduct the election. No candidate for any office shall be eligible to serve on this Board.
- B. Nominations shall be closed fourteen (14) days after nominations forms and procedures are sent to the membership. Those nominated, after being found to be eligible by the Election Board, will have their names placed on ballots listed in alphabetical order for each respective office, beginning with President and continuing in the order named in these

PMEA By-Laws. Such ballots shall not contain any identifying numbers or marks.

- C. If a candidate is unopposed at the close of nominations, a ballot will not be required, and the candidate shall assume office at the completion of the balloting process.
- D. All eligible members will be able to vote for all positions up for election, regardless of worksite designation.
- E. The Secretary/Treasurer shall furnish to the Election Judge not less than twenty (20) days before the election, an alphabetical list of all members eligible to vote. All members in good standing and qualified shall be entitled to vote.
- F. The Board shall decide the last day on which ballots shall be received and the date, time, and place when the ballots will be counted, and this information shall be enclosed with the ballot sent to the members.
- G. The Election Judge shall mail, cause to be mailed, or hand deliver, to all eligible voters, an official ballot and two (2) envelopes. One (1) envelope shall be smaller than the other and shall have the word BALLOT stamped or printed on it. The larger envelope shall be preaddressed to the Election Board and shall contain a space in the upper left-hand corner where the member shall place his/her name and address. This package will be delivered to each eligible member at least fourteen (14) days before the date that the Election Board needs to receive them back.
- H. Upon receiving a ballot, the member shall make selection(s) and enclose the ballot in the smaller envelope marked BALLOT. This envelope shall be placed in the larger preaddressed envelope and placed in one of the collection boxes set out by the Election Board.
- I. The Election Board shall open the envelope, remove the smaller envelope marked BALLOT and deposit same in the ballot box with the other ballots. The member's name will then be checked off and the date will be recorded on the official roster list. Only one official roster list will exist for any election. No envelope received later than the time and date as determined and announced by the Executive Board shall be opened by the Election Board. Any outside envelope absent of the voter's name will be considered invalid and the ballot will be discarded.
- J. The Election Board shall count the ballots and certify the results in writing to the Executive Board immediately after the ballots have been counted at the annual meeting. Officers shall be sworn into office at the

general annual membership meeting in May, following the certification of the election.

- K. All election records including ballots shall be preserved for one (1) year from the date of election, after which same shall be destroyed unless a question has arisen in connection there with.
- L. Write-in votes are only permitted in the absence of a qualified nominee for office.
- M. The election shall be decided for the candidate receiving the most votes for a specific office.
- N. Any ties will be settled with a runoff election.
- O. Posting of outcome will be done the following day. Vacancies after the election will be filled by interest to the President and voted on by the Board.
- P. Candidates or their representative, one (1), may be present at the counting of ballots as an observer.
- Q. Vacancies shall be filled by a majority vote of the Board. Any person selected to serve due to a vacancy shall serve out the remainder of the term.

2. Contract Negotiation Team:

- A. Members in good standing shall elect up to three (3) members of the negotiating team. The Local Union President shall be an *ex officio* member of the Negotiation Team. These elected members of the Negotiation Team shall serve on the Team for the life of the contract which they participated in negotiating;
- B. The Negotiation Team is authorized by the membership to prepare and distribute to all Local Union members in good standing within the bargaining unit a survey requesting input and guidance for any upcoming negotiations;
- C. Modify the contract proposal during negotiations by directing the APEA/AFT spokesperson;
- D. Reach tentative agreement on a contract proposal;
- E. After ratification of a tentative agreement sign such agreement;

- F. Declare impasse and call for a strike vote authorization;
- G. Communicate with the Local Union membership concerning contract negotiations in accordance with negotiation ground rules; and
- H. Approve Letters of Agreement during the life of the negotiated contract.

Members interested in being part of the Negotiating Team will submit a letter of interest or verbally express interest to the President, and the membership will vote from that pool of interested parties. The letter of interest may be included on the ballot at the discretion of the member seeking the position. Due to the timing of contract negotiations, a separate nomination/election process may be held to elect the negotiating team.

3. Voting on Other Business:

The vote of all other business may be taken verbally, but when one-fifth (1/5) of the members present demand a “yea” or “nay” vote to be taken, it shall be done by a standing vote. Also, upon demand of one-fifth (1/5) of all members present, a secret ballot shall be used.

SECTION VI: CONTRACT RATIFICATION

A quorum for a contract ratification meeting shall be a minimum of two-thirds (2/3) of the total membership.

The negotiating team will conduct the ratification vote.

- A. The Secretary/Treasurer shall furnish to the President within one (1) day after receiving the request, an alphabetical list of all members eligible to vote. All members in good standing and qualified shall be entitled to vote.
- B. All voting shall be by secret ballot. Ballots, using the two (2) envelope system as previously explained under paragraph F of Section V, voting and election procedures, will be hand delivered to each available member of PMEA by members of the negotiating team along with a copy of the proposed contract, if available. The negotiating team will make every effort to explain changes in the proposed contract and answer questions from all members. Members will be given time to make their decision and schedule a time and place to have their ballot collected by no less than two (2) members of the negotiating team or mail their ballot in the preaddressed envelope.
- C. No ballot received after the date and time set by the negotiating team will be counted. The envelope marked “BALLOT” will be removed from the envelope marked with the member’s name, placed in the ballot box and the member’s

name will be checked off the official roster. Only one official roster will exist for any election.

D. The majority of two-thirds (2/3) membership must vote YES to ratify.

E. In the case of a tie, there will be discussion of the membership and another vote.

SECTION VII: AUTHORITY

The Board shall formulate policies and make necessary recommendations to the members pertaining to legislative objectives for submission to the APEA/AFT Board of Directors. They shall also approve the annual budget of PMEA, any changes in the budget and conduct PMEA business.

To include the engagement in cultural, civic, legislative, political, fraternal, educational, charitable, welfare, social, and other activities which further the interest of this organization and its membership, directly or indirectly.

SECTION VIII: DUTIES OF OFFICERS

The members of the Board shall consist of a President, Vice-President, Secretary/Treasurer and Employee Representatives.

Local Union Officers shall be elected by the members in good standing at the Annual Membership Meeting. Local Union Officers shall serve for a term of two (2) years.

1. President:

Shall preside at all meetings, appoint all necessary committees, be present at the Biennial Caucus and perform such duties as required or permitted by the By-Laws of APEA/AFT and PMEA.

2. Vice President:

Shall, in the absence of or upon request by the President, perform the duties of the President. The Vice President will serve as an alternate to the President on the negotiating team and also as a delegate to the Biennial Caucus.

3. Secretary/Treasurer:

The Secretary/Treasurer shall keep accurate records of all proceedings and shall be custodian of the records. The Secretary/Treasurer shall give notice of meetings as directed by the President and shall prepare copies of the minutes of all meetings. Copies shall be sent by either first class mail or emailed to APEA/AFT within thirty (30) days of the meeting. All subsequent corrections

or revisions to the minutes will be included with the minutes of the following meeting. A roll call attendance of all Employee Representatives and Officers shall be recorded by the Secretary/Treasurer, along with the total number of members present, and included with the minutes. The Secretary/Treasurer shall be responsible for such duties as may be required by the President.

The Secretary/Treasurer shall be the custodian of the property of the Local, shall keep accurate accounts of all receipts and disbursements, and shall make an itemized report to the Local at each regular meeting. The Local's accounts shall be open at all times and shall be audited annually. With the aid of the Board, the Secretary/Treasurer shall prepare an annual budget for the ensuing year to be submitted for approval to the members at the annual meeting in May. The Secretary/Treasurer shall also serve as alternate delegate to the Biennial Caucus.

SECTION IX: REMOVAL PROCEDURES

Removal from Office:

An Officer accused of malfeasance, misconduct, dereliction of duties, or failure to carry out objectives and policies of the Association and the office held; will upon petition by thirty percent (30%) of the members empowered to elect, be subject to a vote to remove. The narrative of the petition shall include the charges. The petition shall include documentation of the charges. A copy of the petition shall be provided to the Officer at least ten (10) days prior to the election to remove.

Membership status of the petition signers must be verified within fourteen (14) days.

Within fourteen (14) days of verification of the petition for election, a ballot shall be sent out. Included with the ballot shall be a written accusation and written rebuttal by the accused, if submitted. Members voting will have fourteen (14) days to return their ballots.

Retention or removal will be decided by a simple majority of votes cast.

Within five (5) days, the election results will be announced and will take effect immediately.

Any Officer missing three (3) consecutive meetings can be removed from their position by a majority vote of a quorum.

SECTION X: EMPLOYEE REPRESENTATIVES

1. Employee Representatives:

An Employee Representative is a Member in Good Standing and elected by members.

Purpose:

The purpose of the Employee Representative is to serve the members.

2. Selection Procedures:

The number of Employee Representatives elected shall not exceed four (4) representatives.

Within thirty (30) days of the annual meeting, the Secretary/Treasurer shall submit to the APEA/AFT headquarters a list of the work sites within the Local and the members empowered to elect.

3. Qualifications:

An Employee Representative shall hold permanent status, be a member of the APEA/AFT in good standing and shall remain a Member in Good Standing with PMEA.

Duties:

- A. Shall be familiar with the terms of the bargaining unit agreement and PMEA's By-Laws,
- B. Assist members with job related disputes and grievances,
- C. Participate in Employee Representative training,
- D. Distribute Association information,
- E. Orient new employees regarding PMEA and APEA/AFT,
- F. Conduct polls and surveys,
- G. Solicit information for negotiations,
- H. Attend meetings, and
- I. Work with professional staff and provide all information obtained in the investigation of a grievance or complaint.

4. Term of Office:

The term of office shall be for two (2) years, so long as the Employee Representative remains a Member in Good Standing.

SECTION XI: BOARD VACANCIES

Vacancies occurring on the Board shall be filled by appointment by the remaining Officers and shall hold office until the next annual meeting.

SECTION XII: ORDER OF BUSINESS

Order of Business:

The order of business at regular meetings shall be as follows:

- A. Call to Order
- B. Roll Call of Officers and Employee Representatives
- C. Reading and Approval of Previous Minutes
- D. Treasurer's Report
- E. Correspondence and Bills
- F. Report of Officers
- G. Report of Committees
- H. Unfinished Business
- I. New Business
- J. Announcements
- K. "Good of the Association"
- L. Adjournment

SECTION XIII: HANDLING OF FUNDS

Local dues. Any additional dues for Local 6132 above and beyond the APEA/AFT dues shall be established by a simple majority (50% + 1) of eligible votes of the membership.

All cash/check receipts shall be promptly deposited in the Local's bank account. Funds shall be disbursed only by a check signed by the Secretary/Treasurer and the President or Vice President. All expenditures shall be approved by the majority of the Board.

A Finance & Audit committee shall make an audit of the accounts of the Local two (2) weeks before the annual meeting and make their report at the annual meeting. And, the committee shall verify all assets and liabilities of the Local.

SECTION XIV: AMENDMENTS

Amendments to these By-Laws may be made at any time, when the proposed amendment is mailed to membership fourteen (14) days prior to the vote and approved by the majority of all votes cast.