

BYLAWS
CITY of NOME EMPLOYEES ASSOCIATION, LOCAL 6141
ALASKA PUBLIC EMPLOYEES ASSOCIATION/AFT
(AFL-CIO)
ASSOCIATION

APPROVED: September 28, 2011

ARTICLE I
ORGANIZATION

SECTION 1: The Association shall elect a President, Vice-President, Secretary and Treasurer. These four (4) persons, shall be the Officers of the Association.

SECTION 2: The Association shall be entitled to two (2) members as delegates for the first one hundred (100) members and one (1) additional delegate for each additional one hundred (100) members, or fraction thereof. Delegates and officers may be one and the same.

ARTICLE II
PURPOSE

SECTION 1: The purpose of the City of Nome Employees Association is to advocate the best interests of the APEA City of Name Association employees.

ARTICLE III
MEETINGS

SECTION 1: ANNUAL ASSOCIATION MEETINGS

- A. The annual Association meeting shall be held in July and shall include all local Association business which any member desires to bring up at that time.
- B. A directory (list) of delegates and officers shall be published after the annual Association meeting and distributed to each delegate, worksite and Association President
- C. The Directory of current officers and delegates, shall be sent to APEA/AFT after the annual meeting.

SECTION 2: REGULAR MEETINGS

Regular meetings of the Association shall be held on a quarterly-basis, during the months of

January, April, July and October. The date and time for these meetings will be designated by the Association President. At least one (1) week's written notice will be given to the general membership prior to each regular meeting. Written notice may be in the form of a poster posted at-each worksite.

SECTION 3: SPECIAL MEETINGS

- A. Special meetings shall be called by the Association President at his/her request, or at the request of at least three (3) or more Association Members
- B. Special meetings shall be held within thirty (30) days of the request.
- C. Special meetings shall be limited to the reason(s) for which the meeting was called.

SECTION 4: COMMITTEES

Ad hoc committees shall be formed when deemed necessary by the Association President-and will consist of a minimum of three (3) Association members. The committees will function for as long as necessary to perform a specific task. The committee will be dissolved when the task has been completed.

**ARTICLE IV
VOTES REGARDING ASSOCIATION BUSINESS**

SECTION 1:

The vote on all business regarding the Association may be taken verbally.

Upon the demand of one-fifth (1/5) of all members present, a secret ballot shall be used.

SECTION 2:

Voting by proxy shall be permitted only to the extent that one (1) member shall not carry more than one (1) written proxy. When members know the issue to be voted on before the meeting and are unable to attend the meeting, the individual member may submit his/her vote to the Association President in writing prior to the meeting.

**ARTICLE V
QUORUMS**

SECTION 1: A quorum at regular, special and annual meetings shall consist of a minimum of five (5) Association members, one of which must be an elected officer.

SECTION 2: A quorum must be present before business can be legally transacted. The President should not take the chair until a quorum is present or there is no prospect of a quorum.

SECTION 3: The only business that can be transacted in the absences of a quorum is to take measures to obtain a quorum, to fix the time to adjourn and to adjourn or recess.

**ARTICLE IV
AUTHORITY**

A quorum of the Association shall formulate Association policy in conformance with statewide policy

**ARTICLE VII
QUALIFICATION OF DELIGATES, OFFICERS AND EMPLOYEE
REPRESENTATIVES**

SECTION 1: A person holding or seeking to hold office may do so provided that the person is a member in good standing of the Association and remain in good standing through the term of office. Good standing is any member in the Association that has paid his/her Association dues as a member and has fulfilled all conditions as specified in the State APEA/AFT and Association Constitution.

**ARTICLE VIII
ELECTION OF DELIGATES AND OFFICERS**

SECTION 1: Election of the Association delegates generally shall be held at the annual July meeting. The Association shall be entitled to two (2) delegates as stated in Article I – Section 2. Vacancies occurring for any reason among the Association delegates shall be appointed by the Association President and shall serve until the next annual July meeting in an odd year. Such appointments will have, to be approved by the general membership at the next regular meeting.

SECTION 2: Association officers generally shall be elected by secret ballot at the annual July meeting in odd years. Vacancies occurring for any reason among the officers shall be appointed by the Association President and shall serve until the next annual July meeting. Such appointments still have to be approved by the general membership at the next regular meeting.

A. Procedure of Elections:

The Nominating/Election Committee will conduct all general and special elections of the Association:

B. Secret Ballot:

Elections will be by secret ballot and will be overseen by the Nominating/Election committee. Ballots will be prepared in such a manner as to insure their secrecy.

C. Sixty (60) days prior to the date of the regular Annual Membership Meeting the committee will notify all members in writing of the opening of nominations for office.

D. Nominations will be received by the committee thirty (30) days prior to the Annual Membership Meeting.

E. A ballot will be prepared by the committee, for each member in good standing and available at the Annual Membership Meeting. Members will vote and place their

ballot in a ballot envelope and placed by the member in the closed election box.

And/Or

A ballot will be prepared by the committee consisting of a double envelope for verification and mailed or made available to each member in good standing no later than 15 days prior to the Annual Membership Meeting. The ballots will be returned to the election committee no later than 15 days from the date originally sent to the members.

- F. 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.
- G. Write-in votes are only permitted in the absence of any qualified nominee for office.

SECTION 3: If an Association officer misses a total of three (3) meetings for any reason, within any twelve (12) consecutive months of his/her term, a quorum of the general membership may declare the office vacant. Written notice to the officer's last known address shall constitute removal. A copy of the notice shall be sent to the State Association Headquarters.

SECTION 4: TERMS OF OFFICE: Officers shall be elected for two (2) year term and shall take office at the time of their election.

SECTION 5: RECALL OF OFFICERS: Any officer who is charged with nonfeasance or malfeasance may be removed by a two-thirds (2/3) vote of the general membership present at the meeting. Officers in question will be notified of the charges and may present their case to the assembled general membership prior to a vote being taken.

ARTICLE IX DUTIES OF THE OFFICERS

SECTION 1: DUTIES OF THE PRESIDENT:

It shall be the duty of the President to preside at all meetings of the Association, to appoint all necessary committees, and to fulfill other such duties as may be required by the by-laws of the Association.

The President will be, by office, a delegate to the convention of the American Federation of Teachers and biennial caucus of the Alaska Public Employees Association/AFT and the biennial convention of the Alaska State AFL-CIO.

SECTION 2: DUTIES OF THE VICE-PRESIDENT:

It shall be the duty of this office to perform the duties of the President in the absences of, or on the request of, the President. The Vice-President shall take the place of the President should the President's office be vacated until the next regular meeting when the general membership can vote for a new President.

The Vice President may be, by office, a delegate or alternate delegate to the convention of the American Federation of Teachers and biennial caucus of the Alaska Public Employees Association/AFT and the biennial convention of the Alaska State AFL-CIO.

SECTION 3: DUTIES OF THE SECRETARY:

The Secretary shall keep accurate records of all proceedings and shall be custodian of the records, except financial records, of the Association. The Secretary shall also give notice of meetings as directed by the President. The Secretary shall prepare copies of the minutes of all meetings of the Association. Copies shall be sent by first class mail to the Executive Director and the Regional Field Office within ten (10) days of the meetings. A roll call attendance of all delegates, officers and general membership present at each meeting shall be recorded by the Secretary and shall be included with the report of proceedings for all meetings.

The Secretary may be, by office, a delegate or alternate delegate to the convention of the American Federation of Teachers and biennial caucus of the Alaska Public Employees Association/AFT and the biennial convention of the Alaska State AFL-CIO.

SECTION 4: DUTIES OF THE TREASURER:

The Treasurer shall be custodian of the funds of the Association. The Treasurer shall keep accurate accounts of all receipts and disbursements and shall make an itemized report to the Association at each regular meeting. The Treasurer's accounts shall be open at all times and shall be audited annually or upon special request of the President.

The Treasurer may be, by office, a delegate or alternate delegate to the convention of the American Federation of Teachers and biennial caucus of the Alaska Public Employees Association/AFT and the biennial convention of the Alaska State AFL-CIO.

SECTION 6: DUTIES OF THE DELEGATES:

Delegates shall perform duties in compliance with APEA/AFT and AFT Constitutions

**ARTICLE XI
RULES OF ORDER AND ORDER OF BUSINESS**

Rules of order at all meetings will be in accordance with "Robert's Rules of Order", and as stated in the Association's by-laws.

**ARTICLE XII
Contract Negotiations**

SECTION 1: CONTRACT PROPOSAL

For purposes of contract negotiations, only the Association members of the collective bargaining unit will determine the content of the unit's proposal or settlement.

SECTION 2: SELECTION OF THE NEGOTIATION TEAM

- A. Nominations will be open 30 days prior to an election of the negotiators and will need to be submitted in writing to the President.
- B. A ballot will be prepared and distributed seven (7) days before the election.
- C. There shall be five (5) members of the negotiating team and one (1) alternate. At least one (1) of the members of the negotiating team shall be employed at the Nome Police Department.
- D. No more than two members can be represented from the same department.
- E. The term of the negotiating team is for the length of the contract in which they participated in negotiating.

SECTION 3. AUTHORITY OF THE NEGOTIATING TEAM

- A. Prepare and distribute to all Association members of good standing within the bargaining unit a survey requesting input and guidance for any upcoming negotiations.
- B. Negotiate ground rules prior to 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 membership of Association concerning contract negotiation.
- H. Approve Letters of Agreement during the term of the negotiated contract.

SECTION 4: RESPONSIBILITIES OF THE NEGOTIATING TEAM

- A. Within fourteen (14) working days provide all Association members of good standing within the collective bargaining unit a copy of the tentative agreement or the employer's final offer in a suitable format to show comparison of old contract language and all proposed changes, and a written opinion specifying the pros and cons of the agreement.
- B. Conduct a ratification vote of Association members at an Association meeting for those members in good standing within the bargaining unit.

SECTION 5: CONTRACT RATIFICATION

Voting on the contract shall be by secret ballot and shall be decided by the majority of votes cast.

SECTION 6: IMPASSE PROVISIONS

If an impasse occurs during negotiations, the negotiating team shall poll all Association members in good standing within the bargaining unit to determine whether a strike vote by all members

who are not class one's (1) should be taken. The question shall be decided by a majority of votes cast. Balloting will be in accordance with Article V.

**ARTICLE XII
STRIKE PROCEDURES**

Shall be in accordance with Alaska Public Employees Relations Act

**ARTICLE XIII
AFFILIATION**

Section 1 The Association recognizes APEA/AFT as its exclusive representative for the purposes of administration of a collective bargaining agreement. The Association shall control the content of contract proposals and shall direct APEA/AFT as to its concerns during negotiations.

Section 2 The Association will maintain its affiliation and contract administration services, with all rights and responsibilities set forth in the APEA/AFT Constitution.

In case of a conflict between Association Bylaws, the APEA/AFT Constitution shall prevail except in conflicts wherein the APEA/AFT Constitution and practices would place the autonomy and the AFT Local status in structural or organizational jeopardy.

**ARTICLE XIV
AMENDMENTS**

SECTION 1: Notification of intent to amend the Association by-laws shall be posted two (2) weeks prior to a regular meeting.

SECTION 2: Amendments to Association by-laws may be made by two-thirds (2/3) of all votes cast at a regular meeting.

As ratified by the membership on September 28, 2011