

**ALASKA PUBLIC EMPLOYEES ASSOCIATION/AFT
PETERSBURG MUNICIPAL EMPLOYEE ASSOCIATION**

BY-LAWS

(REVISED 6-11-03)

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SECTION I – ORGANIZATION

1. Objective:

It shall be the Petersburg Municipal Employee Association's objective to support the needs and best interests of the Chapter membership.

2. Membership:

The membership of this Association shall be comprised of any person, who is employed as a permanent full or part-time employee by the City of Petersburg and is a member in good standing.

A person shall be considered a member of this Association upon his 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.

3. Chapter Board:

The members of the Petersburg Chapter Board shall consist of a Chair, Vice-chair, Secretary/Treasurer and employee Representatives.

SECTION II: MEETINGS

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

1. Annual Chapter Meeting:

Annual chapter meeting shall be held in May of each year and shall include any business requested by the Petersburg Chapter Board.

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

A directory of officers and employee reps shall be published following the annual chapter meeting and distributed to chapter members, the Chapter Board and the APEA/AFT Headquarters.

Minutes of all chapter meetings shall be transmitted to APEA/AFT no later than thirty (30) days after each chapter 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 Chapter Chair or two (2) members of the Chapter 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 the Chapter and are open to all members.

Executive Session may be called when necessary to discuss a personnel issue of other matter requiring privacy as determined by the Chapter 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 75% or more of the current officers, including the Chair.

3. Rules of Order:

The proceedings of all meetings of the chapter shall be governed of Robert's Rule of Order where not in conflict with the Article of Incorporation or By-Laws of the Association or Chapter.

SECTION III: COMMITTEES

1. Committees:

The Chapter Chair shall appoint committees with the concurrence of the Chapter Board, unless the committee is being appointed to investigate misbehavior on the part of the Chapter Chair. In this case, the committee members shall be appointed by the Chapter 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 years activities at the annual meeting.

2. Labor Management Committee:

Labor Management Committee will consist of the Chapter Chair, and the Employee Reps.

SECTION IV: VOTING AND ELECTION PROCEDURES

1. Election and removal of Officers and Employee Reps:

The election and removal of an officer, employee reps, and contract negotiators shall be done using the following procedure:

- A. The Chapter Chair 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. After letters of interest or verbal interest from potential candidates has been made and those interested are found to be qualified, the Election Board shall have ballots prepared listing in alphabetical order the names of all candidates 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. The letter of interest may be included on the ballot at the discretion of the member seeking the position.
- C. All voting shall be by hand delivered secret ballot.
- D. All 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 Chapter 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 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 words OFFICIAL 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 14 days before the date that the election board needs to receive them back.
- H. Upon receiving his/her ballot, the member shall make his/her selections and enclose the ballot in the smaller envelope marked OFFICIAL 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 envelopes, remove the smaller envelope marked OFFICIAL BALLOT and deposit same in the ballot box with the other ballots. The members 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 voters 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.
- 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 shall not be permitted.
- 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 Chapter Chair and voted on by the Chapter Board.

2. Contract Negotiations:

For contract negotiations, the negotiating team will consist of the Chapter Chair and two elected members from each worksite (4 total), one negotiator and one alternate. The primary negotiator will be determined by the candidate receiving the most number of votes, the candidate with the second highest amount of votes will be the alternate. The alternates will be kept abreast of developments in negotiations and shall have input in the direction the team members will take. Members interested in being part of the negotiating team will submit a letter of interest or verbally express interest to the Chapter Chair, 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.

3. Voting on other chapter business:

The vote of all business regarding the Chapter 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.

3. Worksites:

Worksites shall be defined as:

A. Site One (1):

- i. Finance Department
- ii. Library
- iii. Parks and Recreation
- iv. Police Department
- v. Fire Department
- vi. Harbor Department

B. Site Two (2):

- i. Public Works Department
- ii. Community Development
- iii. Motor Pool Department
- iv. Water Department
- v. Sanitation
- vi. Wastewater Department

SECTION V: CONTRACT RATIFICATION

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

The negotiating team will conduct the ratification vote.

- A. The Secretary/Treasurer shall furnish to the Chapter Chair within 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.
- C. The members name will then be checked off on the Official Roster list as they vote. Only one Official Roster list will exist for any election. No ballot received later than the time and date as determined and announced shall be counted.
- D. The majority of the 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 VI: AUTHORITY

The Chapter Board shall formulate the chapter 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 the chapter, or any changes in the budget and conduct chapter business.

SECTION VII: DUTIES OF OFFICERS

1. Chapter Chair:

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

2. Vice-Chair:

Shall, in the absence of or upon request by the Chair, perform the duties of the Chapter Chair.

3. Secretary/Treasurer:

The secretary/Treasurer shall keep accurate records of all proceedings and shall be custodian of the records for the unit chapter. The secretary/treasurer shall give notice of meetings as directed by the chair, shall prepare copies of the minutes of all meetings of the chapter. Copies shall be sent by first class mail to the Business Manager within thirty (30) days of the meeting. Included should be any subsequent corrections or revisions to the minutes of the following meeting. The secretary/treasurer shall be responsible for such duties as may be required by the Chapter Chair. A roll call attendance of all employee reps and chapter officers shall be recorded by the secretary/treasurer, along with the total number of members present and included with the report of the preceding meetings.

The secretary/treasurer shall be the custodian of the property of the chapter, shall keep accurate accounts of all receipts and disbursements and shall make an itemized report to the chapter at each regular meeting/ Chapter accounts shall be open at all times and shall be audited annually. With the aid of the Chapter officers, the secretary/treasurer shall prepare an annual chapter budget for the ensuing year to be submitted for approval to the members at the annual chapter meeting in May.

The terms of office for all officers shall be two (2) years.

SECTION VIII: REMOVAL PROCEDURES

1. Removal from Office:

A chapter 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 chapter 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 IX: EMPLOYEE REPRESENTATIVES

1. Employee Reps:

An Employee representative is a member in good standing and elected by members of the same chapter.

A. Purpose:

The purpose of the employee rep 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 chapter annual meeting, the chapter secretary/treasurer shall submit to the AEA/AFT headquarters a list of the work sites within the chapter and the members empowered to elect.

3. Qualifications:

An employee rep shall hold permanent status, be a member of the APEA/AFT in good standing and shall remain a member in good standing with the Chapter.

F. Duties:

- A. Shall be familiar with the terms of the bargaining unit agreement, association and chapter by-laws,
- B. Assist members with job related disputes and grievances,

- C. Participate in employee rep training,
- D. Distribute association information,
- E. Orient new employees regarding APEA/AFT,
- F. Conduct polls and surveys,
- G. Solicit information for negotiations,
- H. Attend Chapter meetings,
- I. Work with professional staff and provide all information obtained in the investigation of a grievance or complaint.

5. 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 X: VACANCIES IN CHAPTER OFFICERS

Vacancies occurring among the chapter officers shall be filled by appointment by the remaining officers and shall hold office until the next annual meeting.

SECTION XI: ORDER OF BUSINESS

1. 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 reps
- C. Reading and approval of previous minutes
- D. Treasurers report
- E. Correspondence and Bills
- F. Report of Chapter Officers
- G. Report of Committees
- H. Unfinished Business
- I. New Business
- J. Announcements
- K. "Good of the Chapter"
- L. Adjournment

SECTION XII: HANDLING OF FUNDS

1. Funds:

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

A finance & audit committee shall make an audit of the accounts of the chapter 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 association.

SECTION XIII: 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.