

**Rules of the Statewide Bargaining Advisory Committee (SBAC)
And
Bargaining Unit Negotiating Council (BUNC)
Approved by
Service Employees International Union (SEIU) Local 1000**

1. PURPOSE

Within the framework of the Bylaws and Policy File of SEIU Local 1000, the purpose of the bargaining unit SBAC and BUNC is to accomplish the following:

- 1.1 To represent the interests of employees within the jurisdiction of the bargaining unit SBAC and BUNC, this may consist of both District Bargaining Unit Representatives (DBURs), and Classification Bargaining Unit Representatives (CBURs);
- 1.2 To establish goals and objectives with respect to all matters of employee-employer relations, including salaries, hours, benefits and other terms and conditions of employment which relate to the members of this bargaining unit;
- 1.3 To serve as a medium of representation and communication for and between members of this bargaining unit in relation to other units, the Board of Directors, and in negotiations for the members with the appropriate state authority under collective bargaining;
- 1.4 To organize the members serviced by the SBAC and BUNC for collective bargaining with the State of California and all subsequent negotiations;
- 1.5 To recruit all persons eligible for membership in SEIU Local 1000 and within the jurisdiction of the bargaining unit;
- 1.6 To meet and confer as required and inform the District Labor Councils (DLCs) and/or the classification groups of the outcome;
- 1.7 To conduct surveys for determining bargaining issues;
- 1.8 To supply information to all SBAC representatives for contract ratification/strike vote meetings; and
- 1.9 To submit organizing and recruitment plans to the SEIU Local 1000 Board of Directors for approval before implementation.

2. SIZE OF THE UNIT SBAC

- 2.1 The Unit 3, 4, 11, 15, 17 and 20 SBAC shall consist of one (1) DBUR for each DLC with a bargaining unit member within its jurisdiction unless an alternative SBAC structure has been approved by the Local 1000 Board of Directors.
- 2.2 Unit 1 utilizes Policy File Section 7CSD0.04 which allows for the establishment of an alternative SBAC structure. The Unit 1 SBAC shall consist of one (1) DBUR for each DLC with a bargaining unit member within its jurisdiction and twenty five (25) CBURs to be seated in the following order, the geographic areas will correspond with the DBUR DLC information in section 3.2.

CBUR SBAC SEATS		
ORDER	AREA (See section 3.2)	MEMBERS
Administrative & Analytical	Sacramento	5
	Coastal/Central	1
	Southeast/Southwest	1
Employment & Health Services	Sacramento	1
	Coastal	1
	Central	1
	Southeast	1
	Southwest	1
Environmental & Consumer Protection	Statewide	2
Finance	Sacramento	3
	Coastal/Central	1
	Southeast/Southwest	1
Information Technology	Sacramento	3
	Non-Sacramento	1
Research & Communications	Statewide	2

- 2.3 Unit 14 utilizes Policy File Section 7CSD0.04 which allows for the establishment of an alternative SBAC structure. Approximately 40% of the Unit 14 membership is congregated in the Department of General Services, Office of State Publishing, located in DLC 784. In order to ensure adequate numbers for a representative SBAC and BUNC Unit 14 DBURs are elected in the following manner: OSP will elect one (1) DBUR for each ten percent (10%) of the statewide Unit 14 membership within the DLC or any fraction thereof. Unit 14 DBURs from other DLCs shall be elected following the usual election process for DBURs.
- 2.4 Unit 21 utilizes Policy File Section 7CSD0.04 which allows for the establishment of an alternative SBAC structure. Approximately four/fifths (4/5) of Unit 21 membership is congregated in the California Department of Education (CDE) and the California Community Colleges Chancellors Office (CCCCO). In order to ensure adequate numbers for a representative SBAC and BUNC, Unit 21 DBURs are elected in the following manner: Unit 21 shall consist of one (1) DBUR for each DLC with a bargaining unit member within its jurisdiction. In addition, CDE and CCCCCO will elect one (1) DBUR

for each ten percent (10%) of the total Unit 21 membership within the agency, or any fraction thereof.

3. STRUCTURE OF THE UNIT BUNC

3.1 The Unit 3, 4, 11, 14, 15, 17, 20 and 21 BUNC shall be comprised of at least five DBUR seats and up to three alternates for the first 10,000 workers in the unit. Thereafter, one additional BUNC member and alternate shall be added for every 10,000 workers or any fraction thereof.

- a) At least five (5) seats, elected from among the SBAC membership present, shall be designated the BUNC; and
- b) At least three (3) seats, elected from among the SBAC membership present, shall be designated the BUNC Alternate. These seats shall be elected in order of first alternate, second alternate, third alternate and so on.

3.2 Unit 1 utilizes Policy File Section 7CSD0.04 which allows for the establishment of an alternative SBAC structure. The Unit 1 BUNC shall consist of twenty (20) members and fourteen (14) alternates distributed in accordance with the following DBUR and CBUR BUNC and BUNC alternate designations:

DBUR BUNC MEMBERS			
AREA	DLCs	MEMBERS	ALTS
Sacramento	761, 762, 764, 765, 766, 767, 768, 769, 781, 782, 784, 785, 786, 787, 788, 789, 790, 792, 793, 794, 795, and 799	4	2
Coastal	741, 742, 743, 744, 746, 747, 749, 750, 751 and 752	1	1
Southeast	701, 702, 703, 704, 705, and 710	1	1
Southwest	706, 721, 722, 723, 724, 725, and 727	1	1
Central	707, 726, 729, 770, 771, and 772	1	1
Statewide	All DLCs	2	2

CBUR BUNC MEMBERS		
CLASSIFICATION GROUP	MEMBERS	ALTS
Administrative & Analytical	2	1
Finance	2	1
Employment & Health Services	2	1
Information Technology	2	1
Environmental & Consumer Protection	1	1
Communications & Research	1	1

- 3.3 Unit 21 utilizes Policy File Section 7CSD0.04 which allows for the establishment of an alternative SBAC structure. The Unit 21 BUNC shall be distributed in accordance with the following DBUR BUNC and BUNC alternate designations:

DBUR BUNC MEMBERS		
DEPARTMENT	MEMBERS	ALTS
California Department of Education	2	
California Community Colleges Chancellors Office	1	
Statewide	2	3

4. ELECTION OF THE BUNC

- 4.1 To be eligible for the BUNC you must be a DBUR or CBUR.
- 4.2 The term of office for BUNC members shall coincide with the term of office specified in the Local 1000 Policy File.
- 4.3 Method of BUNC Elections:
- a) All candidates must be DBURs or CBURs and shall be nominated and elected by the SBAC in accordance with Robert’s Rules of Order, Newly Revised.
 - b) The President shall appoint an election committee of non-candidates to conduct the election.
 - c) Voting shall be by secret ballot of all DBURs/CBURs present.
 - d) Candidates for this office shall be permitted to make a brief candidate statement before the ballots are cast.
 - e) To be elected, a person must receive a majority of the votes cast.
 - f) If one person does not receive a majority of the votes cast, the person that received the lowest number of votes shall be removed and votes shall be cast again.
 - g) If there is a tie after all votes are cast then the tie shall be broken by lot.
- 4.4 The SBAC members shall elect, from the BUNC members, a Chairperson, Vice-Chairperson and an Alternate Vice-Chairperson by secret ballot in conformance with Robert’s Rules of Order, Newly Revised. The term of office for the BUNC officers shall coincide with term of the BUNC.

5. DUTIES

- 5.1 The Unit Chairperson shall:
- a) Represent the Unit on the Local 1000 Board of Directors;
 - b) Chair meetings of the SBAC and BUNC;
 - c) Carry out the policies set by the SBAC and BUNC;
 - d) Perform those duties normally assigned to that office;
 - e) Appoint all standing committees; and
 - f) In conjuncture with the Local 1000 president, be the Unit representative and the official SBAC and BUNC Spokesperson in all matters affecting the unit.

- 5.2 The Vice-Chairperson shall serve as the Chairperson in the absence of the Chairperson. In the event of the resignation, death or removal of the Chairperson, the Vice-Chairperson shall become temporary Chairperson until a special election can be held.
- 5.3 The Alternate Vice-Chairperson shall serve as the Chairperson in the absence of the Chairperson and Vice-Chairperson. In the event of the resignation, death or removal of the Vice-Chairperson, the Alternate Vice Chairperson shall become temporary Vice-Chairperson until a special election can be held. In the event of the resignation, death or removal of both the Chairperson and the Vice-Chairperson, the Alternate Vice-Chairperson shall become temporary Chairperson until a special election can be held.

6. VACANCIES

- 6.1 When a BUNC seat becomes vacant, the alternate shall assume the vacant position in order of the first alternate seat to the last alternate seat. The SBAC shall be notified of the appointment made. Any vacant alternate position shall be elected at the next regularly scheduled SBAC meeting.
- 6.2 When a CBUR vacancy occurs, the Chairperson will make a tentative appointment from the Unit 1 stewardship, within the appropriate classification group and geography. Such appointment shall take effect immediately upon written notification of both the Vice President for Organizing/Representation and the Vice President for Bargaining, but must be ratified by the next BUNC and/or SBAC meeting. The pertinent minutes shall be delivered to the Vice President for Organizing/Representation.

7. REMOVAL FROM OFFICE

- 7.1 Any BUNC officer or member may be removed from office for just and proper cause, at any time upon proper motion and by majority vote of the BUNC.
- 7.2 The person removed may appeal the removal to the SEIU Local 1000 President by written request within fifteen (15) days after formal removal. Response to an appeal should be made within fifteen (15) days.

8. MEETINGS

- 8.1 All meetings of the SBAC and BUNC shall be held in conformity with SEIU Local 1000 rules. Open meetings are not restricted in attendance. Closed meetings are restricted to the SBAC and BUNC members, appropriate support staff and/or members of the bargaining unit. Executive sessions are restricted to the elected members of the BUNC, authorized officers and such other persons as may be designated by the BUNC. All discussions at an executive session shall be considered confidential.
- 8.2 Normally, notice shall be given to the members at least thirty (30) days prior to the meeting date. In urgent situations, notice shall be given to members at least five (5) days prior to the meeting date. Notice of meeting shall be the responsibility of the Chairperson.
- 8.3 A simple majority of the SBAC or BUNC members shall constitute a Quorum for either group.

- 8.4 In the event of a temporary absence of a BUNC member, the alternate shall substitute for that meeting. The Chairperson shall advise the SEIU Local 1000 President of all substitutions. The alternates shall have full rights as a member of the BUNC for the duration of the meeting. In the case of an emergency, the Chairperson may designate an alternate from the area where a vacancy exists.
- 8.5 The Chairperson may appoint a minute taker when appropriate for meeting(s) of the SBAC or BUNC. The minute taker shall be responsible for taking minutes of the respective meeting. A draft of the minutes (if any) shall be made available by mail, e-mail and/or posting on the SEIU 1000 website to every member of the respective body with the next draft agenda. The draft of the minutes shall be approved at the next meeting of the respective body.

9. ORDER OF BUSINESS

- 9.1 The order of business of all meetings of the SBAC shall be as follows:
The Chairperson shall prepare an agenda for the meeting. The proposed agenda is subject to amendment and shall be adopted by a majority vote of the body.

10. VOTING

- 10.1 On all matters before the SBAC and BUNC, all members present shall have a right to vote. A majority of votes cast shall constitute the decision of the SBAC or BUNC.
- 10.2 Proxy votes shall not be allowed under any circumstances.

11. ABSENCES

- 11.1 Attendance at SBAC and/or BUNC meetings and/or trainings by the appropriate members shall be required unless excused for a good cause by the Chairperson. One (1) unexcused absence may be cause for removal from the BUNC by majority vote of the BUNC.
- 11.2 When an SBAC member has two (2) or more unexcused absences, the Vice-President of Organizing/Representation, shall declare the position vacant.
- 11.3 The Chairperson shall contact any SBAC member, (and, in the case of DBURs, the affected DLC President), who has an unexcused absence.

12. PARLIAMENTARY PROCEDURES

- 12.1 The SEIU Local 1000 Policy File, SBAC and BUNC Rules, and Robert's Rules of Order, Newly Revised, in that order, shall govern the procedures of the SBAC and BUNC meetings.

13. RATIFICATION OF CONTRACTS

- 13.1 The BUNC shall negotiate and make a recommendation, with the concurrence of the SBAC, for ratification of a tentative contract by the membership, with a majority vote. This vote shall constitute the decision of the full BUNC.
- 13.2 It shall be the responsibility for all DBURs/CBURs to work on and recommend ratification of the newly negotiated contract.
- 13.3 Once the contract has been ratified, it is the duty of the BUNC to comply with the wishes of the membership and duly sign the contract. Failure to do so is grounds for removal from the BUNC.
- 13.4 The BUNC Chairperson with concurrence of the majority of the BUNC shall have the authority to sign tentative agreements. The BUNC members shall have the authority to sign the contract.
- 13.5 Ratification procedures shall be in accordance with the SEIU Local 1000 policy file.

14. AMENDING THE RULES

- 14.1 Any SBAC member may propose amendment of these rules.
- 14.2 Any amendment of the rules shall require a majority vote of the SBAC prior to adoption.