

# EXISTING POLICY RESOLUTIONS DOCUMENT

## SEIU LOCAL 503, OREGON PUBLIC EMPLOYEES UNION

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**Note:** The Existing Policy Resolutions Document contains policies adopted at General Council over a period of 4 years. See AP&P Article V.(2016 EPRD)

# SEIU LOCAL 503, OPEU EXISTING POLICY RESOLUTIONS DOCUMENT

2014 TO DATE

## BYLAWS COMMITTEE

### AMEND BYLAWS TO RECONFIGURE GEOGRAPHIC AREAS BY COUNTY (BL #15/2014) (AMENDED)

The President shall appoint a committee of 7 members, approved by the Board of Directors. The committee shall redefine the regions listed in Appendix 1 so the regions are based on counties and are as reasonably apportioned based on number of represented workers as possible.

The recommendation shall be presented to the Board of Directors no later than February 1, 2015 and implemented in time to use the new regions in 2016. The reconfiguration shall remain in effect unless overturned pursuant to a resolution passed at General Council 2016. Directors and Assistant Directors are elected to seats as set forth in Appendix 1 of this document, provided that a member may only run for one Director or Assistant Director seat. The Board may assign newly organized workers to representative groups and geographic regions as needed.

**Status:** The Redistricting Committee Report was presented and adopted at the May 16, 2015 Board meeting. No further action.

### INITIATION FEE – SAME AS 2 MONTHS’ DUES (BL #18/2014) (AMENDED)

#### ARTICLE XIX - DUES

Section 1. Union dues shall be as follows:

(a) Dues for active and staff members are 1.7 percent (1.7%) or \$5.00 (five dollars), whichever is greater, of the member’s gross monthly salary for time in regular pay status.

(b) Dues for associate members are \$10.00 (ten dollars) per month.

(c) Semi-active members may continue in good standing by continuing to pay associate dues while on semi-active status. The semi-active member may make payment to the Union up to 90 (ninety) days after the end of their season.

(d) Dues for retiree members shall be no more than \$4.17 (four dollars and seventeen cents) per month payable semi-annually in January and July each year. Retiree members may make alternate payment arrangements. Persons joining during one of the semi-annual periods may pay prorated dues to the end of the period including the month in which they join. Each person eligible for retiree membership shall be sent a notice that his/her membership will be converted to a temporary retiree membership and carried at no cost to the member for 90 days. Included in this notice will be information on the benefits of continuing as a retired member of the Union, and an application form for continuing membership beyond the 90 days. A person becomes a permanent member upon formal application and payment of dues.

(e) Dues payments will not be required for retired members who have reached age seventy-five (75) and have been dues paying members (active or retired) for the previous ten (10) years.

(f) All newly-enrolling members, in any of the above categories, shall pay an Initiation Fee. The amount of the Initiation Fee will be equal to and in lieu of two (2) months of dues for each new member and shall be collected in two (2) monthly installments.

That SEIU Local 503 Bylaws Article III – MEMBERSHIP, Section 8 be amended as below:

### **ARTICLE III – MEMBERSHIP**

Section 8. Membership is contingent upon payment of dues and/or initiation fees as provided in this document. (See Article XIX)

That the change to Article XIX – DUES above and to Article III – MEMBERSHIP above shall become effective only upon a majority vote of the membership in a mail ballot referendum to be completed by March 31, 2015.

**Status:** Implemented April 2015.

#### **SEIU BYLAWS GENDER NEUTRAL LANGUAGE (BL #2/2016)**

SEIU Local 503's Bylaws have been amended throughout to reflect gender neutral language.

**Status:** Implemented August 2016.

#### **BYLAWS, APPENDIX 4, DISCIPLINARY PROCESS TRIALS AND APPEALS (BL #3/2016) (AMENDED)**

##### **APPENDIX 4**

**(See Article VI Section 1 of Bylaws)**

##### **DISCIPLINARY PROCESS TRIALS AND APPEALS**

Section 1. Purpose of Appendix 4.

The disciplinary process set forth in this Appendix applies to members and officers in their capacity as members and shall be used to determine charges of misconduct brought under Article VI of these Bylaws.

Section 2. Filing of Charges.

(a) Charges against any Member or Officer shall be filed with the Secretary-Treasurer of the Union unless the charges filed are against the Secretary-Treasurer in which case they shall be filed with the President. The charges must specify the conduct or acts that the Charging Party believes constitute misconduct and the Section(s) of Article VI of these Bylaws the Charging Party believes have been violated.

(b) The charge must be accompanied by any documents, sworn statements or other evidence that the Charging Party believes support the charge(s).

(c) No charges may be filed more than six months after the Charging party learned, or could have reasonably learned, of the conduct which is the basis of the charges.

Section 3. Service of Charges on Charged Party.

(a) The Secretary-Treasurer or President shall promptly provide a copy of the charge and any supporting documents to the Chair of the Member Representation Committee (MRC).

(b) The Chair of the MRC shall cause a copy of the charge and any supporting documents to be

sent to the Charged Party by certified mail, return receipt requested, directed to the last known address of the Charged Party.

(c) The materials sent to the Charged Party shall include a letter informing the Charged party that they have 30 days from receipt of the letter to submit to the MRC Chair any documents, sworn statements or other evidence that the Charged Party believes are relevant to the charges and their defense to the charges.

(d) Upon receipt of the materials submitted by the Charged Party, the MRC Chair shall cause copies of that material to be delivered promptly to the Charging Party.

#### Section 4. MRC Determinations.

(a) Upon receipt of the materials submitted by the Charging Party and the Charged Party, the MRC shall meet within 45 days for purposes of assessing whether reasonable cause exists to believe that the charges at issue have merit.

(b) The Charging Party and the Charged Party shall receive written notice of such meeting no less than 10 days prior to the meeting and may appear at the meeting to present argument to the MRC. Both parties may submit written statements prior to the MRC meeting

(c) If the MRC determines that the charges were untimely filed or that there is no reasonable cause to believe that the charges have merit, it shall issue a direction dismissing the charges and state the reasons for the dismissal. The MRC shall prepare a written statement of its reasons for dismissing the charges and provide the Charging Party and the Charged Party with that statement by certified mail, return receipt requested. The MRC shall also submit the written statement of its determinations to the Board of Directors.

(d) If the MRC determines there is reasonable cause to believe the charges have merit, it shall so inform the Charging and Charged Parties and shall also convey that determination, in writing, to the Union President accompanied by a recommendation that the Board of Directors approve a Trial Committee to determine whether the charges have merit. Copies of that determination and recommendation shall be provided to the Charged and Charging Parties by certified mail, return receipt requested.

#### Section 5. Appointment of Trial Committee.

(a) At the next regularly scheduled meeting of the Board of Directors, after receipt of the determination/recommendation set forth above in Section 4(d) the President or the Vice-President where the President is the Charged party, shall appoint, with approval from the Board, a four

(4) member Trial Committee, along with four (4) alternates, to hear evidence on the charges.

(b) The Trial Committee shall be chaired by the Secretary-Treasurer unless the Secretary-Treasurer is the Charged or Charging Party in which case the President shall serve as Chair.

(c) Trial Committee members and the Trial Committee Chair shall not be from the same sub-local as either the Charged or Charging party.

(d) The staff advisor to the MRC shall serve as neutral advisor to the Trial Committee as well as to the Charged and Charging parties on trial practice and procedures.

(e) The Trial Committee shall appoint the Charging party or another member of the Union who is not an attorney to present the charges and the relevant evidence on behalf of the Charging party. The Charged party may appear with a representative who shall be a member of the Union and may not be an attorney.

(f) Absent good cause, the Trial Committee shall meet to hear evidence and render a decision on the charges within 30 days of its appointment.

#### Section 6. Trial Committee Hearing and Determinations.

(a) The hearing shall take place and the Secretary-Treasurer (or President) shall serve as the presiding officer.

(b) The Charged and Charging Parties and/or their representatives may appear in person or remotely.

(c) The hearing shall proceed with opening statements. The Charging Party shall proceed first and present all of their evidence in the form of testimony, documents or other relevant evidence. The Charged Party shall then present their case in the same manner. Each side shall be permitted to make closing arguments.

(d) At the hearing, each side shall be permitted to present and cross examine witnesses. Witnesses shall testify under oath administered by the presiding Officer.

(e) Upon closing of the record, the Trial Committee shall enter in deliberations in executive session that shall include only the Trial Committee, the staff advisor and any other person the Presiding Officer deems necessary.

(f) The Trial Committee shall deliberate until such time as it reaches a decision on the merits of the charges. A determination to dismiss or find merit to all or some of the charges must be made by majority vote. If the charges are found to have merit, the Trial Committee shall determine the appropriate penalty which may range in severity from a written sanction to expulsion from the Union or any other punishment or remedy that is deemed just and proper including reimbursement of moneys to the Union or fines.

(g) The Trial Committee shall render its determination within 45 days and shall prepare a written determination, with dissenting opinions if applicable, and deliver the written determinations to the Parties by certified mail and to the President of the Board who shall report back to the Board.

#### Section 7. Appeals

(a) When the MRC has dismissed charges under Section 4(c) above or the Trial Committee has dismissed or sustained charges pursuant to Section 6(f), those written determinations shall be transmitted to the Board of Directors, the Charging Party and Charged Party. Either party may file an appeal of that action including the level of sanction imposed, to the Board of Directors within 15 days of the date of the applicable dismissal order or direction.

(b) Such appeal must be in writing and may only rely on evidence that was presented in the process outlined above, unless evidence is newly discovered.

(c) The Board may, at its sole discretion permit the Parties or their representatives to engage in oral argument before it on any appeal.

(d) The Board shall sustain the decision made by the respective committee unless it finds clear and convincing evidence that the determination was in error or the penalty provided was not appropriate.

(e) In the event no appeal to a dismissal of charges is filed, the Board may, by motion supported by a majority vote, remand the matter to the appropriate committee for reconsideration of issues and questions set out by the Board .

#### Section 8. Exhaustion of Remedies.

Subject to the provisions of applicable statutes, every Member or Officer of the Union against whom charges have been made and disciplinary action taken as a result thereof or who claims to be aggrieved as a result of adverse rulings or decisions rendered, agrees, as a condition of membership and the continuation of membership to exhaust all procedures provided for herein, in the Constitution and Bylaws of the International Union and the Local Union, and further agrees not to file or prosecute any action in any court, tribunal or other agency until those remedies have been exhausted.

#### Section 9. Determinations Final and Binding.

Article VI of these Bylaws shall be enforced exclusively through the procedures provided in this Article and any decision rendered pursuant to the procedures provided for herein, including any appeals, shall be final and binding on all parties and not subject to judicial review.

END OF APPENDIX 4

**Status:** Implemented August 2016.

#### UPDATING PURPOSE STATEMENT (BL #4/2016) (AMENDED)

#### **ARTICLE II - PURPOSE VISION STATEMENT**

We envision a just and vibrant society where everyone is treated with dignity and respect, where all workers can provide for themselves and their families.

#### PURPOSE STATEMENT

Our Union is a labor organization established to represent and work for the benefit of both public and private sector members on matters of, including but not limited to, employment relations, collective bargaining and contract administration including arbitration and other remedies of law and rule.

Our Union is committed to operating democratically, openly, and through the leadership of its members. We seek to empower our members and their communities to overcome injustice and inequity

so that everyone has equal access to opportunity.

**Status:** Implemented August 2016.

ARTICLE VI, MISCONDUCT OF MEMBERS (BL #5/2016)

**ARTICLE VI - MISCONDUCT OF MEMBERS**

Section 1. Members who engage in the following or other forms of misconduct shall be subject to discipline up to and including revocation of membership and expulsion from the Union pursuant to the disciplinary procedures set forth in Appendix 4 of these Bylaws.

- (a) Fail to pay dues and lawful assessments as called for in Article XIX;
- (b) Engage in the following conduct:
  - (1) Conspire with management to the detriment of the Union or with them in collusion against collective bargaining by the Union;
  - (2) Solicit another labor organization or solicit other Union members or other employees eligible for Union membership to become a member of another labor organization;
  - (3) Pass information or initiate petitions which:
    - a. Call for a new labor organization; or
    - b. Seek to decertify the Union;
- (c) Engage in corrupt or unethical practices or racketeering;
- (d) Financial malpractice;
- (e) Publish or make public statements that declare or imply that the Union endorses, opposes or recommends a ballot measure, political candidate, legislation or any other position when the Union has not, in fact, done so; Solicit funds or enter into any contract or other arrangement regarding goods, property, or services in the name of the Union, or in such a manner as to imply endorsement by the Union, unless approved by the General Council or by the Board. This limitation shall not apply, however, to activities with a strictly social purpose;
- (f) Knowingly make false statements or representations of a material fact or knowingly fails to disclose a material fact, in any document, report, or other information required to be filed under law; or willfully makes a false entry in or willfully conceals, withholds, or destroys any books, records, reports, or statements required to be kept by law.
- (g) The wrongful taking or retaining of any money, books, papers or any other property belonging to the International Union or Local Union; or the wrongful destruction, mutilation or erasure of any books, records, bills, receipts, vouchers, or other property of the International Union or the Local Union;
- (h) Working as a strikebreaker or violating wage or work standards established by the International Union



or a Local Union; or

- (i) Bringing false charges against a member or officer without good faith or with malicious intent.

Section 2. A member whose membership has been revoked may be reinstated by a three- fourths (3/4) vote of the Board after six (6) months from the date of revocation.

Section 3. Nothing in this Article is intended to, nor should it be construed to, limit the rights of any member or group of members to exercise their rights of free speech, redress of grievances, and dissent.

**Status:** Implemented August 2016.

#### ARTICLE XXVII, AMENDMENT OF BYLAWS (BL #6/2016)

##### ARTICLE XXVIII - AMENDMENT OF BYLAWS

Section 1. These Bylaws and Appendices may be amended, repealed, suspended, or replaced by:

- (a) Proposals to the General Council in regular session, adopted by a two-thirds (2/3) vote of the General Council, or
- (b) Initiative petition, either signed by 20 percent (20%) of the total active membership, or endorsed by 30 percent (30%) of the Locals, or endorsed by the Board. Such petition shall be addressed to the Union and filed at

Headquarters. If it bears the required signatures or endorsements, balloting shall take place as provided in Article IX, GENERAL COUNCIL, Section 9, Voting. Between Sessions, of the Bylaws. Adoption shall be by a two-thirds (2/3) vote of the voting delegates.

Section 2. In the event of enactment of federal or state legislation imposing obligations on the Union as to elections, membership rights, accounting and disclosure, officer conduct, retention of records, bonding, financial relationships of officeholders and employees, etc., which are not already imposed by the Union's Bylaws and which are not within the authority of the Board to impose, the federal or state legislation shall control.

**Status:** Implemented August 2016.

#### ARTICLE VII, RESPONSIBILITIES OF OFFICERS AND DIRECTORS (BL #7/2016)

##### ARTICLE VII - RESPONSIBILITIES OF OFFICERS

Section 1. Responsibilities of Statewide Officers, Local Officers, Directors and Assistant Directors, General Council Delegates and other officers include the following:

- (a) Act to further the purposes and principles of the Union and the interests of its Members;
- (b) Preserve and defend the good name of the Union;
- (c) Use the privileges of any Union office, whether elected or appointed, to support, protect, and further the purposes, policies and procedures of the Union and to adhere to its governing documents;

- (d) To prudently handle any Union fiscal matters, especially handling of Union funds, in conformance with accepted accounting principles, sound fiscal management and all fiduciary responsibilities imposed by law;
- (e) To not engage in any conduct or speech, which is intended to harm the Union or its operations unless such speech or conduct is protected by law;
- (f) Officers shall not knowingly make false statements or representations of a material fact, or knowingly fail to disclose a material fact, in any document, report, or other information required under the provisions of the Union's Bylaws and shall not willfully make a false entry in or willfully conceal, withhold, or destroy any books, records, reports, or statements required to be kept by any provision of the Bylaws.

Section 2. Any Union Steward who is temporarily working outside of the bargaining unit for more than thirty (30) consecutive calendar days, shall notify the Union President and be granted a leave of absence from their Union offices for the time in management;

Section 3. Statewide Officers, Local Officers, General Council Delegates, Directors and Assistant Directors may be removed from office pursuant to the procedures set forth in Appendix 5 of these Bylaws.

**Status:** Implemented August 2016.

#### THE UNION'S ELECTION PROCESS (BL #8/2016)

### ARTICLE XV - ELECTIONS

Section 1. Elections shall be conducted for Directors/Assistant Directors, Statewide Officers, Local Officers, and General Council Delegates and Alternates where applicable.

Section 2. The provisions of this Section shall apply to all elections conducted under this Article.

- (a) All elections herein shall be conducted by secret ballot. It is the responsibility of the Union to secure the integrity and accuracy of the secret ballot.
- (b) Eligibility of members to nominate candidates and/or vote in any election is determined by the member's status set forth in Article III MEMBERSHIP of these Bylaws.
- (c) All eligible voters in good standing may nominate candidates (including themselves), be a candidate, and hold office subject to any restrictions contained in these Bylaws.
- (d) A notice that nominations are open shall be distributed to all eligible voting members. The notice shall provide adequate time and opportunity for names to be placed in nomination and shall include the office(s) to be filled, the date(s), time(s), and place(s) nominations shall be accepted, a description of the duties of the office(s) and a proper form and instructions for submitting nominations, or a reference to a website where the last two items may be found. Members may request and shall receive printed copies of the materials made available on a website.

Section 3. Campaign rules, candidate rights, and limitations applicable in all elections under this Article.

(a) Neither Union funds derived from dues, assessments, or other levies nor staff time may be used to promote any person's candidacy. No employer may make contributions of cash or anything of value, either directly or indirectly, to promote any person's candidacy. No employee of the Union shall give or lend any Union money, goods, or services to aid the candidacy of any person seeking election. Members shall not be given free use of Union resources (e.g. copy machines, video equipment) to promote any member's candidacy for Union office.

(b) Except as otherwise provided in these Bylaws, every member shall have the right to vote or otherwise support the candidates of such member's choice without being subject to any penalty, discipline, improper interference or reprisal of any kind by the Union or any member, employee, agent or representative.

(c) Staff who are members of the Union shall be deemed to be in compliance with (a) and (b) above if their activities regarding campaigns do not occur during regular working hours or during any other hours in which staff are assigned to, or are working on union business of any kind.

(d) The Union shall comply with all reasonable requests by candidates to distribute campaign literature to eligible voters at the candidate's personal expense. All candidates shall receive equal privileges and opportunities to avail themselves of this service.

(e) Every candidate shall have the right, once within thirty (30) days prior to the election, to inspect a list containing the names and addresses of all Union members eligible to vote in that election.

(f) Candidates may be allowed to publicize their candidacy at membership meetings, provided equal access and opportunity are afforded all candidates and they are so notified in advance.

(g) Union funds may be used for notices of elections, factual statements related to the elections, and for other expenses necessary for holding an election but not for promoting one candidate over another.

(h) Candidates may, but are not required to, have observers at each polling place and at any tallying or any collection of the ballots. If a mail ballot is used, candidates shall be permitted to have an observer present while ballots are prepared and mailed and when ballots are received, opened, and counted.

(i) The Union shall, through written Board policies, take adequate safeguards to ensure fair elections at all levels of the Union.

#### Section 4. Challenges to Elections

(a) A challenge of any election conducted under this Article must be signed by the challenger(s) and filed within fifteen (15) calendar days after the election results have been published. Challenges may be filed only by persons eligible to vote in the election.

(b) The challenge shall be presented in writing to the Chair of the Member Representation Committee who shall forward a copy to the President. Upon receipt of the challenge(s) the President shall take steps to place review of the challenge(s) on the agenda of the next regular Board Meeting that would be able to consider the challenges.

(c) The Chair of the Member Representation Committee shall set a date at the earliest practical time for a meeting of the Member Representation Committee to hear and consider evidence in support of and in opposition to the challenge(s). Notice of the time and place of that meeting shall be given to the

challenger(s) and the individual(s) whose election is being challenged.

(d) Challengers and those whose election is being challenged may present written or oral evidence at the meeting.

(e) Challengers shall be permitted to submit evidence only on the specific challenges that were timely filed. Any other evidence shall not be received or considered and cannot provide a basis for overturning an election.

(f) The Member Representation Committee may schedule additional hearings with notice of time and place provided to challengers and opponents of the challenge.

(g) The burden of showing cause for setting aside the election is on the challenging parties.

(h) Following its deliberations, the Member Representation Committee shall transmit a written recommendation to the Board concerning disposition of the challenge(s). Copies of that recommendation shall be provided to the challengers and the individuals whose elections were challenged.

(i) Upon consideration of the challenges and recommendations of the Member Representation Committee, the Board shall issue a written statement of its findings, which may include adoption of Member Representation Committee recommendations and direct the Union Secretary-Treasurer to certify the election or order a new election. The Board shall render its decision no later than three (3) months following the challenge.

(j) Challenged elections shall be considered valid until declared otherwise by the Board.

(k) Challenging and challenged parties may be permitted to speak in favor or against the challenges prior to the Board beginning its deliberations. Neither shall be present while the Board engages in deliberations on the challenges.

#### Section 5. Special Rules for Election of Statewide Officers, Directors and Assistant Directors.

These rules shall apply to the conduct of Statewide Officer and Board of Directors elections, in addition to the safeguards and procedures specified in Section 3 above.

The President shall appoint members to a Statewide Officer and Board of Directors Elections Committee, subject to ratification by the Board of Directors. The Statewide Officer and Board of Directors Elections Committee shall designate the open period for nominations for Union President, Vice President, Secretary-Treasurer, Executive Director, Directors and Assistant Directors.

(a) Nominations shall be open and forms shall be made available to all eligible members statewide no later than the last Monday in June prior to the biennial session of General Council of the election year and nominations shall close at 5:00 pm on the Friday before General Council.

(b) All candidates shall be provided the opportunity to submit a campaign statement of up to 400 words in length, and a personal photograph. Notice of this opportunity shall be included on the nomination form. If submitted in accordance with the notice, campaign statements of up to 400 words and photographs of duly nominated candidates shall be included in a Voters' Guide, which shall be published by the Union in a format and at a time approved by the Elections Committee.

- (c) All duly nominated candidates shall be given equal opportunity to post campaign materials on all designated Union bulletin boards in SEIU 503- represented worksites and further, duly nominated candidates shall be permitted to have campaign materials mailed on their behalf provided they pre-pay for the actual cost of the mailing at any time thirty (30) days' prior to the mailing of ballots through the deadline for receipt of ballots.
- (d) Members shall not be given free use of Union resources (e.g. copy machines, video equipment) to promote any member's candidacy for Union office. When approved by the Board, use of Union resources may be allowed on an equal basis with reimbursement for the actual costs involved.
- (e) Each nominated candidate for statewide office and Board of Directors of the Union may submit a candidate statement to be mailed to members of the Union eligible to vote in this election. This statement shall be, limited to one (1) uniformly formatted statement of four hundred (400) words or less and a photo (if supplied). "Uniformly formatted" includes hard copy typed or handwritten, any word processing format on disk, e-mail, faxes and any other electronic copy. Photos cannot be faxed.
- (f) All duly nominated candidates shall be required to file reports detailing all campaign contributions totaling twenty-five dollars (\$25.00) or more from a single contributor, and all expenditures totaling twenty-five dollars (\$25.00) or more to a single source, during an election period. Such reports shall be filed with the Union's Legal Department. The first report shall be filed no later than one week prior to the mailing of ballots and the second report shall be filed no later than two (2) weeks after the deadline for receipt of ballots. Such reports shall be made available for inspection by any Union member at Union Headquarters and at all branch offices of the Union.
- (g) A notice of election shall be mailed to each member at their last known address at least fifteen (15) days prior to election. The notice shall include the date(s), time(s), and place(s) of the election, and the manner in which the ballots shall be cast. Ballots for election of Statewide Officers, Directors and Assistant Directors shall be mailed within four (4) weeks of the close of General Council. There shall be no proxy voting.
- (h) Members notified of an election but not receiving a ballot or otherwise needing a replacement ballot shall request a replacement ballot by phone, in person, or in writing. The replacement ballot shall be so marked on the outside return envelope.
- (i) All candidates running for statewide and Board of Directors office, even if running unopposed, shall be presented to the statewide membership in the form of a single ballot. In addition, ballots must have a space for a write-in candidate for each office.
- (j) Each member may cast one vote for a Director and Assistant Director in their employment group (See Items 1-11 in Appendix 1). Where a member has more than one employer group, that member is limited to one vote in their primary employer group which shall be determined by where the longest membership status exists. Each member may also cast one vote for a Director and Assistant Director from his/her geographic area (see Items 12-22 in Appendix 1). Homecare, Adult Foster Care and Childcare members shall be represented and vote in the geographic area in which they live. Out-of-state Homecare, Adult Foster Care and Childcare workers shall be represented in the geographic area closest to their home. All other members shall be represented and vote in the geographic area in which they work except that any member may opt, on an individual basis, to have their voting rights for Director and Assistant Director determined by where they live rather than where they work.
- (k) Ballots shall be coded to clearly show in what election the ballot was cast. All ballots must be

received by the deadline specified in the election notice.

(l) Ballots shall be opened, counted and tallied by a qualified election service. Election results shall be certified by the Elections Committee Chair and Union Secretary-Treasurer, or designee, who shall secure all ballots, envelopes, tally sheets, and other election materials in accordance with this Article.

(m) Ballots, envelopes, election results, and tally forms shall be available for inspection by any active, staff, or retired Union member at the Union Headquarters office for a period of one (1) year following the election. If no member eligible for an office receives a majority of votes for the office, the eligible member receiving a plurality of the votes shall be deemed the winner.

(n) Election results shall be made public by the Union Secretary-Treasurer, or designee, within five (5) days after the ballots are counted. Candidates shall be provided a copy of the tally sheets for all candidates from their election and information about the challenge process including timelines within this same five (5) day period.

(o) The Elections Committee or its designee shall hear complaints regarding election procedures or rule interpretations except as otherwise provided in Bylaws Article XV, Section 4.

(p) Statewide Officers, Directors and Assistant Directors shall be installed at an appropriate ceremony on the Friday immediately preceding the first, regularly scheduled, full meeting of the Board following completion of the vote tally.

(q) A Statewide Officer is not installed in their office pursuant to Article XV of these Bylaws, the Board of Directors shall declare the position vacant and another election for the position shall be held.

## Section 6. Special Rules for Elections in Locals

(a) Local officer elections for all Locals within the Union shall be held between January and April of even numbered years, with those elected taking office no later than May 1st of that year. The seated Retiree Local President shall complete the full two-year term of office on the Board, and the Retiree Local President- elect and the Retiree Local Vice President shall be installed with the full Board. Officer terms of office shall be two (2) years.

(b) Elections for Local Officers shall be conducted in accordance with procedures provided in the Local's governing documents so long as they are not inconsistent with law or these Bylaws.

(c) Each member of a Local shall be provided an opportunity to vote for election of Local Officers, and delegates and alternate delegates to General Council. If an elected alternate delegate is unable to serve, the candidate with the highest number of votes shall be the replacement delegate to General Council.

(d) The President of each Local shall appoint an elections committee of three (3) active members in the Local, who are not nominees, to prepare, distribute, receive, and count the ballots, to certify the election results; and to perform any other task required for conducting Local elections.

(e) The Chairperson of the Nomination/Election Committee shall provide at least fifteen (15) days-notice of an election and shall cause a ballot to be prepared.

(f) Voting shall be by secret ballot, direct mail, a worksite ballot, or at a duly publicized Local meeting

ensuring that absentee ballots are available.

(g) The Local elections committee shall announce the election results to the current officers, and all candidates within forty-eight (48) hours of completing the ballot count.

(h) All duly nominated candidates in a statewide Local shall be invited to submit campaign statements not to exceed 200 words in length, and a personal photograph for publication with the ballots. The campaign statement and personal photograph must be submitted by the nominations deadline.

Section 7. Election of Delegate Alternates. In all delegate elections, the formula of a minimum of one (1) alternate for each two (2) delegates shall be followed. If an elected delegate or alternate cannot serve/attend the function to which they were elected, then the candidate with the next highest number of votes shall become the delegate for the remainder of the term. If there are no other candidates/alternates who ran in the same election, then the members shall be notified of a special election to fill the position. In such instances where a special election is necessary, the election could be called with a fifteen (15)-day notice to the members.

**Status:** Implemented August 2016.

REMOVAL OF ARTICLE XXIV, AND REFERENCES TO TRUSTEESHIP (BL #9/2016)

Remove ARTICLE XXIV – TRUSTEESHIP OF LOCALS and all references to trusteeship in SEIU Local 503’s Bylaws.

**Status:** Implemented August 2016.

REPLACING “WILL” WITH “SHALL” IN SEIU LOCAL 503’s BYLAWS (BL #10/2016)

Replace “will” with “shall” in SEIU Local 503’s Bylaws.

**Status:** Implemented August 2016.

REMOVAL OF ARTICLE XX (BL #11/2016)

Remove ARTICLE XX – FIDUCIARY RESPONSIBILITIES AND BONDING.

**Status:** Implemented August 2016.

REPLACING “THIS DOCUMENT” WITH “THESE BYLAWS” IN SEIU LOCAL 503’s BYLAWS (BL #12/2016)

Replace “this document” with “these Bylaws” in SEIU Local 503’s Bylaws.

**Status:** Implemented August 2016.

**EMPLOYEE REPRESENTATION COMMITTEE**

UNION REPRESENTATION AT AN INVESTIGATORY OR DISCIPLINARY HEARING, NO ONE SHOULD HAVE TO GO ALONE (ER #2/2014)

That a Member Resource Center Committee be established and tasked with developing policies and procedures to ensure Union representation is provided when a Steward is not available. The Committee would be comprised of members (appointed by the President and approved by the Board of Directors) and staff (appointed by the Executive Director and

approved by the Board of Directors). The Committee shall be approved at the January 2015 Board meeting and meet no later than February 2015. The implementation of these policies and procedures would be reviewed by the Board with implementation on or before January 2016.

**Status:** The Member Resource Center Committee reviewed procedures for the MRC for months and came up with ways to strengthen the work of the MRC. The recommendations were adopted at the 11/15/2015 Board meeting.

DEVELOPING YOUNGER MEMBERS LEADERS THROUGH THE MEMBER LEADERSHIP DEVELOPMENT PROGRAM AND THE CIVIL AND HUMAN RIGHTS (C&HR) COMMITTEE (ER #5/2014)

That at least one wave of the Member Leadership Development Program (MLDP) per year shall be devoted to younger workers. The program shall include support to address the issues faced by younger workers and shall provide opportunities to network with other younger workers. The program shall coordinate with the SEIU Millennial Program to develop curriculum and networking opportunities.

**Status:** Recruitment for each MLDP wave focused on younger workers, people of color and members whose first language is not English.

BARGAINING IN THE COMMON GOOD (ER #6/2014)

That SEIU 503, OPEU, continue through its strategy at the bargaining table to advocate for the common good by incorporating in its bargaining proposals objectives that support quality and affordable education, creation and sustaining of family-wage jobs, affordable, comprehensive and quality healthcare, a secure retirement for all, stable and equitable public revenue sources, safe and secure communities with access to comprehensive social services that provide for the needy and disadvantaged, and assist families and individuals on the path to a better life.

**Status:** Done through bargaining, the Fair Shot campaign and ongoing coalition work.

DEVELOPING MEMBER LEADERS OF COLOR THROUGH THE MEMBER LEADERSHIP DEVELOPMENT PROGRAM AND THE CIVIL AND HUMAN RIGHTS COMMITTEE (ER #7/2014) (AMENDED)

That at least one wave of the Member Leadership Development Program per year shall be devoted to members of under-represented populations. The program shall coordinate with the Civil and Human Rights Committee to facilitate networking and solicit input on curriculum.

**Status:** Recruitment for each MLDP wave focused on younger workers, people of color and members whose first language is not English.

STEWARDS' COMMITTEE FLEXIBILITY TO MEET NEEDS OF ALL STEWARDS (ER #1/2016) (AMENDED)

**ARTICLE XVII – COMMITTEES**

Section 7. Stewards' Committee shall coordinate steward activities statewide and perform the following:

- (a) Plan, request funding for, and implement regular trainings and recognition for stewards (with an awareness of the needs of rural stewards), which shall include a biennial conference and shall include regional trainings, local or employer-specific trainings;



- (b) Provide input into the Member Resource Center's steward newsletter;
- (c) Monitor implementation and revisions of regular Basic and Advanced Steward Training. Encourage stewards to participate in training. Committee members are encouraged to teach Stewards' Training;
- (d) Periodically survey all stewards and contacts to determine training needs, including needs regarding the accessibility of the trainings, and ideas for the recognition and retention of stewards; and
- (e) Coordinate with Locals and the Union to provide appropriate recognition to stewards for their efforts and dedication.

**Status:** Implemented and ongoing work by the Stewards' Committee and the MRC. Steward trainings are under review and revision in conjunction with staff advisors and MRC staff. In 2017 we are providing 32 contract enforcement trainings and we have already trained 89 new stewards in 2018. We will also be implementing online steward training, something that the steward committee has prioritized.

APPENDIX 1(ER #2/2016)

**APPENDIX 1**  
**(See Article XI Section 1 of Bylaws)**  
**DIRECTOR AND ASSISTANT DIRECTOR SEATS**

Directors and Assistant Directors are elected in the following numbers.

- 9. One member employed by a nursing home, assisted living facility or other private sector care facility;

All other references remain unchanged.

**Status:** Implemented August 2016.

POLICY FOR USE OF STRIKE FUNDS (ER #3/2016) (AMENDED)

**ARTICLE XXI (AP&P) POLICY FOR USE OF STRIKE FUNDS**

Section 1 Strike Benefits Fund.

The Union shall maintain a Strike Benefits Fund for the purpose of providing striking workers who actively engage in strike activities a weekly cash stipend during strikes that exceed seven days.

- (a) Each month thirty cents (\$.30) per each dues and fair share payment shall be placed in the Strike Benefits Fund.
- (b) The Hardship Committee shall establish the specific eligibility criteria and the amount of the weekly stipend taking into consideration the amount available in the fund and the expected duration of the strike. The stipend amount shall be the same for every eligible striker.
- (c) Strike Benefits Fund expenditures are limited to paying benefits to strikers as established by the Statewide Hardship Committee.

Section 2. Strike and Job Protection Fund.

(a) Each month ten cents (\$.10) per each dues and fair share payment shall be placed into the Strike and Job Protection.

(b) The Board may authorize, by a 2/3 vote transfers or expenditures from the Strike and Job Protection Fund, activities for the purposes of mounting campaigns to increase union membership, organize unorganized workers, contract campaigns, including strike preparations and strikes, and ballot measure campaigns. Total transfers or expenditures for ballot measures or new organizing campaigns shall not exceed 50% of the total fund balance.

**Status:** Implemented August 2016.

## **ECONOMIC & SOCIAL POLICY/INTERNATIONAL AFFAIRS COMMITTEE**

### **ENDORISING “\$15 NOW PDX” (ESP/IA #2/2014)**

That SEIU 503, OPEU officially become an endorsing organization of this broad-based coalition: \$15 Now PDX; and

That SEIU 503 will make it a legislative priority to repeal the ALEC (American Legislative Exchange Council) sponsored preemption law that prohibits Oregon municipalities from raising the minimum wage.

That SEIU 503 will support an initiative with unions and community partners to use the Oregon ballot measure system to achieve a \$15 minimum wage.

**Status:** SEIU supported \$15 Now PDX and Raise the Wage Coalition to fight to repeal preemption laws and to successfully win a significant increase in the minimum wage. Won raise the wage in the 2016 legislative session.

### **EDUCATION DEBT (ESP/IA #3/2014)**

That SEIU Local 503, OPEU will support efforts to make higher education more affordable and accessible to all Oregonians; and

That SEIU 503 will support efforts to ease the burden of education debt.

**Status:** Increased funding to public universities, supported a program to make community college accessible and affordable and extended in-state tuition to undocumented Oregon high school graduates. We worked closely with the Oregon Student Association in 2015 and 2017 to lower tuition rates and increase funding in higher education.

### **ACA/HEALTHCARE REFORM WORK (ESP/IA #4/2014)**

That SEIU 503 will work to advance policy initiatives that will expand health care access, reduce costs and increase quality care.

**Status:** Expanded access to Medicaid services to Micronesians who had been excluded, passed a law requiring a study of the cost of adopting a Basic Health Plan that would lower costs for people between 138%-200% of the federal poverty level and those under the 5-year legal permanent resident bar. In 2018, we expanded healthcare to all children and through Measure 101, where our union played a big role, we protected health care Medicaid (Oregon Health Plan) expansion. We also worked at the national level to defend the ACA

#### REVENUE REFORM AND WEALTH REDISTRIBUTION (ESP/IA #5/2014)

That SEIU Local 503 shall prioritize the development of a campaign to increase taxes on the wealthy and big corporations either through the legislature or via initiative; and

That SEIU Local 503 shall explore a campaign to tax low-wage, low-benefit corporations that force taxpayers to pay to feed the employees of those corporations and those employees' families; and

That SEIU Local 503 explore and enact a campaign to pay for a tax cut for low- wage workers and parents paid for by a tax increase on the wealthy and large corporations.

**Status:** Working to qualify and pass the A Better Oregon initiative that increases the minimum corporate income tax on C corporations with more than \$25 million in sales in Oregon to fund healthcare, education and services to seniors. Ballot Measure did not pass. We submitted revenue as an issue for the Fair Shot in 2019. We are working to elect a legislature that will help pass revenue in 2019, and we are working to qualify a corporate transparency ballot measure to make sure that we have more information about what corporations actually pay in taxes.

#### SUSTAINABLE INVESTING BY THE OREGON INVESTMENT COUNCIL (ESP/IA #6/2014)

That SEIU Local 503, OPEU, continue to advocate for safe and sound investment practices by the Oregon Investment Council (OIC) that include but are not limited to:

- an awareness of the sensitive and delicate nature of the environment, the potential irreversible negative impact of industry on it and the OIC mitigating its exposure to environmental investment risks;
- the OIC engaging actively with companies in its portfolio so those companies take active steps to manage the risk of climate change to ensure the long term health of the OIC avoiding investments that may directly contribute to global climate change and its devastating effects and therein place our retirement funds at risk; and
- the OIC through its investment practices demonstrating a respect and appreciation for working people by engaging actively with companies in its portfolio so those companies take active steps to manage the risk of income inequality and worker satisfaction to ensure the long term health of the their companies; that the OIC striving to influence such companies to treat their workforce with dignity and as a source of long term value for their companies as a step to minimize the risk to our members' retirement security; and
- the OIC through its investment strategies avoid risky, speculative investment ventures that do not rest on sound and secure financial practices, but focus on an expectation of short term results and the OIC instead maintain a strategy that safeguards all members' anticipated retirement dates through long term, stable investments based on promoting a sustainable economy as the key factor in assessing fiduciary risk; and That SEIU Local 503, OPEU, continue its monitoring of the OIC and its advocacy of sustainable, humane investment practices through its Capital Stewardship committee and any other related structures, activities and opportunities.

**Status:** SEIU 503 actively monitors OIC investments and advocates for sustainable, humane investment practices – environmental, social, and governance (ESG).

#### SEEK SOLUTIONS TO OREGON'S HOUSING CRISIS IMPACT ON OREGON FAMILIES AND THE HOMELESS (ESP/IA #1/2016)

That SEIU 503 acknowledges that the housing crisis in Oregon is real and is clearly a working family issue, especially presenting a hardship to the low income and needs immediate and meaningful solutions; and

That SEIU 503, OPEU, work with Labor, Community, Faith partners and political leaders for solutions that

better protect tenants' rights and welfare and provide for more affordable and suitable housing and shelter, including but not limited to rent control, housing subsidies, inclusionary housing zoning, adequate shelters, space and support programs for the homeless.

**Status:** Housing legislation failed by one vote in the 2017 legislative session. Work is ongoing with community partners, Fair Shot and housing advocates. We are working to hold legislators accountable that held up the housing bill in the 2017 session.

#### ACTING AGAINST CLIMATE CHANGE (ESP/IA #2/2016)

That SEIU, Local 503, OPEU acknowledges that climate change in its scope and impact is a real and immediate threat to human civilization and influenced by human practices that are controllable; and

That SEIU 503, OPEU, support efforts that reduce fossil fuel extraction and production, curb carbon emissions and other related pollution from industries and transportation, promote the production and use of alternative, clean fuels, such as wind, solar and hydro, to ensure a healthy climate for all; and

That SEIU 503, OPEU seek solutions to curb climate change, including, but not limited to supporting buying local and buying regionally efforts, and supporting and encouraging recycling, reuse and conservation practices on collective and personal levels; and

That SEIU 503, OPEU support “just transition” initiatives and programs to ensure the welfare of workers and their families who are displaced or relocate out of fossil fuel production and fossil fuel-intensive industries through re-training and re-location into clean energy production and clean-powered industries; and

That SEIU 503, OPEU, continue to work with other unions and environmental organizations, through such efforts as the Apollo BlueGreen Alliance and Climate Jobs PDX to advocate that alternative fuels and clean fuel economy jobs are family wage union jobs.

**Status:** SEIU 503 acknowledges that climate change is real and advocates for climate policies and practices that protect the environment. SEIU 503 actively participates in the BlueGreen Alliance.

#### CONTINUING TO WORK FOR A FAIR SHOT FOR ALL (ESP/IA #3/2016) (AMENDED)

That SEIU 503, OPEU, will continue to work through the Fair Shot For All Coalition for policies to ensure working families have the opportunities that allow full participation in the American Dream, including the financial security to provide for themselves and their families as part of an economy which truly respects and serves all, and that they have the security of essentials, such as adequate and affordable housing, safe and wholesome communities, comprehensive healthcare, quality education at all levels, paid family leave and a secure retirement, which should be the rights for all Oregonians.

**Status:** SEIU 503 remains a strong partner with the Fair Shot for All coalition.

#### STANDING STRONG IN NOVEMBER AND BEYOND (ESP/IA #4/2016)

That we will work with all our efforts and energy to:

- Pass A Better Oregon tax fairness measure
- Elect candidates endorsed by our union so we can win in the legislature on our Fair Shot and budget priorities
- Defeat divisive ballot measures that seek to attack or divide workers and our communities

- Continue to stand strong in the face of attacks on our union and our communities and keep up the fight for a just and vibrant society for all

**Status:** SEIU 503 worked incredibly hard to pass A Better Oregon, win for union-endorsed candidates and defeat divisive ballot measures. We work to elect endorsed candidates. SEIU 503 stands by its vision to create a just and vibrant society for all in the face of attacks. Ongoing work.

#### 15 AND A UNION (ESPIA #5/2016)

That SEIU 503, OPEU, continues to make it a priority to respond to the need of workers to organize for better wages, benefits and working conditions and to inspire, motivate and support such efforts, whether through our union's campaign or those of other unions; and

That SEIU 503, OPEU continue the effort of supporting such organizing campaigns as Oregon Cares, Airport Workers Fast Food Services workers, and other campaigns to organize low wage workers as an opportunity for them not just to win higher salaries but to also recognize the power of collective action and solidarity through a union to improve their welfare as workers and have a voice on the job and build the Labor Movement in this country to the greatest strength possible.

**Status:** SEIU 503 continues to work for and support lifting up wages, improving working conditions, and building power for all workers, especially low-wage workers, through a collective voice. SB 1532 enacted, effective January 2016 through 2022, increases Oregon's minimum wage annually on July 1 of each year.

### MEMBERSHIP AFFAIRS COMMITTEE

#### SUBLOCAL EMPOWERMENT (MA #1/2014) (AMENDED)

That SEIU Local 503, OPEU take the initiative towards internal organizing through empowering sublocals and their leadership; and

That the structural empowerment of sublocals by recommending all executive boards to institute a plan to have membership organizing goals and data on current membership as an agenda item during quarterly meetings. Facilitating discussion of actions to increase membership in their sub-locals; and

That the sublocals' executive boards are recommended in this agenda item to 1) develop internal member organizing action-oriented goals for sublocal leaders to implement 2) have an executive board member made into an informal membership coordinator to present and give updates of these goals and actions to the sublocal executive board 3) develop of succession planning and internal leadership development through a variety of mediums (new employee orientation, steward development and peer mentorship); and

That all sublocals' executive boards be encouraged to establish a membership and CAPE goal semi-annually and discussed quarterly.

**Status:** Ongoing work is being done to empower member leaders to grow membership and CAPE contributors through member engagement and new employee orientation. The Board of Directors endorsed an 85% membership goal. The Committee For the Future made recommendations to the Board to increase Member Ownership in union activities. A Local Presidents Council was established. Work is ongoing.

#### COMMITTEE FOR THE FUTURE (MA #5/2014) (AMENDED)

That SEIU Local 503, OPEU establish a Committee for the Future to evaluate the threats and challenges we face and find ways for our union to innovate and adapt; and

That members of this committee shall be appointed by the President and approved by the Board, with members having the opportunity to express interest in serving with consideration to assuring a group reflective

of the diversity of the membership; and

That, to the extent that adoption of recommendations would require amendment of the bylaws of SEIU Local 503, OPEU, the committee shall report back to General Council as its work is completed.

That the subjects this committee shall examine include, but are not limited to, effective representation including to members in small worksites or rural areas, membership, governance, collective bargaining, and growth.

**Status:** The Committee for the Future (CFF) was established, met numerous times and presented a preliminary report and subsequent recommendations to the Board for action. This included Bylaws amendments adopted at General Council 2016.

#### EXPANDING MEMBERSHIP (MA #6/2014)

That SEIU Local 503, OPEU create a committee to explore expanding membership to people who are not currently in an SEIU 503 bargaining unit including a report by the committee to the Board of Directors with recommendations to consider no later than April 2016; and

That the exploration include among other issues:

- Who would qualify to become a non-bargaining unit member (for instance, does it matter what kind of work the person does or if they are even employed? What about supervisors of bargaining unit members?)
- What membership rights would be extended to non-bargaining unit members?
- Are there any legal obstacles to expanding our membership to non-bargaining unit members?
- What would the appropriate dues rate be for non-bargaining unit members?

**Status:** The CFF Committee met and presented recommendations to the Board. The Board sponsored two resolutions for 2016 General Council consideration.

#### IN IT TOGETHER – ONE UNION, ONE FIGHT (MA #7/2014) (AMENDED)

That we reject efforts by anyone, be they outside or inside our union, to divide us from one another; and

That we pledge to one another our continued solidarity; and

That this resolution is in no way intended to impede full discussion of any issue, whether for or against it.

**Status:** We stand united against efforts by anyone, outside or inside the union, to divide us and we continue to build strength through membership, CAPE and coalition partnerships.

#### CAPE CONTRIBUTIONS (MA #8/2014) (AMENDED)

That SEIU Local 503, OPEU continues its commitment to building members' political power by getting 25% of represented workers contributing to CAPE and a suggested contribution increased to \$10/month.

**Status:** CAPE contributions continue to be a priority for building members' political power. 28% of members and 19% of all represented workers contribute to CAPE; the average contribution is \$7.96/month.

#### COMMITMENT TO CONTINUE TO ORGANIZE (MA #9/2014)

That SEIU Local 503 is committed to organizing care providers across the continuum of long term care; and

That SEIU Local 503 is committed to organizing care providers in emerging occupations in community-based health care; and

That SEIU Local 503 is committed to expanding personal support work by giving Oregonians with developmental disabilities more choices to live at home with independence and dignity; and

That SEIU Local 503 is committed to continuing to organize workers in residual units of state government and temporary workers in the public sector; and

That SEIU Local 503 is committed to the exploration of organizing workers who provide privatized services on university campuses; and

That SEIU Local 503 is committed to expanding its Volunteer Organizing Committee because experience shows that organized workers are extremely effective messengers to help unorganized workers see the value of forming a union.

**Status:** Organizing continues with nursing home and assisted living workers. We've organized workers at 12 nursing homes and 8 assisted living facilities with volunteer organizers supporting numerous campaigns. We've launched Oregon Cares to organize private sector care providers. Oregon Cares transformed to CareWorks and is growing and bringing community and union care providers and clients together to build a stronger, collective voice to improve care working conditions.

#### INCREASING DIVERSITY OF ELECTED MEMBER LEADERSHIP (MA #10 /2014) (AMENDED)

That SEIU 503 will increase the diversity of our union leadership by implementing a focused program that includes:

- benchmarking the current demographics of our membership and our leadership;
- establishing leadership recruitment and development goals that include increasing the diversity of our union leadership;
- an annual report to the Board of Directors on the status of this program that includes the goals that have been established and our progress towards meeting those goals;
- encouraging sublocal leadership to work with their organizer to identify, recruit and mentor leadership by groups identified as under-represented; and
- explicitly communicating to internal organizing staff their responsibility to recruit and develop leaders that reflect our membership.

**Status:** Organizational Equity and Inclusion is a union-wide priority. Benchmarks were reported to the Board. Ongoing work to identify, recruit, mentor and provide leadership opportunities for groups identified as under-represented continues. The Board amended our AP&Ps to add several new Caucuses to our Civil & Human Rights Committee.

#### EXPANDING DEMOCRACY: BRINGING MEMBERS INTO THE ENDORSEMENT PROCESS FOR CONGRESSIONAL AND US SENATE CANDIDATES (MA#11/2014)

That we ask the CAPE Council to have a process to consider and recommend US House and US Senate candidates to the Board of Directors similar to the process set up for other statewide candidates; and  
That this process be in effect no later than the start of the 2016 campaign season and primaries.

**Status:** CAPE members participated in and made endorsement recommendations for US House and Senate candidates.

#### EXPANDING COMMUNITY INVOLVEMENT AND MEMBERSHIP THROUGH AFFILIATED ORGANIZATIONS (MA #1/2016)

That SEIU 503 will explore creating an affiliated non-profit organization that could pursue grants and other resources, and develop new programs that link SEIU members, clients and the broader community around shared interests; and

That SEIU 503 will pursue creating an affiliated non-profit organization if after exploration this is a viable course as determined by the Board of Directors.

**Status:** SEIU Local 503 entered a partnership with Family Forward Oregon and after the pilot decided it was not the right partnership to create that non-profit. This is something that is still being explored for CareWorks, to bring caregivers, members and non-members, consumers and allies together in a non-profit organization. This is also being explored through the Real Choice Initiative (RCI) where we are looking to support people with intellectual and developmental disabilities who want to live independently in their own homes and not in a group home setting. Non-profits are being explored, but one has not been deemed viable yet.

#### EXPANDING MEMBERSHIP TO UNITS THAT DON'T HAVE A PATH TO COLLECTIVE BARGAINING (MA #2/2016)

That SEIU 503 will update its Bylaws, Article III – Membership, Section 2, to include the following language:

#### **ARTICLE III - MEMBERSHIP**

Section 2. Active Membership.

- (a) Active membership in the Union is open to persons in bargaining units for which the Union is the exclusive collective bargaining representative, or units currently being organized by the Union, including non-traditional units that do not have a path to collective bargaining.

**Status:** Implemented August 2016.

#### REIMBURSING CLIENT EXPENSES (MA #3/2016)

That AP&P Article VI – Reimbursable Expenses, Section 13 be modified as follows:

Section 13. Special Conditions. The dinner meal and lodging will be allowed the night before a meeting only if auto travel to the meeting exceeds seventy-five (75) miles one way and it is not possible to arrive on time at the start of the meeting by departing from home by 7 am. Lunch will be allowed the day of an evening meeting, providing that arriving timely for the evening meeting necessitates leaving prior to the normal lunch hour of 12 noon.

Lodging will be allowed the night after a meeting only if travel time after adjournment of the meeting would mean arrival at home after 9 p.m. including one (1) hour for dinner en-route. Dinner will be allowed on the night of a meeting if travel is necessary after the normal dinner hour of 6 p.m.

Breakfast will be allowed after an overnight stay away from home, or prior to a morning meeting necessitating travel before 6 a.m. in order to arrive timely. Lunch will be allowed on the day of return home if arrival time exclusive of eating would be after 1 and that departure is no later than 8 a.m.

**Status:** Implemented August 2016.



THE RULES COMMITTEE (MA #4/2016)

That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE XVII – COMMITTEES**

Section 4. The functions of the Rules Committee, which shall be chaired by the Union Vice-President and shall be advised by a staff attorney, are to:

(a) Promote consistency in the Union's governing documents and make periodic recommendations to the Board to achieve that objective.

(b) Work with sub-locals to ensure that their governing documents are valid under the law and achieve consistency between a sub-local's governing documents and the governing documents of the Union. If any provision of a sub-local's bylaws are inconsistent with any provision of these bylaws or violate law, that provision(s) shall be invalid.

**Status:** Implemented August 2016. Ongoing.

ARTICLE XVII, COMMITTEES (MA #5/2016)

That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE XVII - COMMITTEES**

Section 1. The President shall appoint the chairs and members of Standing Committees of the Union, Standing Committees of the Board, Special Committees, and Special Councils subject to ratification by the Board, except as otherwise specified in these Bylaws. Appointments shall be made only after the Union announces available committee and/or council positions and Locals' Presidents have been asked to submit names for available positions. Both the President and the Board shall maintain committee and council membership that respect the Union's diversity of membership.

Section 2. Standing Committees of the Board, Special Councils and Special Committees have been and may be created from time to time by the General Council or the Board. The composition and functions of those Committees and Councils are set forth in the Union's Administrative Policies and Procedures (AP&Ps).

Section 3. The Standing Committees of the Union are Rules, Member Representation, Union Finance and Stewards. Ad hoc committees may be activated by the Board as needed for specific missions or assignments.

**Status:** Implemented August 2016.

MEMBER REPRESENTATION COMMITTEE (MA #6/2016)

That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE XVII - COMMITTEES**

Section 5. The Member Representation Committee shall be advised by a staff attorney and shall make recommendations to the Board in the following areas:

- (a) Election challenges;
- (b) Removal of officers pursuant to Appendix 5 of these Bylaws;
- (c) Allegations of a breach of the Union's duty of fair representation;

- (d) Assist in the resolution of internal Union disputes;
- (e) Contract ratification procedures.

**Status:** Implemented August 2016.

MEMBERSHIP, ARTICLE III (MA #7/2016)

That SEIU Local 503's Bylaws be amended as follows:

**ARTICLE III - MEMBERSHIP**

Section 1. The Union has five (5) types of membership: active, semi-active, associate, retired, and staff.

Section 2. Active Membership.

(a) Active membership in the Union is open to persons in bargaining units for which the Union is the exclusive collective bargaining representative, or units currently being organized by the Union.

(b) Active membership status shall continue during the period of time that an employee is on authorized leave or for the first one hundred and twenty (120) days after employment ends.

(c) Every active member has all rights of Union membership and has equal rights and privileges within the Union. These rights include, but are not limited to, the right to nominate candidates, to vote in elections or referendums of the Union, to hold office at all levels of the Union, to attend membership meetings, and to participate in the deliberations and voting upon the business of such meetings, subject to reasonable rules and regulations of the Union for the conduct of such meetings.

(d) Every active member of the Union has the right to meet and assemble freely with other active or retired members; to express any views, arguments, or opinions; and to express at meetings of the Union such member's views about candidates in an election of the Union or about any business properly before the meeting, subject to the Union's established and reasonable rules pertaining to the conduct of meetings. However, nothing in subsection (a) or (b) of this Section shall be construed to impair the right of the Union to adopt and enforce reasonable rules as to the responsibility of every member toward the Union as an institution and to such member's refraining from conduct that would interfere with the Union's performance of its legal or contractual obligations.

(e) A member's right to attend meetings shall not be limited to those of his/her Local, the Board or its committees, but shall apply to meetings of any Local although the member's right to vote at such meeting shall be governed by the established policies of such meeting group. The visiting member should be identified as a guest. Nothing in this provision shall limit the Board's ability to conduct its business in Executive Session in appropriate circumstances.

Section 3. Semi-Active Membership.

(a) Semi-active membership is limited to seasonal employees on layoff status and unscheduled employees in bargaining units for which the Union is the exclusive collective bargaining representative.

(b) A semi-active member may hold any office, provided that they remain members in good standing and pay dues at the associate member rate while in semi-active status. Semi-active members shall receive all general publications sent to active members.

Section 4. Associate Membership.

(a) Associate membership is open to employees excluded from active membership in the Union, staff, or members of affiliated labor organizations.

(b) An associate member of the Union may not vote; may not nominate candidates; may not hold any office in the Union; may not attend or speak at membership meetings of the Union except by invitation of the officer or officers in charge of the meeting; and may not participate in deliberations on Union business.

Section 5. Retiree Membership.

(a) Retiree membership is open to persons who, while employed, were active or associate members of the Union or its predecessor organizations or other SEIU affiliated unions.

(a) Retiree members have all the rights of Union membership except those rights excluded herein. The President of the Retiree Local 001, or, in his/her absence, the Vice President of the Retiree Local 001, shall have voting rights as a member of the Board. Delegates to General Council shall have the same voting rights as other General Council delegates.

(c) Notwithstanding the provisions of subsection (a) of this Section, no retired member, including any retired Past President, who immediately prior to retirement was not an active or semi-active member, under Section 2 of this Article, shall have any membership rights other than the right to participate in programs made especially available for retired persons; the right to meet and assemble with other retired members for the purpose of dealing with matters or concerns relating only to retired members; and the right to express views and vote at such meetings on such matters or concerns. Exceptions to this policy may be granted to former active members of the Union who spent the majority of their employment in the bargaining unit. The grant of this exception requires unanimous approval by the Board. A retired person granted this exception by the Board has the same membership rights as other retired members who retired in active member status. This action may be revoked by a majority vote of the Board.

Section 6. Staff Membership. Staff membership is open to Union staff. Staff members have the right to:

(a) Submit resolutions to General Council, vote on dues increases and other union governance issues, including economic and social policy positions, but not on issues specific to bargaining units.

(b) Serve as a representative, with full voting rights on all issues, to any labor board, conference, convention, or other function, if elected by the membership or designated to do so by the Board.

(c) Nominate candidates and vote in statewide Union elections.

(d) Run for and serve in the office of Executive Director.

Section 7. Subject to approval by the Board of Directors, eligibility for continuing membership may be extended to former active members who separate from employment in a bargaining unit currently or formerly represented by the Union and to former staff members who separate from employment with the Union.

Section 8. Membership is contingent upon payment of dues as provided in these Bylaws. (See Article XIX)

**Status:** Implemented August 2016.

## UNION OPERATIONS COMMITTEE

### ELECTRONIC VOTING (UO #1/2014) (AMENDED)

That SEIU Local 503, OPEU support the exploration of electronic ballot(ing) with the option for members to opt into a paper ballot measure; and including seeking guidance from the US Department of Labor (DOL); and

If the DOL provides guidance that can be applied sublocals on a volunteer basis be permitted to run their local elections via electronic ballot. Sublocal 471 executive board has opted to be a pilot local; and

The review and presentation of the data on voter turnout will be conducted by the Committee For The Future or any other committee or body designated by the Board of Directors; and that data be collected on an increase or decrease in voter turnout before any consideration of statewide implementation with the option for members to opt into a paper ballot measure.

**Status:** The DOL does not have clear guidelines for voting electronically for officers. Some members voted electronically or telephonically for contract ratifications increasing member participation.

### SUPPORTING ECONOMIC JUSTICE BY BUYING LOCAL (UO #5/2014)

That SEIU Local 503, OPEU commits to using the purchasing power of our Union to support local business and strengthen local economies by buying Oregon-made and locally-provided goods and services wherever feasible; and

That SEIU Local 503, OPEU, and the 2014 General Council Delegates, educate the members they represent about the power of collective economic action and encourage them to be mindful of supporting local economies in their personal spending.

**Status:** SEIU 503 strives to “buy local” when feasible and encourages members to support local businesses to strengthen local economies.

### REMOVAL OF ARTICLE XVIII (UO #2/2016)

That SEIU Local 503's Bylaws be amended as follows:

Remove ARTICLE XVIII – COMMUNITY ACTION CENTERS.

**Status:** Implemented August 2016.

### ARTICLE XVII - FINANCE COMMITTEE (UO #3/2016)

That SEIU Local 503's Bylaws be amended as follows:

#### ARTICLE XVII – COMMITTEES

Section 6. The Union Finance Committee shall consist of the Secretary-Treasurer, as chair, the Vice President, and members as designated pursuant to Section 1 of this Article. The Finance Committee shall:

- (a) Develop plans for adequately financing the Union and shall, in even- numbered years, present to the Board at their meeting preceding the General Council Board of Directors' meeting, a budget of estimated receipts, expenditures, and budget balances for the ensuing fiscal year. In odd-numbered years, the same information shall be presented to the Board for approval, at their last Board meeting in the fiscal year.
- (b) Regularly review the fiscal operation of the Union as measured against the budget, report its findings, and make recommendations to the Board.

(c) Review all funding requests to be made to the Board that shall result in an expense to the Union. The purpose of the review is to:

- (1) Accurately determine the cost of the proposal;
- (2) Determine the ability of the Union to meet the cost;
- (3) Judge the overall benefit to the Union;
- (4) Report to the Board their findings and recommendations.

(d) Periodically review insurance policies and the fidelity bonds covering Union risks.

(e) Review the annual certified report of the audit made of the records and accounts for the Union.

(f) Approve of the opening of any investments accounts and oversee the maintenance of investment accounts for the purpose of obtaining the highest level of interest income as possible while maintaining the necessary liquidity and security of capital and taking into consideration the social, environmental and economic impacts of our investments.

(g) Perform such other functions regarding fiscal matters as may be directed or authorized by the Board or General Council.

Delete ARTICLE VIII (AP&P) – OTHER FISCAL MATTERS, Sections 4 and 5. Delete ARTICLE XXIII (AP&P) – INVESTMENT GUIDELINES, Sections 1 and 2.

**Status:** Implemented August 2016.

AP&P ARTICLE XXVI (UO #4/2016) (AMENDED)

That the authority to amend SEIU Local 503's AP&P Article XXVI shall reside exclusively with the Board of Directors and Article XXVI shall be amended as follows:

**ARTICLE XXVI (AP&P)**  
**COMMUNICATION GUIDELINES**

The following statement of criteria will be published by the Union once each year for use by Locals in setting editorial policies.

- (a) The purpose of all forms of Union mass communication, such as newsletters and email alerts, is to communicate Union policy and information to our membership.
- (b) In order to facilitate open discussion, Locals may disseminate signed guest commentaries such as op-ed columns and letters regarding Union policies. An attempt should be made to present a balanced viewpoint when there are multiple submissions.
- (c) Anonymous letters will not be published.
- (d) Signatures may be withheld, if requested for a justifiable reason such as the possibility that the content could endanger the writer in relation to reputation, the job, or personally. In all other cases, letters must include the writer's name.
- (e) Articles bearing pseudonyms will not be published.

**Status:** Implemented August 2016.

AP&P ARTICLE XXVII (UO #5/2016) (AMENDED)

That the authority to amend SEIU Local 503's AP&P Article XXVII shall reside exclusively with the Board of Directors and Article XXVII shall be amended as follows:

**ARTICLE XXVII (AP&P)**  
**TELEPHONIC MEETINGS**

Special Meetings of the Union and all subordinate governing bodies may be held by telephone conferences subject to the following:

- (a) A majority of the members requested to attend the meeting shall have access to the appropriate telephonic meeting media, as verified by their response to a call for any particular meeting.
- (b) The technology used for the telephonic meetings shall allow the members full access to and full participation in all meeting transactions, either continuously or intermittently throughout the specified time of the meeting.
- (c) The affirmative vote of a majority of the quorum shall be the minimum vote requirement for the adoption of any motion. A majority of the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority, shall be necessary for the adoption of motions.
- (d) Procedural rules related to the conduct of telephonic meetings shall be established and promulgated by the governing body wishing to conduct such meetings.

**Status:** Implemented August 2016.

**STREAMLINING BACK-OFFICE ACCOUNTING (UO #6/2016)**

That the following changes be made to Bylaws Article XXII Central Ledger and Local Funding:

**ARTICLE XXII –LOCAL FUNDING AND ACCOUNTING**

Section 1. The Union shall maintain an individual accounting of local funds for each Local. The Union shall maintain a list of those officers in each local authorized to disburse local funds. No member, officer, employee, or body of the Union other than the General Council may divert or spend funds allocated to a particular Local's account without the approval of that specific Local except as described in Section 7 of this Article.

Section 2. Local Funding

- (a) Out of each member or fair share payer's dues received at Headquarters, there shall be returned to each Local on a quarterly basis the following amounts except that the Local shall receive an extra five (5) cents per member per month for each CAPE contributor in its membership.

- 90¢ per member per month for single site Locals.
  - 70¢ per fair share payer per month for single site Locals.
  - \$1.10 per member per month for statewide Locals.
  - 90¢ per fair share payer per month for statewide Locals.

- (b) Beginning January 1, 2017, the funding structure in subsection (a) above will be discontinued and Locals shall be allotted funds on an annual basis based on the rate of \$1.15 per dues paying member per month and \$.90 per fair share payer per month. The number of members and payers will be based upon the September membership report immediately prior to the allocation. In no event will a Local receive less than \$400 per year, except as described in subsection (e) and (f) of this Section.

- (c) Locals may initiate a review of membership and fair share numbers when changes occur that cause the actual number of members and fair share payers to differ significantly from the September membership report. Such requests shall be made to the Finance Committee who shall determine whether

or not to grant additional funding. Requests for increased funding based on documented, sustained membership growth and that follow the funding allocation formula in subsection (b) above shall not be denied.

(d) Newly established Locals that have ratified their first contract shall be granted an initial funding as determined by the Board of Directors taking into consideration the amount of funding allotted to Locals of a similar size. This initial Local funding allotment is made on a one time only basis, and is not required to be repaid.

(e) A Local that has accrued an amount equal to two (2) full years of funding will not receive an annual funding allotment for the fiscal year.

(f) Local funding shall not be allocated to Locals in inactive status.

Section 3. Local Budgets. Headquarters shall provide a budget tool to Local officers upon request.

Section 4. Job-Share Positions. The term "job-share" shall be defined as "one (1) full- time position in employment held by more than one (1) employee". Each job-share partner shall have full membership and voting rights and benefits in the Union.

Section 5. Headquarters shall issue advance payment for mileage when a member is required to spend his/her money on official Union business when such a requirement would pose a hardship to the member with the approval of appropriate officers of the involved Local. Subsequent providing of all necessary receipts to Headquarters, however, will still be required.

Section 6. A monthly report on the local's disbursements and balances as well as the monthly billing shall be made available to the appropriate officers of the Local. If the billing is still unpaid in sixty (60) days, the Statewide President or Secretary-Treasurer can authorize payment from the Local with a copy of the transaction to the Local Officers.

**Status:** Implemented as outlined above.