

MINUTES

SECOND 2011 CSEA BOARD OF DIRECTORS MEETING

April 30, 2011

SEIU Local 1000 Field Office
1325 S Street, Sacramento, CA 95811

The meeting was called to order at 9:00 a.m. by President Dave Hart. The Pledge of Allegiance was led by Vice President Donna Snodgrass.

Members present were:

Dave Hart, President
Donna Snodgrass, Vice President
David Okumura, Secretary-Treasurer
Pat Gantt, CSUEU President
Yvonne Walker, SEIU Local 1000 President
Roger Marxen, CSEA Retirees, Inc. President
Arlene Espinoza, ACSS, Inc. President
Russell Kilday-Hicks, CSUEU Vice President for Representation
Joseph Dobzynski, CSUEU Board Alternate
(sitting in for Loretta Seva'aetasi, CSUEU Vice President for Finance)
Cora Okumura, SEIU Local 1000 Vice President/Secretary-Treasurer (Excused)
Kathleen Collins, SEIU Local 1000 Board Alternate
(sitting in for Jim Hard, SEIU Local 1000 Vice President for Organizing/Representation)
Susan Sears, CSEA Retirees, Inc. Executive Vice President
Jerry Evans, CSEA Retirees, Inc. Vice President
Carlos Chavez, ACSS, Inc. Board Alternate
(sitting in for Frank Ruffino, ACSS, Inc. Director at Large)
Elnora Hunter-Fretwell, ACSS, Inc. Vice President

Headquarters office was represented by: Harold Rose, Janis Mickel Szichak, Karen Jensen, Kay Thomas, Lee King, Paula McClarin, Philip Sherwood, Marilyn Ferrasci and Rosmarie Duffy.

REPORT OF AGENDA COMMITTEE

Secretary-Treasurer David Okumura reported that the Agenda Committee approved the following items for the Consent Calendar and adopted as printed:

B&P 3/11/2 Policy File Division 1: Policy-Making Procedures
B&P 4/11/2 Policy File Division 3: General Council
B&P 7/11/2 Policy File Division 6: Headquarters
B&P 8/11/2 Policy File Division 7: Public Relations and Publications
B&P 9/11/2 Policy File Division 8: Discipline and Grievances
B&P 11/11/2 Policy File Division 10: Association Finances
B&P 12/11/2 Policy File Division 11: Association Elections
B&P 14/11/2 Policy File Division 14: Representation and Equal Opportunity Employer (EEO)
B&P 15/11/2 Policy File Division 15: Relations with Other Organizations

- B&P 16/11/2 Policy File Division 16: Legislation and Political Action
- B&P 17/11/2 Policy File Division 18: Association Communications
- B&P 18/11/2 Reorganization of Part II: Association Policy and Procedures

The following items were added as Emergency Items to the Agenda:

- FIS 2/11/2 401k Plan Amendment
- FIS 4/11/2 Retention of FY 2010 Member Benefits
- BEN 4/11/2 CSEA Life Program Proposal

The following Agenda Items were left off the Consent Calendar for further discussion:

- B&P 5/11/2 Policy File Division 4: Association Governance
- B&P 6/11/2 Policy File Division 5: Committees
- B&P 10/11/2 Policy File Division 9: Association Travel Expense
- B&P 13/11/2 Policy File Division 13: Member Benefits Programs

The Agenda was adopted by general consent.

READING AND APPROVAL OF THE FIRST 2011 BOARD OF DIRECTORS MINUTES

- BD 7/11/2 MOTION: That the Board of Directors approve the Minutes from the FIRST 2011 Board of Directors Meeting. Motion was adopted by general consent. CARRIED.

REPORT OF CLOSED SESSION

Secretary-Treasurer David Okumura reported that the board met and reaffirmed vote to the UAW contract, print shop, and real estate property. The following items were adopted as reported out:

- FIS 3/11/2 Reaffirm Ratification of CBA with UAW
- FIS 5/11/2 Authorization to Pursue Sale of Alliance Print & Design
- FIS 6/11/2 Authorization to Sell Real Property at 930 R Street

COMMUNICATIONS

Secretary-Treasurer David Okumura reported that there were no communications.

COMMITTEE REPORTS

Sharon Davis, Director of Life & Disability Administration with WellPoint reported on the multiple enhancements of the current Anthem Life plans, the plan designs and rates, carrier requirements and the proposed insurance program changes. Informational handouts were passed out to the board in addition to a Total Annualized Premium Report.

BENEFITS ITEMS

BEN 4/11/2 (Snodgrass) CSEA Life Program Proposal

- BD 8/11/2 MOTION: That the Board of Directors adopt CSEA Life Program Proposal as printed. Motion was adopted by general consent. CARRIED.

B&P 3/11/2 (Snodgrass) Policy File Division 1: Policy-Making Procedures

BD 9/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy File Division 1: Policy-Making Procedures. Motion was adopted by general consent. CARRIED.

Division 1: Policy-Making Procedures

101.00 Definitions

~~101.01 Advocate. To plead or argue in favor of a cause or policy and to recommend publicly. (Does not imply financial aid.) (BD 214/60)~~

~~101.02₁ Affiliate/Division. For purpose of this Policy File, the term "Affiliate" and "Division" shall be considered synonymous unless the context otherwise requires. Unless otherwise required by context, the term "affiliate" shall be synonymous with the term "division" for the purpose of this Policy File. (BD 44/94/2)~~

~~101.03 Affirmative Action Officer. The terms affirmative action officer and affirmative action coordinator are synonymous. (BD 9/87/1)~~

~~101.04 Agenda. An outline of items to be considered at authorized meetings of the board, Executive Committee, committees, councils and subgroups. For the Board of Directors meetings only, agenda includes a summary of recommended actions. (BD 14/81/1)~~

~~101.05 Approve. To sanction officially and accept as satisfactory. (Does not imply financial aid.) (BD 214/60, BD 195/80/5)~~

~~101.06 Bargaining Unit Negotiating Committee. For purposes of this Policy, the term "bargaining unit negotiating committee" shall be synonymous with the term "bargaining unit council." (BD 66/88/3)~~

~~101.07 Board. Unless expressly provided for otherwise by context, the terms board and Board of Directors are synonymous. (BD 195/80/5)~~

~~101.08₂ Chapter/District Labor Council. For purposes of this Policy File, the terms chapter and "district labor council" (DLC) and "chapter" shall be considered synonymous unless the context otherwise requires. (BD 77/95/4)~~

~~101.09 Chapter Autonomy. The rights and conditions of a chapter's independence and power of self-government, not pre-empted by provisions of the Bylaws, Policy File or enactments of General Council of the Association. (Bylaws Article VI, Section 1(b.)) (BD 77/95/4, BD 47/01/2)~~

~~101.10 Competing Organizations. Any organization which represents or intends to represent state employees in matters of wages, hours or working conditions before the State Personnel Board, the Board of Trustees, the Board of Regents, the Department of~~

~~Personnel Administration, the Public Employment Relations Board or any policy-making body with the intent to supplant the Association or its affiliates. (BD 262/75/5, BD 195/80/5, BD 29/08/3)~~

~~101.1103 CSEA. Unless expressly provided for otherwise by context, the terms CSEA and Association are synonymous. (BD 195/80/5)~~

~~101.04 Executive Session. A commonly used term that has no precise meaning and should not be used in official Board reports or documents. It sometimes refers to closed meetings and sometimes is used to refer to Executive Committee meetings. Executive Committee meetings can be open or closed meetings. Closed meetings of the entire Board of Directors are restricted by the Bylaws to certain subjects. For purposes of this Policy File, the terms "Executive Session" should never be used.~~

~~101.12 Division. Unless otherwise required by context, the term "division" shall be synonymous with the term "affiliate" for the purpose of this Policy File. (BD 44/94/2)~~

~~101.13 Employee Representatives. Members of the Association officially appointed as organizational representatives or job stewards. (BD 66/88/3, BD 29/08/3)~~

~~101.14 Encourage. To declare approval and to foster, favor and promote the growth of a cause or policy. (Does not imply financial aid.) (BD 214/60, BD 262/75/5, BD 195/80/5)~~

~~101.15 Endorse. To give the Association's name in support of or sanction to programs or projects sponsored by others or to allow the Association's name to be used publicly in support of the candidacies of individuals or in the campaigns for propositions found worthy by the Association. (Could be accomplished with financial aid.) (BD 214/60, BD 262/75/5, BD 195/80/5)~~

~~101.16 Favor. Suggest an active interest and a willingness to give approval or to encourage and endorse. (Does not imply financial aid.) (BD 214/60, BD 262/75/5, BD 195/80/5)~~

~~101.17 Financial Aid. Specific monetary allowances in addition to normal operating expenses. (BD 212/68, BD 262/75/5, BD 195/80/5)~~

~~101.18 Headquarters Office. The Association's principal office in Sacramento is headquarters. (Bylaws Article I, Section 2.) (BD 17/77/1, BD 195/80/5)~~

~~101.19 Interest. Have sufficient concern to note and report on progress and modifications without expecting to become involved in the matter. (BD 328/68/1, BD 262/75/5, BD 195/80/5)~~

~~101.20 Labor Relations Representatives. Staff employed by the Association in positions of employee relations representation. (BD 66/88/3, BD 29/08/3)~~

~~101.21 No Position. Neutrality in attitude and position. (BD 212/68, BD 262/75/5, BD 195/80/5)~~

~~101.22 Open Position. Chapters/DLCs, and divisions/affiliates are free to take any action they choose. (BD 50/92/2, BD 59/94/2, BD 29/08/3)~~

~~101.23 Oppose. To resist or take action against a policy sponsored by others which is incompatible with the objectives or policy of the Association. (Could be accomplished with financial aid.) (BD 426/69/3, BD 262/75/5, BD 195/80/5)~~

~~101.24 Oppose Publicly. To resist or take action against a program or project sponsored by others which is incompatible with the objectives or policy of the Association and to allow the Association's name to be used publicly in opposition to the candidacies of individuals or in the campaigns against propositions found unworthy by the Association. (Could be accomplished with financial aid.) (BD 158/74/2, BD 262/75/5, BD 195/80/5)~~

~~101.2505 Policy. A policy is a goal or rule of the Association. All Association policies have as their authority the Association's Bylaws or approved Board of Directors' motions. Division/affiliate policies have as their authority approved division/affiliate motions. Policies are written and are contained in the appropriate policy file. Specific assignments, studies and reviews of topics are not policies and are not to be included in the policy files. (BD 50/92/2, BD 62/03/2)~~

~~101.2606 Policy File. The collection of all Board of Directors adopted policies. or properly adopted division/affiliate policies. The Policy File shall be divided into parts as follows: (BD 62/03/2)~~

- ~~Part I. Association Bylaws.~~
- ~~Part II. Broad Goals and Specific Objectives.~~
- ~~Part III. Association Policy and Procedures.~~
- ~~Part IV. Comprehensive Index. (BD 39/94/2)~~
- ~~Part V. Association of California State Supervisors Bylaws and Policies.~~
- ~~Part VI. California State University Employees Union Policies. (BD 29/08/3)~~
- ~~Part VII. SEIU Local 1000 (Union of California State Workers Policies.) (BD 29/08/3)~~
- ~~Part VIII. CSEA Retirees, Inc. Policies. (BD 29/08/3)~~

~~101.27 Program. A program is a plan for accomplishing a policy or an objective. (BD 212/68, BD 262/75/5, BD 195/80/5)~~

~~101.28 Project. A project is a separate and distinct assignment relating to a phase of a program. (BD 10/60, BD 262/75/5, BD 195/80/5)~~

~~101.29 Sponsor. To assume responsibility for initiating and carrying out a program or policy. (Should be accomplished with financial aid.) (BD 158/74/2, BD 262/75/5, BD 195/80/5)~~

~~101.30 Statewide Officers. Statewide officers are Association president, vice president, and secretary-treasurer. (BD 52/99/2, BD 29/08/3)~~

~~101.31 Support. To uphold and defend a cause or policy which is consistent with the policy of the Association sponsored by others, or to give financial aid to the candidacies of individuals or the campaigns for propositions found worthy by the Association. (Should be accomplished with financial aid.) (BD 158/74/2, BD 262/75/5, BD 195/80/5, BD 29/08/3)~~

~~101.32 Watch. Have such concern to observe and report on movement and modifications of a cause or policy sponsored by others with expectancy that the Association may become involved. (BD 195/80/5)~~

102.00 Establishment of Policy

102.01 Policy-Making Agencies

The Board of Directors and the ~~division(s)/affiliate(s)/division(s)~~, within the limits of their authority, are the policy-making agencies of the Association. (BD 81/92/3, BD 59/94/2)

~~(a) With regard to language for inclusion in the Association Policy File, General Council shall refer language to the Board of Directors for adoption as board policy. All resolutions submitted 60 days prior to the convening of General Council shall be reviewed by the Resolutions Screening Bylaws, Policies, Procedures and Programs Committee in accordance with Policy File Section 301.04. (BD 81/92/3, BD 29/08/3)~~

~~(b) Board of Directors policy is subject to change by the Board of Directors. General Council resolutions changing policy are referred to the Board of Directors for action and become Board of Directors policy. All resolutions submitted 60 days prior to the convening of General Council shall be reviewed by the Resolutions Screening Committee in accordance with Policy File Section 301.04. (BD 50/92/2, BD 62/03/2, BD 29/08/3)~~

~~(e) (b) Division/affiliate policy must not be in conflict with established Board of Directors policy. Division/affiliate policy is subject to change by the division/affiliate. In the event the Board of Directors finds that a division/affiliate policy is inconsistent with the Association's Bylaws or Policy File, the policy is void and any prior policy shall remain in effect. The board shall refer such policy to the division/affiliate for corrective action consistent with the Association Bylaws and Policy File. Any action based on voided policy is nullified. (BD 22/01/1, BD 62/03/2)~~

~~(e) (c) Affiliate bylaws and policy must not be in conflict with Association Bylaws. Affiliate policy is subject to change by the affiliate. In the event the Board of Directors finds that an affiliate policy is inconsistent with the Association's Bylaws, the policy is void and any prior policy shall remain in effect. The board shall refer such policy to the affiliate for corrective action consistent with the Association Bylaws. Any action based on voided policy is nullified. Additions, deletions or amendments to Policy File by the Board of Directors become effective immediately upon adoption unless otherwise specified. (BD 22/01/1, BD 62/03/2)~~

~~102.02 Status of Approved Policy~~

~~Any policy referred by the General Council to the Board of Directors or policy adopted by the Board of Directors shall remain in force until rescinded, revised, or accomplished. Division/affiliate policy remains in force until rescinded, revised or accomplished, unless the board finds the policy is void due to a conflict with Association Bylaws or policies. (BD 62/03/2)~~

~~102.03 Official Policy~~

~~Any position taken or endorsement made, after due deliberation, by the Board of Directors becomes the official policy of the Association, and no officer, board member, chapter leader, division/affiliate leader, employee or other representative of the Association, acting in their official capacity, may actively pursue a position other than that of the Association. (BD 133/83/3, BD 59/94/2)~~

~~(a) When the Association, as a member of another organization, has more votes than delegates, votes should be evenly distributed among the delegates with odd-numbered votes being given to the secretary-treasurer. Such votes are known as "Association votes" and must be cast in accordance with any position or endorsement taken or made by the Board of Directors. (BD 133/83/3)~~

~~(b) In casting votes for a candidate endorsed by the Board of Directors, Association votes shall be cast for the endorsed candidate as long as that person remains a candidate. (BD 133/83/3, BD 59/94/2)~~

~~(c) When there is no policy or candidate, the delegates are free to cast Association votes as they see fit. (BD 133/83/3)~~

~~102.04 Unenacted Legislation~~

~~If the objective of a policy-establishing resolution is sought through legislation which fails enactment, in whole or part, the full objective of the resolution nevertheless continues to be policy. (BD 50/92/2)~~

~~102.05 Supported Legislative Bill~~

~~The support of a particular legislative bill, by General Council or the Board of Directors, does not constitute the adoption of a policy in relation to the subject of the bill. (BD 23/70)~~

~~102.06 Resolutions Referred to Board of Directors~~

~~An action of General Council, by which a resolution failing adoption is referred to the Board of Directors for study and appropriate action does not establish an expression of Association policy. (BD 50/92/2)~~

103.00 Policy File Structure

103.01 Date of Adoption

Each section of the Policy File which has been revised or adopted prior to General Council sessions shall be clearly indicated by using current best practice editing methods. (BD 7/09/1)

Each page of the Policy File shall indicate the month and year that any section of the Policy File was adopted or last revised. (BD 10/86/1, BD 29/08/3, BD 7/09/1)

103.02 Authority Citation

Each provision in the Policy File commanding a number distinction must contain a parenthesized authority citation and headquarters office shall provide such authority citation. (BD 195/80/5)

103.03 Format of Amendment

Amendments to the Policy File should be in a form which indicates proposed deletions to existing policy in strike-out type and proposed additions to existing policy in underline type and indicates the specific Policy File section in which the amendments are to be included if adopted. (BD 50/92/2)

If a proposed amendment is to delete an entire Policy File section, a statement to that effect is all that is necessary. (BD 81/84/3)

103.04 Numbering Conflicts ***[Moved from 104.04.]***

Where there are Policy File numbering conflicts, staff is authorized to make necessary changes. (BD 56/83/1)

104.00 Review of Policy File

~~104.01 Duty of Vice President~~

~~The vice president is responsible for the coordination of the review of the Association Policy File. (BD 50/92/2, BD 59/94/2, BD 29/08/3)~~

~~Members of the Association and the general manager are urged to call needed changes in the Policy File to the attention of the vice president. (BD 50/92/2, BD 29/08/3)~~

104.02 Annual Review

The annual review of policy is as follows:

~~(a) Substantive review. This review shall be as provided by the Board of Directors:
(BD 50/92/2)~~

~~(1) The annual review of the Policy File shall be in accordance with the responsibilities as outlined in Division 5 of the Policy File. (BD 52/83/1, BD 59/94/2)~~

~~(2) The Bylaws, Policies and Procedures Committee is authorized to recommend to the Board of Directors changes in language that will clarify policy statements. (BD 59/94/2)~~

~~(3) The subject matter areas covered by the Policy File are primarily the responsibility of the General Council subject committees which shall annually review those sections of the Policy File within the area of their responsibility and report any discrepancies or conflicting provisions with recommendations to the Board of Directors. Divisions/affiliates shall provide for an annual review of their respective policy files. (BD 62/03/2)~~

~~(4) Sections within various subject matter areas may be assigned to ad hoc committees, or other Board of Directors standing committees. (BD 50/92/2, BD 59/94/2, BD 62/03/2)~~

~~(b) Bylaws review. This review shall be the responsibility of the Board of Directors. Referral to the Bylaws, Policies and Procedures Committee is recommended.
(BD 50/92/2, BD 59/94/2)~~

~~(c) Administrative review. This review shall be the responsibility of the president, and through him/her referred to the Bylaws, Policies and Procedures Committee. Said review is to: (BD 56/83/1, BD 59/94/2)~~

~~(1) Ensure internal consistency; (BD 50/92/2)~~

~~(2) Ensure proper form; (BD 50/92/2)~~

~~(3) Eliminate obsolete portions; (BD 50/92/2)~~

~~(4) Ensure correct authority citations. (BD 50/92/2)~~

~~(d) The Bylaws, Policies and Procedures Committee shall review the Policy File and recommend such changes as are necessary to correct typographical, grammatical, spelling and punctuation errors in board policy as long as the changes do not alter the substance of the specified sections. (BD 273/76/5, BD 59/94/2)~~

~~104.03 Review for Conflicts~~

~~All actions of the Board of Directors and divisions/affiliates amending their respective policy files are automatically referred to the Bylaws, Policies and Procedures Committee for review for possible conflicts with the Association's Bylaws or Policy File. Any conflict in policy approved by the Board of Directors shall be included in the next Board of Directors' meeting agenda as an action item in order that appropriate corrective action can be taken. (BD 62/03/2)~~

~~Nothing in this section is intended to restrict other reviews of the Policy File as provided elsewhere. (BD 24/01/1)~~

~~104.04 Numbering Conflicts~~ **[Moved to 103.04.]**

~~Where there are Policy File numbering conflicts, staff is authorized to make necessary changes. (BD 56/83/1)~~

~~104.05 Standard Policy File Language~~

~~The vice president is authorized to make necessary changes in the language of board motions in order that standard Policy File language is used. (BD 71/00/2, BD29/08/3)~~

B&P 4/11/2 (Snodgrass) Policy File Division 3: General Council

BD 10/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy File Division 3: General Council. Motion was adopted by general consent. CARRIED.

Division 3: General Council

301.00 General Council Resolutions

All matters presented to General Council for action shall be submitted in the form of a resolution. A resolution consists of whereas and resolved clauses. Whereas clauses state the need for action and resolved clauses state the action requested. (BD 59/94/2)

301.01 Drafting of Resolutions

A resolution begins with an idea addressing an issue that a person feels needs to be improved, amended, replaced or rescinded. A resolution can be submitted by any active member of the Association, delegate of General Council, delegate-elect, or delegate-designate to General Council, or proposed by a chapter/DLC, or any subject or procedural committee, Association affiliate/division, or Board of Directors for the purpose of drawing attention to the subject. (BD 84/94/3, BD 55/97/3, BD 43/09/2)

A resolution is written in two parts. The first part states the reason for the resolution, pointing out selected facts concerning the issue.

Each reason or fact is a short, separate paragraph which begins with "WHEREAS," is consecutively numbered, and must be a complete statement. Any number of WHEREAS clauses can be presented to support the reason for the proposal. (BD 84/94/3, BD 63/03/2)

The second part of a resolution simply states what action should be taken to achieve the desired result. Again, there can be any number of actions intended in separate statements called "RESOLVED" paragraphs, consecutively lettered. All requested actions should be related to the particular issue. (BD 84/94/3, BD 63/03/2)

Requirements for preparation of RESOLVED clauses are:

- (a) Must be complete statements (sentences) which stand on their own merits; (BD 84/94/3)
- (b) Must clearly state the intent of the author; (BD 84/94/3)
- (c) Must identify the section of Bylaws which is affected, if any; (BD 84/94/3, BD 55/97/3, BD 43/09/2)
- (d) Must clearly reflect the subject matter. (BD 84/94/3)

301.02 Responsibility of Proponent

The primary responsibility for ensuring that a resolution intended for submission to General Council is in proper form rests with the proponent. (BD 50/92/2)

301.03 Format of Resolution

Resolutions submitted to General Council must set forth the subject, the name of the proponent, including chapter/DLC number and affiliate/division if it is submitted by an individual, and a reference to the appropriate section of the Bylaws, if ascertainable by the proponent, in the following form at the beginning of the resolution: (BD 50/92/2, BD 84/94/3, BD 43/09/2)

SUBJECT:

SUBMITTED BY:

REFERENCE:

WHEREAS, (1), now therefore be it

RESOLVED, (a)

Principal Proponent: _____
(Individual, chapter/DLC or affiliate/division) (BD 84/94/3, BD 43/09/2)

Resolutions submitted by 50 or more active members of the Association or signed by 20 or more members or members-elect of General Council shall indicate the principal proponent in the above form. (BD 50/92/2, BD 84/94/3)

In drafting resolutions, each whereas clause shall be consecutively numbered, and each resolved clause shall be consecutively lettered. (BD 50/92/2)

Amendments to the Bylaws shall be in a form which indicates proposed deletions to existing language in strikeout type and proposed additions to existing language in underline type. If a proposed amendment is to delete an entire section, a statement to that effect is all that is necessary. (BD 80/84/3, BD 59/94/2, BD 43/09/2)

The resolution must contain an estimate of probable cost to the Association in the following form: (BD 50/92/2)

ESTIMATED CSEA COST:

301.04 Processing of Resolutions

All resolutions received in headquarters office no later than 60 days prior to the convening of General Council shall be forwarded to the chair of the Bylaws, Policies, Procedures and Programs Committee ~~members of the Resolutions Screening Committee~~ on the first day of each month, or more frequently if it is deemed necessary, immediately after the last day for submission of resolutions ~~and the committee shall meet within 10 days thereafter.~~ Upon receipt of the resolutions, the members of ~~the~~ resolutions Screening Committee shall be reviewed ~~them~~ for the immediate purpose of offering guidance to the proponent of a resolution that has inadequacies. The proponent ~~is to~~ will be informed as to what changes or corrections need to be made in order to eliminate the inadequacies. Submissions which add, amend, or delete Policy File language only should be referred to the Board of Directors. Headquarters should be notified as soon as possible in order for them to notify the proponent so the resolution that has been returned to the proponent can be corrected and put in proper form. Any change or correction must be submitted prior to the deadline for submission of resolutions. (BD 50/92/2, BD 8/09/1)

301.05 Personal References

The Association will not publish resolutions to be heard at General Council which name any individual person or allude to any Association member in language that will be deleterious to that person's character and reputation. (Bylaws Article IX: General Council, Section 11(c)) (BD 50/92/2, BD 59/94/2, BD 69/04/3)

301.06 Conflicts Between Resolutions

In interpreting the actions of General Council where a conflict exists between two or more resolutions: (BD 50/92/2, BD 69/04/3)

(a) The most recently adopted resolution shall govern when the conflicting resolutions were adopted at different General Councils; (BD 50/92/2, BD 69/04/3)

(b) The Board of Directors shall resolve the conflicts between resolutions adopted at the same General Council by taking into consideration the overall actions of General Council in order to determine its intent. (BD 50/92/2, BD 59/94/2, BD 63/03/2, BD 69/04/3)

(c) If the Board of Directors cannot determine the intent of General Council, it may submit conflicting resolutions to the delegates pursuant to Bylaws Article IX; General Council, Section 15, to resolve a conflict. (BD 50/92/2, BD 59/94/2, BD 44/99/2, BD 63/03/2, BD 69/04/3)

(1) The Board of Directors shall prepare a ballot with instructions for the delegates to vote for the resolution they prefer. A majority vote of returned ballots shall resolve the conflict. (BD 63/03/2, BD 69/04/3)

~~301.07 Integrity of General Council Resolutions~~

~~Resolutions dealing with amendments to the Bylaws adopted by General Council delegates when General Council is not in session may not be altered before being submitted to the chapters/DLCs for ratification. However, when in session ratification by chapters/DLCs is not necessary. (Bylaws Article XVIII, Section 3) (BD 81/96/3, BD 69/04/3)~~

301.087 Status Report on General Council Resolutions

At each meeting of the Board of Directors, the president shall report in writing on the status of all General Council resolutions for which final action is pending. (BD 50/92/2, BD 63/03/2, BD 69/04/3)

302.00 Rules of General Council

302.01 Rules Adopted by General Council

It is the prerogative of each General Council to adopt the rules to govern its own session of General Council. The rules as adopted at the last previous General Council shall remain in effect until new rules are adopted and shall be printed herein so that they are available for study on a continuous basis. (BD 59/94/2, BD 122/00/2)

RULES OF GENERAL COUNCIL

1. Only delegates to the General Council, those persons having official council duties and other persons authorized by the president shall be permitted on the General Council floor. Official badges must be worn; anyone not wearing a badge will be escorted from the floor.

2. Unless excused by the presiding officer, delegates must be present at all sessions of the General Council, including their affiliate meetings. Delegates must be seated at their designated tables and must report to their sergeant-at-arms when leaving the General Council floor. Any chapter/DLC delegate vacancy during general session should be filled immediately following a negative roll call or after an unexcused absence of two hours or more, provided the next ranked alternate is available.

3. A. Certification by the Credentials Committee as to the attendance of delegates at each session shall constitute the roll call.

B. On the last day of General Council, attendance cards will be collected after the last resolutions committee has reported.

4. Two-thirds of the credentialed delegates must be present to constitute a quorum.

5. Floor Debate –

A. Floor debate will be allowed on all matters except appeals to General Council or where debate is precluded by another rule.

B. Delegates will be allowed up to three minutes to speak to the motion currently under consideration. No delegate may speak more than twice on a motion and will not be allowed to speak a second time until all other delegates who are at a microphone have had an opportunity to speak. Two minutes shall be allotted for the second speech. Delegates may not yield their time to other speakers.

C. Speakers will not be interrupted by requests for “points of information.” Delegates may raise a “point of information” card while another delegate is speaking, but will not be recognized for that purpose until the end of the speaker’s presentation.

D. A request for a point of information must be in the form of a question; any affirmative statement by the delegate so recognized will be ruled out of order. If, in the presiding officer's judgment, a delegate has intentionally misused a point of information to engage in debate, the presiding officer may deem the delegate as having spoken to the question and shall not recognize the delegate further until all other delegates wishing to speak to the question have done so.

6. Resolutions --

A. 1. A General Council resolutions committee shall consider all resolutions referred to them.

2. Committees may amend and consolidate resolutions.

3. Committee reports shall be in writing and include recommendations for:

(a) adoption in original form;

- (b) adoption in amended form;
- (c) adoption as consolidated with one or more resolutions;
- (d) referral to the Board of Directors for study and appropriate action;
- (e) referral to the Board of Directors for study and report to the next General Council;
- (f) referral to the president for appropriate action;
- (g) referral to an appropriate affiliate or division council
- (h) rejection with reasons; and
- (i) rejection in amended form, with reasons.

4. When a committee has recommended an amendment to a resolved clause, all resolved clauses, highlighting any amendments made, shall be presented to General Council in writing before action is taken on the resolution. Whereas clauses only need to be reprinted if they were amended.

5. Before any vote is taken by the delegates on any committee report that proposes to amend the Bylaws, the report shall be referred to the Association Bylaws, Policies, Procedures and Programs Committee to determine if any conflict exists.

B. When possible, resolutions and amendments should be presented in an electronic format and displayed using a projection system for review, debate, amendment, and disposition.

C. When called upon by the presiding officer, the chairperson of a resolution committee shall report the recommendations of the committee to the General Council, such recommendations constituting a motion.

D. 1. If a motion for adoption is not adopted by the General Council, the resolution is rejected.

2. If a motion to reject is not adopted by the General Council, the resolution continues as a subject before the council and must be disposed of by subsequent action of the General Council.

3. If a motion to amend and adopt is not adopted, then a motion to consider the resolution in its original form is in order. That motion must be seconded by twenty percent (20%) of the registered delegates; otherwise the original resolution is rejected.

4. If a motion to refer is not adopted by the General Council, the resolution continues as a subject before the council and must be disposed of by subsequent action of the General Council.

5. In the event a resolution is adopted that requires separate approval of one or more classes (affiliates), immediately after the adoption of the resolution, the president shall call for a separate vote of each affected class (affiliate). Should any affected class (affiliate), which has the right to a separate class (affiliate) vote, fail to adopt a resolution by an appropriate majority, the resolution shall be deemed rejected.

If the president is uncertain about whether the resolution adopted by the delegates requires separate approval of one or more classes (affiliates), the president may take an advisory vote of those classes (affiliates) to establish the necessary record in the event there is a challenge of General Council's action. However, the advisory vote will not affect the finality of the delegates' action.

E. Separate action is not required on resolutions that have been consolidated with other resolutions. However, a motion to divide the question and consider an individual resolution separately may be made. Such a motion must be seconded by twenty percent (20%) of the registered delegates and adopted by a majority vote.

F. 1. Except as follows, a motion to accept a committee's recommendations in toto is in order if the recommendations have been distributed to the delegates in writing at least four (4) hours prior to the committee's report, except as contained in Rule 6.F.2.

2. Committee recommendations that would amend the Bylaws shall require individual action by the General Council.

3. All Fiscal Committee resolutions shall require individual action.

4. Before the vote is taken on a motion to accept recommendations in toto, any delegate may ask that a resolution be withdrawn for separate consideration.

G. The final report of General Council actions on committee recommendations shall be in written form and must show all the resolved clause(s), including any amendments, and the final action taken. "Whereas" clauses need not be reprinted.

H. Policy File language included in a resolution shall be referred to the Board of Directors, which shall adopt it as board policy.

7. Motions --

A. The following motions are not in order at any time:

(i) substitute motion or substitute amendment.

(ii) to lay on the table.

(iii) to reconsider and enter on the minutes.

B. A motion to reconsider may only be made by a delegate who voted on the prevailing side. It requires a two-thirds (2/3) vote, except for a motion to reconsider the Central Support budget, which shall require a majority vote. If the motion prevails, the motion to be reconsidered comes back exactly as it was when it was previously acted upon. It is then open for amendment, adoption, referral or rejection.

C. A motion to rescind requires a two-thirds (2/3) vote.

D. A delegate who makes a motion must rise only for that purpose and will be given the first opportunity to speak on the motion.

E. A motion for the previous question (to end debate and proceed to a vote) may be made only by a delegate who rises solely for this purpose. The motion must be seconded by twenty percent (20%) of the registered delegates. It is not amendable; it is not debatable. It requires a two-thirds vote. Unless either the "pro" or "con" speaker list has been exhausted, the chair shall not accept a motion to end debate until a minimum of three (3) "pro" and three (3) "con" arguments have been heard.

8. Voting --

A. 1. Votes may be taken by show of hands, standing vote, voting cards, standing counted vote or roll call vote. The presiding officer may call for any of these actions at his/her discretion.

2. At the discretion of the presiding officer, a motion may be set aside until all delegates have been given an opportunity to return to the floor.

3. A motion to suspend a rule must be seconded; is not amendable; is not debatable; and requires a three-quarters (3/4) vote.

4. A motion for a standing vote to be visually determined by the chair requires one second.

5. Motions calling for a standing counted or roll call vote must be seconded by twenty-percent (20%) of the registered delegates and requires a majority vote.

6. To conduct a roll call vote, the sergeants-at-arms shall poll the delegates within their assigned areas and present their recorded tallies to the presiding officer when called.

7. A motion for a standing vote, standing counted vote or roll call vote must be made before another motion is put by the presiding officer.

8. On a standing counted vote or a roll call vote the presiding officer shall direct the sergeants-at-arms to instruct all delegates who are away from the General Council floor to return for the vote.

9. A “majority vote” means a vote of a majority of the delegates present and voting, a quorum being present. Similarly, a two-thirds (2/3) vote or three-quarters (3/4) vote is a decision made by that number of delegates present and voting, a quorum being present.

9. Elections --

A. After the nominations for all offices have been closed, the presiding officer shall call for a motion to declare as elected any unopposed candidates for office.

B. Pursuant to Bylaws Article V: Elections and Terms of Office, Section 1(b), nominations and elections shall be conducted according to the procedures established by the Board of Directors in Policy File Sections 1102.01 – 1102.08.

C. Election protests, if any, shall conform to Policy File Section 1102.08, as follows:

Candidate Election Protest Procedure

1. A candidate for Association office may protest an election by:

(a) Seeking recognition of the presiding officer, not later than one hour after the election results have been announced, for presentation of the protest.

(b) Specifically explaining the irregularity or procedure violated.

2. The presiding officer shall immediately rule upon the protest. If the protester or any other candidate for that office disagrees with the ruling of the presiding officer, he/she may challenge the ruling of the chair. The presiding officer shall immediately take appropriate action to obtain a decision of General Council.

D. At the conclusion of all elections, the president may recognize candidates for elective office for the purpose of thanking the delegates for their election support.

10. Appeal from Decision of Chair --

An appeal from a ruling by the chair must be seconded by twenty percent (20%) of the registered delegates. The chair’s ruling is sustained by either a majority or a tie vote.

11. Appeal to General Council --

- A. The appeal must be presented in writing to the president.
- B. The presiding officer shall appoint an ad hoc committee to hear an appeal and make written recommendations to General Council.
- C. The written report of the committee shall include:
 - 1. A statement of the appeal;
 - 2. Its findings; and
 - 3. Its recommendation.

12. With the exception of materials that can be placed at each delegate table location, all campaign/electioneering material, including posters, banners and other forms of displayed material, is not allowed in any location where it could be observed by delegates while they are in session.

No material may be placed at the delegate tables which names any individual person or alludes to any Association delegate in language that may be deleterious or derogatory to a person's character and reputation. Questionable material shall be referred to the Rules Committee, whose decision is final. At the direction of the presiding officer, questionable material shall be confiscated by the sergeants-at-arms until a determination is made by the Rules Committee.

13. The Bylaws, these rules, and the latest edition of Robert's Rules of Order, constitute the rules of General Council, including any affiliate meetings occurring during this session.

14. Smoking and alcoholic beverages are prohibited on the floor of General Council.

15. Decorum shall be maintained on the floor of General Council. Cellular phones brought onto the floor must be in silent or vibratory mode. Delegates should leave the floor to answer. Candidates for office are prohibited from using cellular phones while they are sequestered during the candidates' speeches.

16. The minutes of this 65th General Council will be approved by a committee appointed by the president.

17. Late submitted resolutions submitted by an affiliate and emergency resolutions approved by the Rules Committee shall be referred by the president to an appropriate subject committee.

303.00 Report of General Council

Following General Council, the headquarters staff shall issue a report of actions of General Council. (BD 69/04/3)

304.00 Delegates to General Council

304.01 Delegates Folder

The delegates' folder should include at least the following: (BD 50/92/2, BD 69/04/3)

(a) A section describing the action taken on all resolutions not rejected by the previous General Council; (BD 50/92/2, BD 69/04/3)

(b) A section containing the report of the secretary-treasurer; (BD 50/92/2, BD 69/04/3)

(c) A section containing a list of all members of General Council; (BD 50/92/2, BD 69/04/3)

(d) A section containing General Council subject committee reports; (BD 50/92/2, BD 59/94/2, BD 69/04/3)

(e) A section containing Board of Directors standing committee reports; (BD 50/92/2, BD 59/94/2, BD 69/04/3)

(f) A section containing ~~division~~/affiliate/division reports; (BD 50/92/2, BD 59/94/2, BD 69/04/3)

(g) A section containing resolutions before the current General Council; (BD 50/92/2, BD 69/04/3)

(h) A section containing rules from the preceding General Council and/or proposed amendments to the rules. (BD 50/92/2, BD 69/04/3)

304.02 Delegate Status

(a) Assignment to ~~Division~~/Affiliate/Division

All delegates shall be assigned to the appropriate ~~division~~/affiliate/division based on their membership class as defined in Article III: Membership, Section 7, of the Bylaws. (BD 57/93/3, BD 69/04/3)

(b) Voting Rights at General Council

(1) All delegates regardless of the class to which they are assigned have the right to vote on all matters coming before the general session of the General Council. (BD 57/93/3, BD 69/04/3)

(2) Delegates from the ~~divisions/affiliates/divisions~~ shall have the right to attend and vote at all sessions of their ~~division/affiliate/division~~ meetings of the General Council. A delegate's status, as determined by class of membership at the time of the meeting, shall determine voting rights, provided he/she remains a delegate pursuant to Article IX: General Council, Section 3, of the Bylaws. (BD 57/93/3, BD 69/04/3)

305.00 Seating Arrangements

305.01 ~~Division/Affiliate/Division~~ Delegate Seating

Each ~~division/affiliate/division~~ shall determine the seating of its ~~division's/affiliate's/division's~~ delegates at General Council. Headquarters shall assign areas for ~~division/affiliate/division~~ delegates, with locations rotating each assignment with the exception of Retired Division delegates who shall be seated in the front. Headquarters shall notify each division director of the assigned area for the ~~division/affiliate/division~~ delegates, and request seating arrangements to be returned by a specific date. The seating arrangements within the assigned ~~division/affiliate/division~~ area are to be rotated. ~~Division directors/affiliate~~ Affiliate/division presidents shall respond with seating assignments by the due date, or seats will be assigned by headquarters. (BD 50/92/2, BD 59/94/2, BD 130/00/2, BD 69/04/3)

306.00 Budget [Content amended and moved from 1003.06.]

306.01 Budget Distribution

The Board of Directors' approved budget proposal in resolution form shall be mailed, not later than 60 days prior to convening of General Council, to:
(BD 66/93/3, BD 70/03/2)

Members of the Board of Directors; (BD 50/92/2)

Affiliate/Division board members; (BD 50/92/2, BD 59/94/2, BD 70/03/2)

Delegates of General Council; (BD 50/92/2)

Members of Bylaws, Policies, Procedures, and Programs, Member Benefits, and Fiscal Committees. (BD 66/93/3, BD 70/03/2, 52/09/2)

This document shall be provided to any active member who, on an individual basis, requests it in writing from headquarters. (BD 50/92/2)

307.00 Child Care [Moved from 404.04.]

307.01 Provision of Child Care

Every attempt will be made to provide child care to members attending General Council. When a member requests child care, an agreement will be sent to that member specifying that the member will be responsible for any additional charges incurred if the child is not picked up within half an hour after recess/adjournment of the meeting for which child care was provided. The member must also agree to sign in/sign out, to present identification when leaving or picking up their child, to provide all meals and to be available at the meeting facility at all times while child care is provided. (BD 7/98/1, BD 64/03/2, BD 10/05/1)

308.00 Oath of Office for Statewide Officers [Content moved from 406.01.]

I do hereby solemnly affirm that I will faithfully discharge the duties of the office to which I have been elected in accordance with the Bylaws and Policy File of the California State Employees Association to the best of my ability. I will deliver to my successor in office all books, papers and other property of this Association that may be in my possession at the close of my official term. (BD 61/90/2, BD 59/94/2, BD 64/03/2)

B&P 5/11/2 (Snodgrass) Policy File Division 4: Association Governance

BD 11/11/2 MOTION: That the Board of Directors adopt the amendments as printed to Policy File Division 4: Association Governance.

An amendment to the motion was made: Snodgrass, Second by Evans – that the Board of Directors authorize staff to add “gender identification” to the list of protected classifications wherever appropriate in the Policy File. Motion was adopted by general consent.

A second amendment to the motion was made: Snodgrass, second by Espinoza– that the Board of Directors remove all the language that is underscored in section 410.00 on page 33 and that the Board of Directors delete section 407.02, subsection (c) on page 32 and renumber accordingly. The amendments were adopted as amended by general consent. CARRIED.

Division 4: Association Governance

401.00 Order of Business

The order of business of the Board of Directors in regular and special meetings shall be includes, as far as practicable, as follows the following: (BD 22/95/2)

Call to order
Roll Call
Pledge of Allegiance
Consideration of minutes
Communications
Adoption of Agenda
Consent Calendar

Report of Closed Session

Report of Committees

Action Items

Reports of officers and ~~directors~~ affiliates

~~Reports of committees~~

~~Unfinished business~~

~~New business~~

(BD 22/95/2, BD 34/04/2)

402.00 Board of Directors

All powers not expressly delegated elsewhere by the Bylaws are vested in the Board of Directors which shall meet at least twice a year. (BD 59/94/2)

403.00 Board of Directors Orientation

The Association shall conduct an orientation session at the first regular Board of Directors meeting following adjournment of General Council. The orientation program shall be conducted by experienced Association members and headquarters staff to acquaint newly elected ~~division/affiliate/division~~ directors and officers with the procedures and policies of the Association and assist the members of the board in effectively utilizing headquarters operations. (BD 50/92/2, BD 59/94/2, BD 64/03/2, BD 22/08/3)

404.00 Meeting Procedures

404.01 Agenda Items

(a) All items for the printed action agenda, except those from actions of the Executive Committee, shall be submitted to the president at least 30 days prior to each meeting of the Board of Directors and shall be accompanied by factual supporting data. (BD 21/93/2)

(b) Recommendations to adopt, amend, or repeal policy shall be submitted in specific Policy File language and shall be supported by sufficient factual data to enable the Board of Directors to take immediate action. It shall also contain a notation that the policy is an addition to the index, a change in the index, a deletion from the index, or no change to the index. Any action agenda item not in proper form or without sufficient background information shall be designated an informational item as provided in Section 404.01 ~~(e)~~(c). (BD 10/86/1, BD 21/93/2)

~~(c) Board of Directors meetings shall not be recessed for any scheduled activity or function without such activity being specified on the printed agenda. (BD 42/91/3)~~

~~(d) Collective bargaining issues shall be referred to the affected division(s)/affiliate(s) for their action and/or implementation. (BD 50/92/2, BD 59/94/2)~~

~~(e)~~ (c) Items submitted for the action agenda may be referred or deferred by the president. Items referred or deferred by the president shall become informational items of the agenda. The Board of Directors, by a majority vote, may place informational items on the action agenda. (BD 99/82/3)

~~(f)~~ (d) Items submitted, from any source other than the Executive Committee, as a body, for the action agenda after the 30-day limit as provided in subsection (a) above, shall be referred to the Board Agenda Committee. Each item shall be accompanied by sufficient supporting data to demonstrate the emergency nature of the item. The proponent of each item should provide the Board Agenda Committee with a minimum of 30 copies. (BD 107/84/4, BD 21/93/2, BD 59/94/2, BD 22/08/3)

~~(g)~~ (e) Items determined by the Board Agenda Committee to be of an emergency nature shall become an action item by the Board of Directors. The Board Agenda Committee's recommendation to refuse submission of an item shall be reversed by two-thirds vote of the Board of Directors. (BD 137/77/5, BD 59/94/2, BD 64/03/2, BD 34/04/2)

~~(h)~~ (f) Action items reported to the Board of Directors by standing committees shall not be referred or re-referred except by a two-thirds vote. (BD 99/82/3)

~~(i)~~ (g) The Board of Directors shall not take action on any item that has not been presented through the action agenda. (BD 21/76/1)

~~(j)~~ (h) The minutes of the Executive Committee meetings shall be an informational item of the agenda at the Board of Directors meeting. (BD 99/82/3, BD 59/94/2)

~~(k)~~ (i) Items may only be submitted by members of the Board of Directors, members-elect of the Board of Directors, standing committees of the Board of Directors or the Executive Committee, as a body. (BD 131/83/3, BD 59/94/2)

~~(l)~~ (j) Any member may request a member of the Board of Directors to submit an agenda item to the Board of Directors. (BD 131/83/3)

~~(m)~~ All amendments to division/affiliate policy of the Association shall be information items to the next regularly scheduled Board of Directors meeting. (BD 15/87/1)

~~(n)~~ (k) Items that propose to expend funds not otherwise budgeted must identify a funding source. (BD 5/96/1)

404.02 ~~Executive Sessions~~ Closed Meetings

~~Executive sessions~~ Closed meetings of the Board of Directors shall be in compliance with the Bylaws Article XVII: Meetings, Section 9. (BD 78/95/2, BD 12/97/1, BD 67/04/3)

404.03 Open Meetings -- Presentation by Members

Members may speak at any open Board of Directors meeting, subject to the right of the president to determine a reasonable time for the members to appear, to put a reasonable limit on the length of presentation, and to require that the presentation be germane to the subject under consideration. (BD 10/86/1, BD 64/03/2)

404.04 Recording of Meetings ***[Moved from 1806.00.]***

Proceedings of Association meetings may not be recorded without the express consent of the presiding officer. (BD 82/92/3)

~~404.04 Child Care~~ ***[Moved to 307.00.]***

~~Every attempt will be made to provide child care to members attending General Council. When a member requests child care, an agreement will be sent to that member specifying that the member will be responsible for any additional charges incurred if the child is not picked up within half an hour after recess/adjournment of the meeting for which child care was provided. The member must also agree to sign in/sign out, to present identification when leaving or picking up their child, to provide all meals and to be available at the meeting facility at all times while child care is provided. (BD 7/98/1, BD 64/03/2, BD 10/05/1)~~

404.05 Minutes

The table of contents page of the minutes of each Board of Directors meeting shall reflect a summary of the motions contained therein. (Example: BD 107/69/3)
(BD 183/69/3, BD 99/82/3, BD 64/03/2)

~~404.06 Smoking Policy~~

~~Smoking shall be prohibited during all meetings within the Association. (BD 61/03/2, BD 64/03/2)~~

404.076 Numbering Motions of the Board of Directors

Motions of the Board of Directors shall be consecutively numbered for each year starting with the first meeting. The number shall include the following: (BD 99/82/3, BD 64/03/2)

- (a) The number of the motion; (BD 160/69/3)
- (b) The year of the term of the board; (BD 160/69/3)
- (c) The number of the board meeting; (BD 160/69/3)
- (d) The distinctions outlined above shall be separated by a diagonal line.
(BD 160/69/3)

404.087 Motions Requiring Staff Study or Implementation

All motions of the Board of Directors requiring staff study or implementation shall set an estimated date on which the requested implementation or study shall be completed. (BD 9/71/1, BD 64/03/2)

405.00 Displays and Exhibits at Board of Directors Meetings

Displays, exhibits or representations at Board of Directors meetings by any firm, organization or group outside of those sponsored by the Association shall be prohibited unless prior written approval is obtained from the president. (BD 238/75/5, BD 59/94/2)

~~406.00 Duties as Installing Officers~~

~~Current members of the Board of Directors are encouraged to act as installing officers. (BD 50/92/2, BD 59/94/2)~~

~~406.01 Oath of Office **[Amended and moved to 308.00.]**~~

~~I do hereby solemnly affirm that I will faithfully discharge the duties of the office to which I have been elected in accordance with the Bylaws and Policy File of the California State Employees Association to the best of my ability. I will deliver to my successor in office all books, papers and other property of this Association that may be in my possession at the close of my official term. (BD 61/90/2, BD 59/94/2, BD 64/03/2)~~

4076.00 Full-Time Paid President

The Association shall pay a salary to a full-time president. (BD 33/91/3)

4076.01 Duties of the President

The duties of the president shall include: (BD 34/91/3)

(a) Those duties prescribed in Bylaws Article IV: Governance, Section 2 (b); (BD 34/91/3, BD 59/94/2)

(b) Acting as chief spokesperson on all Association matters; (BD 34/91/3)

(c) Representing the Association at meetings and conferences within and without the State of California within budgeted funds at his/her discretion without curtailment, when in the best interest of the Association; (BD 34/91/3)

(d) Assigns duties to Association officers as and when necessary or appropriate; (BD 38/99/2)

(e) Prioritizes the duties of statewide officers in situations where duties assigned them by these Bylaws are conflicting. (BD 38/99/2)

4076.02 Paid Leave for President

The Association shall attempt to secure paid leave from the president's state job, and may reimburse the state for the cost of leave, plus the cost of employer-provided benefits.

Should paid leave not be available, the Association shall pay directly to the president the state salary the president would have drawn while on paid leave, including any scheduled state salary adjustments during the president's term of office. In addition, the Association shall pay the cost of any benefits that would have been paid by the state employer for a period of paid leave. (BD 33/91/3, BD 101/98/5, BD 34/04/2)

4076.03 President's Compensation

(a) The salary of an employed member serving as president shall be the continuing salary the member draws from the State of California following election, plus an amount as determined in (c) below. (BD 33/91/3, BD 101/98/5, BD 34/04/2)

(b) The salary of a retired member serving as president shall be equal to the current top step of the classification held at the time of retirement (or, if the classification no longer exists, an equivalent classification), less the employee's gross state retirement, plus an amount as determined in (c) below. (BD 33/91/3, BD 101/98/5, BD 34/04/2)

(c) The president shall be paid \$50,000 annual salary or the amount under (a) or (b) above, whichever is greater, plus expenses and a leased automobile. (BD 38/01/1, BD 31/02/1, BD 22/03/2, BD 34/04/2)

4076.04 Compensation for Replacement for Full-Time Paid President

(a) Permanent Replacement

In the event of the death, resignation or removal of the president, the vice president becomes the president for the remaining portion of the term. (BD 45/92/2, BD 101/98/5, BD 22/08/3)

(1) Compensation

When the vice president becomes president, his/her compensation shall be as provided in Division 4: Association Governance of the Policy File (BD 45/92/2, BD 59/94/2, BD 101/98/5, BD 22/08/3)

(b) Temporary Replacement

In the event the vice president becomes president on a temporary basis due to illness, injury or other similar incapacity that prevents the president from performing the duties of the office, the compensation for the vice president shall be determined as follows: (BD 45/92/2, BD 101/98/5, BD 22/08/3)

(1) No compensation for the first 15 days, except for related expenses incurred; (BD 45/92/2, BD 101/98/5)

(2) Starting with the 16th day and thereafter:

If leave of absence is taken, the prorata share of the compensation provided in Division 4: Association Governance of the Policy File.
(BD 45/92/2, BD 59/94/2, BD 101/98/5)

4087.00 Inspection of Corporate Records by Directors

4087.01 Right to Inspect Records

Members of the Board of Directors have an absolute right to inspect and copy all records of the corporation and to inspect the physical properties of the corporation in accordance with the following guidelines: (BD 18/92/1, BD 83/95/4)

- (a) The request must be in writing, addressed to the president, specifying the items to be reviewed; (BD 18/92/1)
- (b) Reasonable notice must be given; (BD 18/92/1)
- (c) The inspection must be made at a reasonable time; and (BD 18/92/1)
- (d) The right to inspect does not extend to confidential records which are protected by law from release. If any confidential records of any nature are released to a member of the Board of Directors, he/she is prohibited from copying, releasing or distributing the records or communicating their contents to any other. (BD 27/01/1)

4087.02 Misuse of Corporate Records

Any director who misuses corporation records shall be immediately suspended in accordance with Division 8: Discipline & Grievances of the Policy File. Misuse, as determined by the Board of Directors, shall include, but not be limited to, release of the following: (BD 18/92/1, BD 59/94/2, BD 83/95/4, BD 64/03/2)

- (a) Confidential information; (BD 18/92/1, BD 64/03/2, BD 64/03/2)
- (b) Membership lists; (BD 18/92/1, BD 59/94/2, BD 64/03/2)
- ~~(c) Confidential information during negotiations or meet and confer sessions with the State of California; (BD 18/92/1, BD 64/03/2)~~
- ~~(d)~~(c) Confidential information during negotiations with the staff union; and (BD 18/92/1, BD 59/94/2, BD 64/03/2)
- ~~(e)~~(d) Individual expense claims of members or staff. (BD 18/92/1, BD 64/03/2)

4098.00 Resolution of Conflicts in Bylaws

When a conflict between sections of the Bylaws is brought to the attention of the Board of Directors, it has the authority and responsibility, as corporate governing authority of the Association, to declare which section of the Bylaws has priority over the other section. In arriving at its decision the Board of Directors shall consider the overall intent of the Bylaws, the good of the Association and applicable law as it may apply to the particular situation. (BD 13/00/1)

41009.00 Board Member Attendance at Association Meetings

Members of the Board of Directors are authorized to attend all Association Board and committee meetings and any other meeting or event that is an element of the CSEA strategic plan or otherwise specifically authorized by Board action of divisions/affiliates, regions, chapters/DLCs, committees and other subgroups within the Association, subject to the provisions of Bylaws Article XVII: Meetings, Section 9, Attendance at Closed Meetings and subject to the provisions of Division 9: Association Travel Expense for reimbursement of time and expenses. (BD 157/00/3, BD 34/04/2, BD 22/08/3)

410.00 CSEA Officer Attendance at Affiliate Meetings

CSEA Officers are authorized to attend any meeting or event subject to the provisions of Division 9: Association Travel Expense that define the conditions for reimbursement of travel expenses and union leave.

B&P 6/11/2 (Snodgrass) Policy File Division 5: Committees

BD 12/11/2 MOTION: That the Board of Directors adopt the amendments to Policy File Division 5: Committees.

An amendment to the motion was made: Snodgrass, second by Evans – that the language in section 504.01 Standing Committees Women's (BD 50/93/3, BD 44/09/2) ~~strikeout~~ be removed and restored.

That section 504.02 General Activity subsection (c) Women's Committee, through number (6) ~~strikeout~~ be removed and restored.

A second amendment to the motion was made: Gantt, second by Evans – that the language in section 504.02 General Activity (d) Human and Civil Rights Committee through (8) ~~strikeout~~ be removed and restored.

Motion: Chavez, second by Sears to cut-off debate was made by show of hands. Eight voted to cut-off debate.

The motion, with both amendments was adopted as amended by general consent. CARRIED.

Division 5: Committees

501.00 General Council Subject Committees

General Council subject committees are: (Bylaws Article XI: Committees, Section 1)

Bylaws, Policies, ~~and~~ Procedures, and Programs
Member Benefits
Fiscal
(BD 21/95/2, BD 22/08/3)

501.01 Size Restriction

The size of committees shall be composed of at least one (1) member of each ~~division/affiliate/division~~ and shall be restricted to as few members as can be utilized effectively with a view to economy of operation. (BD 50/92/2, BD 5/03/1, BD 16/05/1)

502.00 Duties of General Council Subject Committees

502.01 Bylaws, Policies, ~~and~~ Procedures and Programs Committee (BD 22/08/3)

The basic responsibility of the Bylaws, Policies, ~~and~~ Procedures and Programs Committee is to protect the integrity of the Association by serving as the forum for discussion of all matters that relate to the governing principles of the Association. The committee: (BD 39/91/3, BD 21/95/2, BD 22/08/3)

- (a) Independently reviews all actions of General Council, the Board of Directors, and ~~divisions/affiliates/divisions~~ for conformance with the Articles of Incorporation, Bylaws and Policy File and brings to the attention of the Board of Directors any actions found not in conformance therewith; (BD 39/91/3, BD 59/94/2, BD 65/03/2)
- (b) Upon referral by the Board of Directors or the president, studies and makes recommendations on matters as appropriate; (BD 139/77/5)
- (c) Upon request of the Board of Directors or the president, interprets unclear or ambiguous portions of the Bylaws and, along with any such interpretation, makes recommendations as appropriate; (BD 139/77/5, BD 59/94/2)
- (d) Assumes and performs such other functions as delineated in the Bylaws and Policy File; (BD 139/77/5)
- (e) Reviews assigned sections of the Policy File and makes recommendations to the Board of Directors; (BD 82/95/4, BD 65/03/2)
- (f) Reviews ~~division's/affiliate's/division's~~ policy and actions for conformance with Bylaws and Policy File and brings to the attention of the Board of Directors policies and actions not in conformance; (BD 65/03/2)

(g) Reviews subjects pertaining to operations of the Association and its policies relative to its members, public relations, intra-organizational matters and relations with other organizations; (BD 22/08/03)

(h) Reviews referrals from the Board of Directors or the president on matters relating to operations. (BD 22/08/03)

502.02 Member Benefits Committee

The Member Benefits Committee has the primary responsibility for insurance, other benefit programs, retirement programs and related matters. The committee:
(BD 195/80/5, BD 16/05/1)

(a) Reviews each Association-sponsored member benefit plan at least annually, and makes recommendations relating to benefits, plan reserves, premiums, costs, and continuation of the plans; (BD 195/80/5, BD 16/05/1)

(b) Reviews potential member benefit programs which may have merit as Association-sponsored member benefit plans; (BD 195/80/5, BD 16/05/1)

(c) Approves specifications, reviews the bids received and makes recommendations to the Board of Directors regarding the awarding of a contract for the plan or the rejection of all bids received when any Association-sponsored plan is put out to bid; (BD 195/80/5)

(d) Reviews and analyzes resolutions which are referred to it and prepares amendments and makes recommendations to General Council; (BD 104/79/5, BD 65/03/2)

(e) Reviews referrals from the Board of Directors or the president on matters relating to member benefits. (BD 16/05/1)

502.03 Fiscal Committee

(a) The primary responsibility of the committee is to advise the Board of Directors and General Council on all matters relating to the ability of the Association to fund programs and objectives recommended and/or approved by the Board of Directors or General Council as follows: (BD 15/78/1, BD 16/05/1)

(1) Use of reserves; (BD 15/78/1, BD 59/94/2, BD 16/05/1)

(2) Deferment of specific programs and objectives; (BD 15/78/1, BD 59/94/2, BD 16/05/1)

(3) Reviews referrals from the Board of Directors or the president on matters relating to fiscal items; and (BD 16/05/1)

(4) Recommends to the Board of Directors policy sections which relate to the financial operation of the Association. (BD 15/78/1, BD 59/94/2, BD 16/05/1)

503.00 General Council Procedures Committees

The General Council procedural committees are: (Bylaws Article XI: Committees, Section 1 (b))

- Arrangements
- Nominations
- Courtesy
- Rules
- Credentials
- Sergeant-at-Arms
- Election Tellers (BD 50/92/2)

503.01 General Activity

General Council procedural committees exist only during General Council and assist in its operation. (BD 31/71/1)

504.00 Board of Directors Standing Committees

504.01 Standing Committees

- Agenda (BD 50/92/2)
- Hearing Officers Panel (BD 200/82/6, BD 44/09/2)
- Human and Civil Rights (BD 4/78/1, BD 59/94/, BD 44/09/2)
- ~~Resolutions Screening (BD 50/92/, BD 44/09/2)~~
- Women's (BD 50/93/3, BD 44/09/2)

504.02 General Activity

Board of Directors standing committees review matters assigned by General Council or the Board of Directors. (Bylaws Article XI: Committees, Section 2) (BD 10/86/1, BD 59/94/2)

(a) Agenda Committee

The committee shall consist of members of the Board of Directors.

It shall be the duty of the committee to review all items submitted for addition to the printed agenda. Every item submitted to the committee as an emergency item to be placed on the action agenda of the Board of Directors meeting shall meet one of the following standards, as determined by the Board Agenda Committee: (BD 17/77/1, BD 16/05/1)

(1) Must arise out of circumstances which could not reasonably have been foreseen by the deadline for submission of regular agenda items; (BD 17/77/1)

(2) Some substantial damage or loss to the Association or its members will occur if action is not taken by the Board of Directors; (BD 17/77/1)

(3) The proposed action involves some nonrecurring opportunity or benefit which will be lost if not acted upon. (BD 17/77/1)

Any item accepted by the Agenda Committee shall become an action item by the Board of Directors. Any item rejected by the Agenda Committee shall be reported to the Board of Directors and shall become an action item by a two-thirds vote of the Board of Directors. (BD 51/83/1, BD 16/05/1)

~~(b) Resolutions Screening Committee~~

~~The Resolutions Screening Committee shall review resolutions for the purpose of offering guidance to the proponent of a resolution that has inadequacies. The committee shall inform the proponent what changes or corrections need to be made in order to eliminate the inadequacies. (BD 65/03/2)~~

(c) Women's Committee

The committee's role within the Association shall be to: (BD 10/86/1)

(1) Organize and train women members to assume leadership roles in the Association through its chapters, councils, divisions/affiliates, committees and regions; (BD 26/84/2, BD 59/94/2)

(2) Educate and inform all members about the needs and concerns of women in the Association and in state service, identifying issues of particular concern, and supporting the Association through its leadership roles for a policy of more aggressive advocacy and sensitivity in such areas as affirmative action, upward mobility, comparable worth, pay equity, child care, discrimination, sexual harassment, hostile work environment and violence in the workplace; (BD 26/84/2, BD 59/94/2, BD 82/01/3, BD 95/02/5)

(3) Communicate with the women of the Association through a network of contacts representing chapters/DLCs, regions, bargaining units, and divisions/affiliates for the purpose of gathering information on their special concerns and disseminating information on the activities of the Women's Committee and cooperating women's organizations and conferences; (BD 5/93/1; BD 50/93/3, BD 82/01/3, BD 95/02/5)

(4) Develop educational activities to raise the awareness of Association women as to their legal rights; the availability of state supported in-service and out-service career development training programs and of promotional opportunities in state service; their rights and benefits as state employees or retirees, as Association members, and the Bylaws and Policy File provisions that govern the actions of Association components and members; (BD 26/84/2, BD 59/94/2, BD 82/01/3)

(5) Review and monitor existing and proposed laws and regulations covering areas of particular significance to women, applying pressure for changes or for enforcement, as appropriate, through recommendations for action to the Association Board of Directors; (BD 26/84/2, BD 95/02/5)

(6) Hold a conference in the years preceding each General Council commencing 2008. (BD 43/02/4, BD 71/04/3, BD 22/08/3)

(d) Human and Civil Rights Committee

For the purpose of the performance of the committee, human rights shall be defined as those rights that exist within the Bylaws and Policy File of the Association, and that exist under the Constitution and laws of the United States, and that exist under the Constitution, laws, rules and regulations of the State of California or any department of the California State University. (BD 56/87/3, BD 59/94/2)

The goal of the committee shall be to ensure an environment free of persecution and discrimination. (BD 56/87/3)

The committee shall:

(1) Provide educational training for members who are targets of any form of discrimination (including but not limited to women, minorities, and all persons with disabilities), as defined elsewhere in this Policy File, to assume participational and leadership roles in the Association through its chapters, committees, divisions/affiliates and regions; (BD 59/94/2, BD 46/97/3)

(2) Provide education and information for all members about the needs and concerns of targets of any form of discrimination (including but not limited to women, minorities, and all persons with disabilities) in the Association and in state service; (BD 56/87/3 BD 46/97/3)

(3) Develop and conduct educational activities to raise the awareness of the members of the Association as to the rights of targets of any form of discrimination (including but not limited to women, minorities, and all persons with disabilities); (BD 56/87/3, BD 46/97/3)

(4) Review and monitor existing and proposed policy and practices of the Association for adherence to the policy of protection of the rights of all members in both civil and human concerns; (BD 56/87/3)

(5) Review and monitor proposed and existing laws, rules and regulations of the state and the implementation of them to ensure the protection of the rights of all members; (BD 56/87/3)

(6) Develop and propose policies and plans to the Association to further the practice of fair and equal treatment of all its members; (BD 56/87/3)

(7) Coordinate the Association's participation in fairs, parades and ethnic, minority and women's events designed to raise awareness of human rights issues; and (BD 56/87/3, BD 49/01/2)

(8) Encourage all chapters/DLCs to fund member participation in the CSEA and SEIU Human and Civil Rights Conference and Women's Conference. (BD 46/97/3, BD 49/01/2)

(e) (b) Hearing Officers Panel Pool

The panel shall conduct investigations and hearings and make recommendations to the Board of Directors pursuant to Divisions 8: Discipline and Grievances and 11: Association Elections of the Policy File. This panel may also be used by the division(s)/affiliate(s)/division(s). (BD 37/96/2)

~~(1) This panel functions under the guidance of a chairperson appointed by the president. The chairperson shall have administrative authority to assign grievances, disciplinary actions or protests to specific panels; (BD 37/96/2)~~

~~(2) The president shall select active members to the pool to serve four-year staggered terms. The president shall select at least 20 pool members reflective of geographic and affiliate composition of the Association membership; (BD 37/96/2, BD 16/05/1)~~

~~(3) Prior to serving on specific hearing officer panels, Hearing Officer Panel Pool members shall be certified as hearing officers by receiving formal training from the CSEA Legal Division and/or an educational institution. If a person appointed to the panel does not receive the necessary training within six months of appointment, he/she shall be removed unless the president determines that additional time may be given to that person to receive the training; (BD 9/00/1)~~

~~(4) The training shall include, but not be limited to, the following: (BD 59/94/2, BD 37/96/2)~~

~~a. Procedures for conducting hearings; (BD 200/82/6)~~

~~b. Rules of evidence; (BD 200/82/6)~~

~~c. Evidence of evaluation; (BD 200/82/6)~~

~~d. Decision making; (BD 200/82/6)~~

~~e. Report preparation; and (BD 200/82/6)~~

~~f. Presentation of findings and recommended decision to the Board of Directors. (BD 200/82/6)~~

505.00 Committee Appointments

505.01 Appointments

Unless otherwise provided, the president coordinates the appointment of ~~appoints~~ members to General Council subject committees. Such subject committees shall consist of active members of the Association; shall be appointed within 50 days of the close of General Council; and shall serve until the adjournment of the next succeeding General Council unless previously removed. (Bylaws Article XI: Committees, Sections 4 and 5) (BD 195/80/5, BD 59/94/2, BD 16/05/1)

To ensure the greatest possible member involvement, the president should not appoint members of the Board of Directors to standing committees. (BD 43/81/3, BD 59/94/2, BD 22/08/3)

~~505.02 Augmenting General Council Committees~~

~~The president, subject to the power of the Board of Directors to disaffirm any such appointment, may augment the membership of a General Council subject committee with members of General Council to serve on the committee during General Council. Appointments of such additional committee members must be made prior to the last meeting of the Board of Directors prior to General Council, in order to permit the board to have an opportunity to disaffirm. (BD 50/92/2, BD 83/95/4)~~

~~505.03 Affirmative Action~~

~~In selecting members for appointment, the president shall make every effort to ensure that the ethnic and sexual composition of the Association committees reflects that of the Association membership. (BD 50/92/2, BD 65/03/2)~~

506.00 Committee Duties and Responsibilities

506.01 Interpretation of Bylaws Article XI: Committees

The Association shall interpret Bylaws Article XI: Committees, Section 6 in the following manner: (BD 80/78/4, BD 59/94/2)

(a) The president shall assign resolutions and other matters to General Council committees when General Council is in session; (BD 31/71/1)

(b) When General Council is not in session, the president shall assign resolutions and other matters to an appropriate committee, council, forum, panel or such other body for deliberation and recommendation or disposition; (BD 80/78/4)

(c) The Board of Directors may assign resolutions or other matters to Board of Directors standing or ad hoc committees; (Bylaws Article XI: Committees, ~~Section 3~~) (BD 80/78/4, BD 59/94/2)

506.02 General Activity

General Council subject committees review resolutions at the time of General Council and continue their review of subject matter throughout the year. (BD 31/71/1)

506.03 Responsibility to Board of Directors

Each committee is responsible to the Board of Directors between ~~annual and special~~ sessions of General Council, and shall keep the Board of Directors informed of its aims, findings, and objectives. (BD 31/71/1, BD 195/80/5)

506.04 Responsibility for Policy Review

Sections within various subject matter areas may be assigned to ad hoc committees, other Board of Directors committees or ~~divisions/affiliates~~ divisions. (BD 50/92/2, BD 59/94/2)

(a) The subject matter areas covered by the Policy File are primarily the responsibility of the following: (BD 50/90/2, BD 28/95/2, BD 80/95/4, BD 16/05/1, BD 22/08/3, BD 44/09/2)

Part II	Part III
Div. 1	B&P Committee
Div. 2	MB Committee
Div. 3	B&P Committee
Div. 4	B&P Committee
Div. 5	B&P Committee
Div. 6	B&P Committee
Div. 7	B&P Committee
Div. 8	B&P Committee
Div. 9	B&P Committee
Div. 10	B&P Committee
Div. 11	Fiscal Committee
Div. 12	Fiscal Committee
Div. 13	B&P Committee
Div. 14	B&P Committee
Div. 15	MB Committee
Div. 16	B&P Committee

Div. 17	B&P Committee
Div. 18	B&P Committee
Div. 19	B&P Committee
Div. 20	B&P Committee
Div. 21	B&P Committee

Part II: Association Policy and Procedures

<u>Division 1: Policy-Making Procedures</u>	B&P Committee
<u>Division 2: Membership</u>	B&P Committee
<u>Division 3: General Council</u>	B&P Committee
<u>Division 4: Association Governance</u>	B&P Committee
<u>Division 5: Committees</u>	B&P Committee
<u>Division 6: Headquarters</u>	B&P Committee
<u>Division 7: Public Relations and Publications</u>	B&P Committee
<u>Division 8: Discipline and Grievances</u>	B&P Committee
<u>Division 9: Association Travel Expense</u>	Fiscal Committee
<u>Division 10: Association Finances</u>	Fiscal Committee
<u>Division 11: Association Elections</u>	B&P Committee
<u>Division 12: Association Liability</u>	B&P Committee
<u>Division 13: Member Benefits Programs</u>	MB Committee
<u>Division 14: Representation and Equal Employment Opportunity (EEO)</u>	B&P Committee
<u>Division 15: Relations with Other Organizations</u>	B&P Committee
<u>Division 16: Legislation and Political Action</u>	B&P Committee
<u>Division 17: California State Employees Building Corporation</u>	B&P Committee
<u>Division 18: Association Communications</u>	B&P Committee

507.00 Committee Meeting Procedures

507.01 Instructions for Assigned Materials

~~(a) Instructions shall accompany subject matter assigned to committees by the president. Such instructions should advise the committees of the reason(s) for the assignment, the scope of the investigation as seen at the time of the assignment, and the type of recommendation desired. (BD 28/01/1)~~

~~(b) Items on the agenda of the Board of Directors that are referred to committees should include reasons for such referral with suggestions for improving or correcting them. The Board of Directors should express its desired date for return of a report or recommendation. (BD 28/01/1)~~

~~In any case, the instructions to the committee shall be advisory unless they are made specifically mandatory. (BD 28/01/1)~~

The rules of General Council governing the consideration of resolutions shall apply to the actions of the committees when considering General Council resolutions. (BD 50/92/2)

507.02~~1~~ Review of Board of Directors Material

~~Before consideration of other substantive matters, e~~Each committee shall review matters referred by the Board of Directors and. ~~The committee shall report on such matters to the next Board of Directors meeting following time of consideration or by the date for return as requested by the Board of Directors.~~ (BD 31/71/1, BD 59/94/2)

507.03 ~~Executive Session~~

~~Executive sessions, except in circumstances wherein time itself is of an urgent and critical nature, as determined by the committee, shall be reserved to the end of the agenda of the particular meeting or ordered set for a time certain on the next or later day.~~ (BD 50/92/2)

507.04~~2~~ Open Meetings

Members may speak at any open committee meeting on any subject which may be appropriately considered by the committee, subject to the chairperson's right to determine a reasonable time for the member to appear, to put a reasonable limit on the length of the presentation and to require that the presentation be germane to the subject under consideration. (BD 31/71/1)

507.05~~3~~ ~~Final~~ Action Agenda Item

~~Final a~~Action may not be taken on any agenda item for which the committee members have not had back-up material in their possession for at least five days. This does not, however, preclude discussion of the matter. Exceptions to this rule may be approved by the committee. (BD 195/80/5, BD 55/97/3)

B&P 7/11/2 (Snodgrass) Policy File Division 6: Headquarters

BD13/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy file Division 6: Headquarters. Motion was adopted by general consent. CARRIED.

Division 6: Headquarters

601.00 Staff Operations

601.01 General Manager

(a) The general manager shall be employed under terms of a contract, which shall be negotiated by the Executive Committee subject to confirmation by a two-thirds vote of the Board of Directors. (BD 66/88/3, BD 59/94/2, BD 75/03/2)

(b) The president, with the approval of the officers, may summarily suspend the general manager, when, in the president's opinion, the actions of the general manager pose an immediate threat to the welfare of the Association. The action of the president is effective immediately. Concurrence of a simple majority of the officers and affirmation by the Board of Directors is required. Such vote to affirm shall be held within 30 days in accordance with Bylaws Article IV; Governance, Section 1 (b). (BD 48/83/1, BD 59/94/2, BD 75/03/2)

(c) The suspension of the general manager shall be terminated on the 31st day following the date of approval of suspension by the Board of Directors, unless dismissal proceedings have commenced. (BD 81/78/4, BD 75/03/2)

601.02 Central Support Operations

The general manager is delegated the authority and responsibility for the entire central support operation, including legal and legislative representation programs. Under direction of the president, the general manager shall: (BD 278/74/3, BD 10/09/1)

(a) Administer, direct, manage, organize, coordinate, plan and control all activities of central support; (BD 258/74/3, BD 10/09/1)

(b) As the administrator of headquarters office staff, the general manager is responsible for Association hired temporary help; (BD 56/97/3, BD 93/98/5, BD 10/09/1)

(c) Advise and consult with the Board of Directors and Executive Committee and render such assistance as may be required; (BD 191/75/4, BD 59/94/2)

(d) In accordance with standards fixed by the Board of Directors, appoint such assistants, experts and other employees as are necessary; (BD 17/77/1)

(e) Implement the Association programs and policies developed by the Board of Directors and General Council; (BD 82/78/4)

(f) Maintain a record of activities within the general manager's purview; (BD 17/77/1)

(g) Implement a strategic planning process for all Central Support and Association business ventures; and, report on the status and progress of the strategic plan at every scheduled Board of Directors Meeting; (BD 50/09/2)

(h) Render to General Council delegates, delegates-elect and delegates-designate a report of the administration with such recommendations as deemed advisable; and (BD 10/86/1, BD 50/94/2, BD 55/97/3, BD 10/09/1)

(i) Assign one staff member to each division who shall be responsible for the implementation of the programs developed by the division.

Any other duties assigned to the division administrator shall be limited to temporary duties only during an emergency situation. (BD 50/92/2, BD 59/94/2)

~~602.00 Staff Salaries~~

~~602.01 Salary Increase Funds~~

~~The general manager shall identify, in time to meet the Association's budgetary process needs, the amount of funds needed to provide necessary salary increases during the coming fiscal year. (BD 17/77/1)~~

~~6032.00 Relations with Staff~~

(a) Members, chapter/DLC officers and officials of the Association are urged to use restraint in criticizing the members of Association staff until they have complete information of the particular situation involved. They are especially urged to avoid personal accusations. (BD 50/92/2, BD 59/94/2, BD 83/01/3)

(b) Divisions or affiliates shall not violate staff collective bargaining agreements or the general manager's contract which have been ratified or approved by the Board of Directors. (BD 83/01/3)

~~6043.00 Hiring of Past and Present Board Members~~

Members of the Board of Directors, during the term for which elected or for two years thereafter, shall not be considered for employment by the Association, except with prior approval of the Board of Directors. (BD 50/92/2, BD 59/94/2)

~~6054.00 Headquarters Facilities~~

The Association shall own a suitable facility for headquarters operations. (BD 50/92/2)

~~6065.00 Sealing or Destroying Records~~

Sealing or destroying the proceedings, as part of the settlement of any arbitration process between the Association and its employees, directly or indirectly, shall not be agreed to by management staff without first explaining to the Executive Committee full details of, and reasons for, such action. (BD 50/92/2, BD 59/94/2)

~~607.00 Retirement Plan~~

~~607.01 Plan Benefits~~

~~Retirement benefits for Association employees shall be as provided in the CSEA Retirement Plan. (BD 48/88/2)~~

607.02 Retirement Plan Administrative Committee

~~(a) The CSEA Retirement Plan Administrative Committee consists of the secretary-treasurer, general manager (if vacant, then the president of CSEA), CSEA chief financial officer and administrator/chief of staff of each affiliate. (BD 28/89/2, BD 25/92/1, BD 49/06/2)~~

~~(b) Duties of the administrative committee include the investment of plan assets, the development of investment objectives and policies, and the making of necessary amendments to the plan to comply with applicable laws and regulations as amended from time to time. (BD 28/89/2, BD 25/92/1)~~

~~(c) The administrative committee will annually review the impact of inflation on staff retirement allowances and Association retirement costs and recommend to the Board of Directors any ad hoc adjustments in retirement allowances it deems appropriate, including recommended source(s) of funding for such adjustments. In making recommendations, the administrative committee will consider only the current cost of the one-time ad hoc adjustment. (BD 25/92/1, BD 59/94/2)~~

~~(d) In the performance of its duties the administrative committee may retain investment managers, brokers, or other skilled persons, the cost of which shall be borne by the plan. (BD 28/89/2, BD 25/92/1)~~

607.03 Funding of Plan Benefits

~~The annual actuarial valuation of the CSEA's Retirement Plan shall be reviewed by the Board of Directors. The Association shall contribute to the plan such amounts as are calculated as sufficient on a sound actuarial basis, when added to the contributions to the plan made by participants, to provide for the payment of benefits under the plan, and in no event less than the amounts necessary to have the plan continue to qualify under the applicable provisions of the U.S. Internal Revenue Code, and the Employee Retirement Income Security Act of 1974, as now in effect or hereafter amended. (BD 50/92/2)~~

607.04 Investment of Plan Funding

~~Under the terms of a trust agreement a pension fund or insured fund shall be established to receive and hold contributions to the plan and to pay the benefits provided by the plan. At least annually, the Board of Directors shall review the plan investment objectives and performance with the Retirement Plan Administrative Committee. (BD 50/9/2)~~

6086.00 Agreements with Anti-Union Employers Prohibited

6086.01 Responsibility Regarding Agreements

(a) The general manager shall ensure that the Association does not knowingly enter into any agreements with anti-union employers. (BD 73/84/3, BD 83/95/4)

(b) All contracts entered into by the Association or an agent of the Association, or using the name of the Association, must be reviewed by the Association's Legal Division. (BD 10/86/1)

(c) The general manager shall ensure that Association business is not conducted in or with any clubs, businesses or organizations which are known to deny membership on the basis of sex, race, religious creed, color, national origin, ancestry, age or sexual orientation. (BD 50/92/2)

6086.02 Savings Clause in All Agreement

All agreements shall contain the following clause:

"If, at the time services are being rendered to CSEA, a labor dispute exists between _____ and its employees, CSEA may declare this agreement void."
(BD 73/84/3)

Any agreement not containing this clause must be approved by the Board of Directors. (BD 73/84/3)

6097.00 Affirmative Action

(a) Employees and applicants shall not be discriminated against based on their color, race, sex, religion, age, military reserve, veterans status, national origin, political affiliation, ancestry, marital status, sexual orientation or disability.
(BD 50/92/2)

(b) Employment decisions shall be based on merit and efficiency and the goals and objectives of the Association's affirmative action program. (BD 50/92/2)

(c) Affirmative action shall be taken to address any under-utilization of women, ethnic minorities and disabled in our workforce. (BD 50/92/2)

(d) The general manager is responsible for guiding and evaluating the development and implementation of the Association affirmative action plan. The general manager will appoint an affirmative action officer to coordinate the Association's affirmative action efforts on a full-time basis. (BD 50/92/2, BD 59/94/2)

608.00 Association Publications [Moved from 702.00.]

608.01 Discriminatory Advertisers [Moved from 702.01.]

The Association shall not accept or will cancel advertising matter in its various publications from advertisers which are known to discriminate against state employees or the general public on the basis of sex, race, religious creed, ancestry, marital status, color, national origin or age. (BD 123/59, BD 70/04/3, BD 31/08/3)

609.00 Preservation of Historical Documents, Pictures and Memorabilia [Moved from 707.00.]

(a) The Retired Division Association shall be the custodian of all pictures, documents and memorabilia of the Association's historical events and accomplishments. (BD 13/97/1, BD 70/04/3)

(b) The Association shall provide an accessible, adequate and secure storage area for said items. (BD 13/97/1, BD 70/04/3)

B&P 8/11/2 (Snodgrass) Policy File, Procedures and Programs Committee

BD 14/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy File Division 7: Public Relations and Publications. Motion was adopted by general consent. CARRIED.

Division 7: Public Relations and Publications

701.00 Civic Involvement

701.01 Community Participation

The Association encourages members and headquarters staff to become active participants in civic and fraternal groups, women's organizations, service and veterans groups, educational institutions, telethons and community organizations dedicated to the public good. (BD 9/93/1, BD 70/04/3)

702.00 Association Publications [Moved to 608.00.]

702.01 Discriminatory Advertisers [Moved to 608.01.]

The Association shall not accept or will cancel advertising matter in its various publications from advertisers which are known to discriminate against state employees or the general public on the basis of sex, race, religious creed, ancestry, marital status, color, national origin or age. (BD 123/59, BD 70/04/3, BD 31/08/3)

703.00 Distinguished Service Honors

703.01 Process of Selection for Award

The Association, through issuance of certificates, plaques and resolutions, honors state employees or employees of the Association who should be recognized for distinguished or outstanding service. Awards may be made at the time the distinguished service is recognized or at the end of a career of service to state employees and the Association. (BD 10/86/1, BD 70/04/3)

(a) Recipients of such recognition, as determined by the Board of Directors or Executive Committee, may include: (BD 196/72/3, BD 59/94/2, BD 70/04/3)

~~(1) Past presidents of the Association; (BD 47/83/1, BD 70/04/3)~~

~~(2) Association staff members retiring or separating after ten or more years of service; (BD 47/83/1, BD 70/04/3)~~

~~(3) State employees with a record of distinguished Association service; (BD 47/83/1, BD 70/04/3)~~

~~(4) Public officials with a record of distinguished public service; (BD 196/72/3, BD 70/04/3)~~

~~(5) Association staff members with a record of distinguished Association service; (BD 47/83/1, BD 70/04/3)~~

~~(6) Other persons as determined by the Board of Directors or Executive Committee. (BD 10/86/1, BD 70/04/3)~~

~~(b) Coordination of such recognition is the responsibility of the headquarters communications staff. (BD 196/72/3, BD 59/94/2, BD 70/04/3)~~

~~(c) It is the responsibility of each Association leader who becomes aware of the impending separation or retirement of a person deserving recognition to forward that information to the president for appropriate action. (BD 47/83/1, BD 59/94/2, BD 70/04/3)~~

704.00 Scholarships, Grants and Educational Loans

~~The Association Foundation shall administer a scholarship and loan fund. (BD 41/94/2, BD 70/04/3)~~

705.00 Directories and Rosters

705.01 Publication of Directory

~~Headquarters office shall compile a directory of state (Association and division/affiliate), region and chapter/DLC elected officials for the sole purpose of disseminating this information to members of the Board of Directors and other division/affiliate elected officials. (BD 14/60, BD 59/94/2, BD 70/04/3, BD 31/08/3)~~

706.00 Fairs

706.01 State Fair

~~The Association is authorized, at the discretion of the Board of Directors, to participate in the California State Fair. (BD 9/93/1, BD 70/04/3)~~

706.02 Local Fairs

~~The Association encourages regions and chapters to participate in local and county fairs where participation is without expense to the Association. (BD 167/55, BD 70/04/3)~~

707.00 Preservation of Historical Documents, Pictures and Memorabilia [Moved to 609.00.]

~~(a) The Retired Division shall be the custodian of all pictures, documents and memorabilia of the Association's historical events and accomplishments. (BD 13/97/1, BD 70/04/3)~~

~~(b) The Association shall provide an accessible, adequate and secure storage area for said items. (BD 13/97/1, BD 70/04/3)~~

708.00 Official Colors of the Association

~~The official colors of the Association are blue and gold and shall be used for, but not limited to, the following: banners, letterhead, logos, press releases, publications and the web site. (BD 59/99/2, BD 31/08/3)~~

B&P 9/11/2 (Snodgrass) Policy File Division 8: Discipline and Grievances

BD 15/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy File Division 8: Discipline and Grievances. Motion was adopted by general consent. CARRIED.

Division 8: Discipline and Grievances

801.00 Discipline

The Association may preserve and protect its integrity through disciplinary procedures. (BD 59/94/2)

801.01 Criteria and Procedures for Disciplinary Action

Disciplinary action may be taken by the Association's Board of Directors for any of the following charges: (BD 262/75/5, BD 31/04/2)

(a) Gross neglect of duty by a member holding an elected or appointed Association office; (BD 156/85/5, BD 46/09/2)

(b) Treating Association staff in an unprofessional, discourteous, disrespectful, or abusive manner which includes but is not limited to vulgar language and public humiliation; (BD 52/97/3)

- (c) Activity by an Association officer actively working for or supporting any other organization that violates the Bylaws and/or Policy File of the Association; (BD 52/97/3)
- (d) Intentional breach of confidence in matters appropriately designated confidential when said breach could harm the Association; (BD 156/85/5)
- (e) Improper distribution or other misuse of material designed for use within the Association; (BD 262/75/5)
- (f) Willful violation of the Association's, ~~affiliate's/division's, or chapter's/DLC's~~ Bylaws or Policy File; (BD 40/81/3, BD 69/03/2, BD 31/04/2, BD 46/09/2)
- (g) Taking an active part in promoting another organization which is undermining the objectives or the existence of the Association or is seeking decertification of any of its affiliates/divisions; (BD 156/85/5, BD 46/09/2)
- (h) Unexcused absences from Board of Directors meetings by Association officers, ~~division directors, and deputy division directors~~ or failure to participate in activities as assigned; (BD 46/81/3, BD 69/03/2, BD 46/09/2)
- (i) Taking a public position contrary to a policy regularly adopted by the Board of Directors or General Council, in the name of the Association, or purporting to act by or with the authority of the Association. It shall not be an offense for an individual to take any position whatsoever on any policy provided he or she takes such a position as an individual and disclaims any intent to represent the position of the Association on the matter; (BD 262/75/5, BD 31/04/2)
- (j) Seeking or holding elective or appointive office in the Association while concurrently holding elective or appointive office in another organization representing state employees which is in competition with the Association; (BD 156/85/5, BD 48/94/2, BD 31/04/2)
- (k) Conduct that is in opposition to or different from that taken by the Board of Directors or the negotiating team, during the period of time that there are ongoing negotiations between the Association and its bargaining unit staff; (BD 156/85/5, BD 48/94/2, BD 31/04/2)
- (l) Misuse of Association ~~or chapter~~ affiliate/division funds, equipment, supplies or other assets; (BD 62/87/3, BD 59/94/2, BD 31/04/2)
- (m) Violation of an oath of office; (BD 45/96/2, BD 31/04/2)
- (n) Use of membership and/or mailing lists, including addressed envelopes and mailing labels, for any purpose other than the specific purpose for which they were requested. (BD 4/97/1, BD 31/04/2)

801.02 Authority for Discipline

A division may take the following actions after investigation of and deliberation over a disciplinary charge: rejection of charges; reprimand; suspension from office within the division; removal from office within the division; recommendation to the Board of Directors that the member be suspended or dismissed from Association membership or office; or other action the division sees fit. (BD 47/92/2, BD 59/94/2, BD 31/04/2, BD 46/09/2)

801.03 Suspension of Membership

When, in the opinion of the president, the actions of an Association officer or member (who is not a member of an affiliate) are such as to pose an immediate threat to the welfare of the Association, the president may suspend the member until the procedure established in Division 8: Discipline and Grievances of the Policy File is concluded, so long as such action is consistent with corporate law. If written charges are not filed within 10 working days, the suspension is terminated. (BD 47/92/2, BD 59/94/2, BD 37/96/2, BD 46/09/2)

However, if the suspension is brought within 90 days immediately prior to General Council, the written charges must be ratified by a majority of the Executive Committee, and filed within 10 days or the suspension is terminated. (BD 156/85/5, BD 59/94/2)

801.04 Suspension of President

If in the opinion of three-fourths of the members of the Executive Committee of the Association, the action of the president is such as to pose an immediate threat to the welfare of the Association, the Executive Committee shall authorize and direct the vice president to suspend the president until the procedure established in Division 8: Discipline and Grievances of the Policy File is concluded. If written charges are not filed within ten days, the suspension is terminated. (BD 47/92/2, BD 59/94/2, BD 46/09/2)

801.05 Procedure for ~~Institution of Discipline~~ Disciplinary Action

The procedures for discipline shall be as follows: (BD 251/74/3, BD 46/09/2)

(a) ~~Institution of the action shall occur~~ Disciplinary action shall commence when a member who is aggrieved by the actions of ~~another a member of the Board of Directors or officers~~ files specific charges in writing on an Association Form HR1, which may be obtained from ~~the Legal Services in any area office~~ CSEA Headquarters, and subsequently submitted to with the president, ~~unless~~ if said charges are filed against the president, ~~in which case~~ charges shall be filed with the vice president. In any case, charges must be filed within one year of occurrence of the acts complained of or within one year after such acts reasonably should have been discovered.

The member filing the charges must agree to be present when the action is heard, to substantiate the charges, and present the facts supporting them; (BD 81/98/5, BD 9/00/, BD 46/09/2)

(b) Upon receipt of the completed Form HR1, the president, or the vice president if the action is against the president shall, within 10 working days, review the charges and if he/she finds the charges impact the members of only one affiliate/division, the president shall refer the charges to that affiliate/division. Otherwise, the president or vice president shall refer it to a hearing officer or panel. (BD 31/04/2, BD 46/09/2)

(c) Specific Hearing Officer Panels

(1) Specific panels shall be selected randomly from the members and appointed to the panel pool in the area of the jurisdiction in which the hearing will be held. If an insufficient number of pool candidates are available to fill specific area hearing panel officer vacancies, the president shall cause the selection of candidates from available pool members statewide. (BD 37/96/2)

(2) Specific panels usually have three members, whose names shall be randomly drawn by the chair of the Statewide Hearing Officer Panel pool. Thereafter each panel shall select one of its members to act as chairperson and to preside at all hearings on the matter at hand, and to report to the Board of Directors. The names of the panelists shall be reported to the parties. The complainant and respondent each shall have the right to exercise one peremptory challenge to remove one panel member within ten calendar days of the report of the names of the panelists. Such challenges may reduce the panel to one or two members. The vacancies created by such challenges will be filled by random selection from the pool. There will be no additional peremptory challenges. (BD 81/98/5)

(d) The hearing panel shall at all times maintain a fair and impartial hearing environment throughout the hearing process; (BD 29/01/1, BD 46/09/2)

(e) In an appropriate case the president may refer the matter to a person(s) who is/are not member(s) of the Association, including professional arbitrators/mediators, to act as the hearing officer or panel. Such person(s) must be trained in and familiar with relevant CSEA practices and policies; (BD 87/94/3, BD 37/96/2, BD 99/98/5, BD 9/00/1, BD 29/01/1)

(f) The hearing officer or panel shall determine the validity of the charges. Such determination shall be made no later than 30 days from the date of mailing to the panel. If the hearing officer or panel determines that the charges are not valid, the charging party will be notified, within 10 working days, and the file will be closed. If the charges are found to be valid, the hearing officer or panel shall hold a hearing within 30 days.

A participant in the dispute shall not be a member of the hearing body. If the matter has been referred to an external hearing officer or panel pursuant to Policy File Section 801.05 (e), the validity of charges shall be determined as soon as practicable; (BD 9/00/1, BD 29/01/1, BD 31/04/2)

(g) The findings of the hearing officer or panel shall be confidential, unless released by the Board of Directors for appeal to General Council as provided in Division 8: Discipline and Grievances of the Policy File; (BD 51/93/3, BD 59/94/2, BD 37/96/2, BD 9/00/1, BD 29/01/1, BD 46/09/2)

(h) The hearing officer or panel shall have the authority to grant one extension requested from each side and continuances for good cause to a date certain; (BD 31/04/2)

(i) The individuals involved in the hearing shall be personally notified in writing at least 10 working days prior to the hearing. Notice given by mail must be by certified mail sent to the last known address shown on the Association's records. Such notice shall include the date, time and place of the hearing and a list of charges to be heard. New charges may not be introduced after the hearing notice is mailed; (BD 47/92/2, BD 37/96/2, BD 9/00/1, BD 29/01/1)

(j) The accused and the charging party shall have the right to all written and documentary evidence and a list of witnesses to be introduced at the hearing at least 10 working days prior to the date of the hearing. In the event additional evidence and/or witnesses are required, either party shall provide the opposing party within at least five (5) working days prior to the hearing with such additional evidence and/or witnesses. The hearing officer or panel may allow the accused to introduce documentary evidence and/or witness testimony relevant to a defense even if it was not disclosed pursuant to the timelines in this section; provided however that the charging party may be allowed an opportunity to rebut the new evidence and/or testimony if the hearing officer or panel believes the rebuttal is essential to adjudicate the issues in dispute; (BD 132/00/2, BD 29/01/1, BD 31/04/2)

(k) The burden of proof shall be with the accuser, and the standard of proof shall be clear and convincing evidence. Findings of fact are required for each issue involved; (BD 37/96/2, BD 9/00/1, BD 29/01/1, BD 31/04/2)

(l) The parties to the hearing shall have the right to be represented at their own cost, to introduce evidence supporting or refuting the charges and to cross-examine witnesses. Strict rules of evidence are not applicable; (BD 47/92/2, BD 9/00/1, BD 29/01/1)

(m) A failure to appear in person or respond in writing, without good cause, in response to the notice of hearing by the member so charged may be deemed sufficient cause for a finding that the charges are correct; (BD 47/92/2, BD 9/00/1, BD 29/01/1)

(n) A failure to personally appear, without good cause, at the hearing by the charging party shall be deemed sufficient cause to dismiss the charges; (BD 47/92/2, BD 9/00/1, BD 29/01/1)

(o) When a charge contains an obvious typographical error, the hearing officer or panel may permit the charge to be amended to correct the error provided that such amendment does not prejudice the accused; (BD 132/00/2, BD 29/01/1)

(p) Once the hearing starts, the charging party may withdraw the charge without prejudice, if the hearing officer or panel finds good cause exists to justify the withdrawal and that the accused is not unduly prejudiced. Such findings shall be made a part of the record of the case; (BD 132/00/2, BD 29/01/1)

(q) No later than 20 days after completion of the hearing, the hearing officer or panel shall only file its report with the president, or the vice president if the charges are against the president, who shall transmit the report to the Board of Directors. The parties shall be sent a copy of the report at the same time it is sent to the Board of Directors. Such report shall include both findings and a recommendation for action; (BD 29/01/1, BD 31/04/2)

(r) The Board of Directors shall act on the report in ~~executive~~ closed session no later than its next regularly scheduled meeting. The parties shall be entitled to submit written argument, not to exceed five typewritten pages in print no smaller than 10 pt. font, to the Board of Directors. Disciplinary action requires a three-fourths vote of the board. The board must make immediate disposition of the case by board motion and such action must result in one or more of the following with supporting reasons: (Bylaws Article III: Membership, Section 12) (BD 47/92/2, BD 59/94/2, BD 37/96/2, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(1) Rejection of the charges; (BD 251/74/3, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(2) Reprimand; (BD 251/74/3, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(3) Suspension from office; (BD 251/74/3, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(4) Removal from office; (BD 251/74/3, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(5) Suspension from privileges of membership; (BD 251/74/3, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(6) Suspension of membership; (BD 251/74/3, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(7) Dismissal from the Association. (BD 251/74/3, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(s) The decision of the Board of Directors is effective immediately. The decision may be appealed as provided by General Council rules, to General Council; (BD 47/92/2, BD 37/96/2, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(t) Unless otherwise specified in this division, in any case where a procedural error is alleged to have occurred, it shall be determined whether any charged party has been unfairly prejudiced by the error. If it is determined that prejudicial error has occurred, the charges against that party shall be dismissed. Otherwise, the disciplinary action shall proceed. Procedural violations not raised by a party within a reasonable time shall be deemed waived; and (BD 47/92/2, BD 9/00/1, BD 132/00/2, BD 29/01/1)

(u) All time requirements within these procedures will be subject to a good faith effort by the responsible parties. A good faith effort is defined as making all reasonable attempts to comply. (BD 88/94/3, BD 9/00/1, BD 132/00/2, BD 29/01/1)

801.06 Reimbursement of Costs to Member

In the event the charges against the member are not sustained, the Board of Directors shall provide reimbursement of reasonable costs to the member. (BD 251/74/3)

801.07 Procedures for Implementation of Disciplinary Actions Taken by Affiliates

When an affiliate terminates the membership pursuant to its disciplinary process, the Board of Directors shall also terminate the membership status in the Association. Any membership so terminated shall not be reinstated with the Association unless approval is first obtained from the affiliate. (BD 46/09/2)

802.00 Grievances

~~Association members who claim to be aggrieved by an action of the Association or of any board, officer, committee, chapter/DLC, affiliate/division, or any agency thereof, are encouraged to present their grievance, insofar as practical, first at the chapter/DLC, council, or affiliate/division level and to exhaust this avenue of relief before appealing. The grievant may request the president or any member of the Board of Directors to submit the grievance to the Board of Directors for resolution pursuant to the procedures for grievances filed with the board. No grievance can be heard by General Council that has not first been heard by the Board of Directors. (BD 4/00/1, BD 46/09/2)~~

802.01 Filing of Grievances

~~Any grievance must be filed with the Board of Directors within 60 calendar days after the act upon which it was based occurred or became known to the person(s). (BD 47/92/2, BD 59/94/2, BD 46/09/2)~~

~~802.02 Procedure for Institution of Grievances with the Board of Directors~~

~~When an Association member files a grievance with the Board of Directors, the president shall institute the review and hearing procedure used for disciplinary actions pursuant to Division 8 of the Policy File. (BD 47/92/2, BD 46/09/2)~~

~~802.03 Reimbursement of Costs of Member~~

~~Upon request the hearing body shall recommend and the appropriate body shall determine whether the Association shall provide reimbursement of reasonable costs to any members against whom a grievance is filed. (BD 47/92/2, BD 31/04/2)~~

~~802.04 Interpretation and Application~~

~~This Division 8 shall at all times be interpreted and applied consistent with applicable laws of the State of California. (BD 47/92/2, BD 83/95/4)~~

B&P 10/11/2 (Snodgrass) Policy File Division 9: Association Travel Expense

BD 16/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy File Division 9: Association Travel Expense.

An amendment to the motion was made: Snodgrass, second by Evans – that the Board of Directors amend section 906.09 CSEA Officer Travel and Union Leave by removing this in its entirety.

A second amendment to the motion was made: Espinoza second by Hunter-Fretwell – that the Board of Directors amend section 908.01 by restoring the language to the language from the September 2010 Board of Directors meeting.

The motion, with both amendments was adopted by general consent.
CARRIED.

Division 9: Association Travel Expense

901.00 Persons Eligible for Reimbursement

901.01 Reimbursement on Association Business

The following persons may be reimbursed for expenses in connection with official business of the Association: (BD 17/77/1)

(a) Delegates of General Council, when General Council is in session; (BD 17/77/1, BD 59/94/2)

(b) Officers; (BD 17/77/1)

(c) Affiliate/division officers including the designated alternate voting officer from each affiliate/division as defined in the Bylaws; (BD 17/77/1, BD 17/05/1, BD 19/09/1, BD 22/10/2)

(d) Members of Association committees, councils, ad hoc committees, and advisory groups; (BD 17/77/1, BD 22/10/2)

(e) Other members of the Association assigned by the president to perform duties for the Association; (BD 17/77/1)

(f) Members of staff; and (BD 195/80/5)

(g) Interpreters for the hearing impaired. (BD 75/77/3, BD 59/94/2, BD 17/05/1)

(h) With prior approval of the president, any elected official of the Association including General Council delegates may be reimbursed for travel expenses incurred for personal care services when on authorized Association business. The president shall require medical verification of the need for personal care services prior to granting approval. The president shall also require, prior to granting approval, a written waiver of liability for the Association which shall be executed by both the member and the person(s) providing personal care services. (BD 49/97/3)

902.00 Processing of Expense Claims

902.01 Necessary Expenses

The most economical use of Association funds, consistent with the convenience of the claimant and the schedule for the meeting, is the standard to be used in determining whether expenses claimed are "necessary." In review, the secretary-treasurer shall include mode of travel, needed lodging and meals relative to necessary time of departure and return. (BD 17/77/1, BD 59/94/2)

903.00 Limitations on Reimbursements

903.01 Expenses Incurred as a Candidate for Association Office

The following general limitations apply: (BD 17/77/1)

(a) Expenses incurred as a candidate for any Association office are not reimbursable by the Association, affiliate/division, council or chapter/DLC; (BD 45/94/4, BD 85/95/4, BD 76/03/2, BD 22/10/2)

(b) The preceding section does not prohibit such officials from claiming, or the secretary-treasurer from approving, expenses for a trip which is primarily and substantially required in the furtherance of Association business. If the activities of the official in promotion of his/her candidacy for office are wholly incidental, the claim is not improper within the meaning of this section. (BD 17/77/1, BD 76/03/2)

903.02 Reimbursement of Expenses in Excess of Standard

Reimbursement for meal and travel expenses in excess of reimbursement limits shall be paid only with the approval of the secretary-treasurer. (BD 25/88/1, BD 59/94/2, BD 85/95/4)

904.00 Computation of Expenses

904.01 (a) Meals

Daily meal allowance is \$40. Individual meal limitations are as follows: breakfast \$10, lunch \$11 and dinner \$19. (BD 14/96/1, BD 76/03/2)

(1) Breakfast shall not be claimed if departure is after or return is prior to 8 a.m. Lunch shall not be claimed if departure is after or return is prior to 12 noon. Dinner shall be not be claimed if departure is after or return is prior to 7 p.m. (BD 17/77/1)

(2) When meals are purchased for other persons authorized or unauthorized to claim meal expense, such persons must be listed on the expense claim with receipt attached. (BD 17/77/1, BD 76/03/2)

(3) Members of headquarters management staff are authorized, when necessary, to claim meal expenses for other persons authorized to claim meal reimbursement. Receipts are necessary and such persons must be listed by name and title. Meal expenses for other than authorized persons may be allowed when supported by: (a) a complete explanation of the need for the exception; (b) the names and business affiliation of the persons; and (c) receipts for the meal expenses. (BD 16/78/1, BD 76/03/2, BD 41/06/2)

(b) Lodging

The regular allowance is up to \$85 plus tax per night or the negotiated rate. Lodging other than General Council lodging shall not be allowed if residence is within 40 miles from meeting location. Only actual expense within the above limits is reimbursed and receipts are required. (BD 18/87/1, BD 59/94/2, BD 17/05/1, BD 51/09/2)

Lodging for General Council shall be for the negotiated rate or less, based upon single occupancy by delegates. Only actual expense within the above limitations is reimbursed and receipts are required. (BD 80/90/2)

General Council delegates opting not to take lodging may claim \$25 a day, without receipts, to cover mileage, parking and other incidental expenses. (BD 18/87/1, BD 56/96/2)

Incidental expense for up to \$10 per day is allowed if lodging is involved. No receipts are required. (BD 76/03/2)

(c) Travel Allowance

Travel expense allowances are computed as follows:

- (1) Common carrier -- actual coach fare expense is reimbursed, and receipts are required; (BD 17/77/1)
- (2) Airporter -- actual is reimbursed, and no receipts are required. First class rate for common carrier is not authorized for officers, members or staff; (BD 17/77/1, BD 22/10/2)
- (3) Personal car -- authorized use of a personal car is reimbursed at the current IRS allowable rate, except that the reimbursement shall not exceed the common carrier rate unless the common carrier would be reasonably inconvenient. The number of miles traveled must be indicated; if more than one person eligible for mileage rates rides in the car, reimbursement will be allowed for only one claimant; (BD 75/90/2, BD 67/00/2, BD 17/05/1, BD 41/06/2)
- (4) Parking -- actual authorized expenses are reimbursed but amounts in excess of \$5 per day require receipts; (BD 75/90/2, BD 59/94/2, BD 17/05/1)
- (5) Bridge tolls -- actual expense is reimbursed, and no receipts are required; (BD 17/77/1)
- (6) Taxicab -- taxi fares will not be reimbursed except when no other transportation is practical or available, or unless the taxi fare for several riders is less than the common carrier fare. Delegates to the General Council may not claim reimbursement for taxi fares; (BD 17/77/1, BD 59/94/2)
- (7) Telephone -- actual expenses are reimbursed when date and place called are shown on the expense claim, but amounts in excess of \$1 require receipts. Delegates to General Council may not claim reimbursement for telephone calls. (BD 17/77/1, BD 59/94/2, BD 17/05/1)

905.00 Entertainment

905.01 Members of the Board of Directors

Entertainment may be an authorized expense only for officers and when incurred in the performance of official business of the Association. The names and titles of persons for whom this type of expense is claimed, an explanation of expenses, and receipts must be included with the expense claim. (BD 16/82/1, BD 17/05/1, BD 41/06/2, BD 18/09/1)

905.02 Designated Management Staff

Expenses for approved legislative and administrative business activities involving entertainment of non-Association persons are authorized for headquarters management staff members whose assignments require such entertainment. The names and titles of persons for whom this type of expense is claimed, explanation of expenses, and receipts for entertainment expense, must be included with the claim. In the event it is impractical to list the names of each person in a sizeable group, the name and title of the main person in the group, the total number of persons, and the receipts will be sufficient. (BD 10/86/1)

906.00 Claim Information

Expense claims must be submitted by claimant with all requested information (date, time, location, signature, etc.). (BD 59/94/2)

906.01 Deadline for Submission of Claims

Association expense claims may be submitted at any time, but no later than the calendar month following the date the expenditures were made. Late claims must be accompanied by a written statement explaining valid reasons for the delay in filing and must be approved by the secretary-treasurer. Late expense claims received after January 31 of the next calendar year require approval of the Board of Directors. Approval of late claims may be partial. (BD 61/94/2, BD 51/09/2, BD 51/09/20)

906.02 Requirement of Receipt

Deductions may be made from expense claims for any item which is not accompanied by the required receipt, authorization or explanation. (BD 16/78/1)

906.03 Reimbursement from Other Sources

No expense may be claimed which was reimbursed from any other source. (BD 17/77/1)

906.04 Travel to and from Home City of General Council

Travel to and from the home city of General Council is included in the delegate allowance. No claims should be made for travel to the Board of Directors or committee meetings which normally precede General Council, unless a committee member is not a delegate to General Council and the appropriate claim is submitted. (BD 10/86/1)

906.05 Family Members

Members of the Board of Directors are not entitled to expense reimbursement for family members. (BD 9/89/1)

906.06 Extraordinary Expenses

(a) Officers of the Association are reimbursed for all allowable expenses incurred in the performance of official business of the Association. In addition they may claim all reasonable and necessary out-of-pocket expenses incurred in fulfilling the requirements of their office, subject to the approval of the president and secretary-treasurer. (BD 17/77/1)

(b) General Council delegates (and alternate delegates as defined in (Division 9: Association Travel Expense of the Policy File) are reimbursed only for actual authorized expenses necessary for attendance at General Council and related preliminary committee meetings.
(BD 17/77/1, BD 59/94/2, BD 22/10/2)

(c) Claims for reimbursement of extraordinary expenses of members of General Council shall be submitted to the appropriate affiliate/division for approval and submission to the secretary-treasurer. Members of the Board of Directors shall submit claims directly to the secretary-treasurer for approval. (BD 17/77/1, BD 59/94/2, BD 22/10/2)

(d) Expenses resulting from assignment of members of General Council to a hotel/motel more than one mile distance from General Council assembly location shall be approved by the appropriate affiliate/division prior to submission to the secretary-treasurer. (BD 17/77/1, BD 59/94/2, BD 22/10/2)

906.07 Travel Advance

(a) A travel advance, in an amount not to exceed estimated expenses for one month, may be requested. Each advance must be fully accounted for before additional advances will be issued. (BD 17/77/1, BD 59/94/2)

(b) Headquarters office shall estimate expenses for members of General Council and issue an advance to each delegate prior to the opening of General Council. The amount of the advance will be deducted from the delegate's General Council expense claim. (BD 17/77/1, BD 59/94/2, BD 29/03/2)

906.08 Exception of Expense Rules

(a) The secretary-treasurer may make exceptions to the rules in unusual circumstances. The secretary-treasurer shall require concurrence of the president prior to approval. (BD 17/77/1, BD 17/05/1)

(b) Except as may otherwise be provided in the contract between the general manager and the Association, the expense rules of the Association fully apply to the authorized activities of the general manager.

However, within the limitations of the annual travel budget for general administration established by the General Council and/or the Board of Directors, the officers may authorize the general manager to exceed the expense rules to the extent of an amount recommended to the officers each year by the secretary-treasurer. The amount may be increased or decreased by the officers. (BD 10/86/1, BD 59/94/2, BD 17/05/1)

906.09 CSEA Officer Travel and Union Leave

- (a) CSEA officers are authorized to attend all CSEA Board meetings, CSEA committee meetings and meetings for central support business operations and shall be reimbursed for all associated travel and union leave expenses. Union leave requests shall be routed to and signed by the CSEA President and the designated signatory for the affiliate in which the officer is a member. Travel expense claims are approved by the designated CSEA officer.
- (b) Reimbursement of travel expenses and union leave by CSEA officers to attend any affiliate-sponsored meeting is the responsibility of the affiliate and requires prior authorization by the affiliate president or designee. Union leave requests shall be routed to and signed by the designated signatory for the affiliate sponsoring the meeting and the designated signatory for the affiliate in which the officer is a member. Travel expense claims are approved by the designated affiliate officer.
- (c) Reimbursement for travel expenses and union leave by CSEA officers to attend any other meeting or event not covered by (a) or (b) above must be authorized by Board action and is subject to all other travel and reimbursement rules in this division. Union leave requests shall be routed to and signed by the CSEA President and the designated signatory for the affiliate in which the officer is a member. Travel expense claims are approved by the designated CSEA officer.

907.00 Affiliate/Division Representatives on the Board of Directors

Affiliate/division representatives on the Board of Directors or on the Executive Committee are reimbursed from their respective affiliate budgets for all allowable expenses incurred in attending those meetings. (BD 158/80/4, BD 59/94/2, BD 55/97/3, BD 22/10/2)

908.00 Members of Association Committees and Councils

All Association committee meetings require prior approval of the Association president. (BD 66/88/3, BD 22/10/2)

908.01 Expenses of Attending Scheduled Meetings and/or Duties Assigned

Committee members are reimbursed from their respective affiliate central support budget for all allowable expenses incurred in attending assigned meetings or performing other ~~committee~~ duties as directed by the president. (BD 66/88/3), ~~BD 22/10/2~~

908.02 Chairperson Reports to Board of Directors

Chairpersons of committees are reimbursed for all allowable expenses incurred in reporting to the Board of Directors. (BD 17/77/1, BD 59/94/2)

909.00 Expenses Authorized by the General Manager

909.01 Expenses for Special Consultants

Travel expenses as specified by the general manager shall be paid for special consultants in accordance with Association policy. (BD 17/77/1)

909.02 Staff Advisors' Conference Expenses

The general manager may authorize meetings and expenses of staff advisors to confer with headquarters staff on matters relating to occupational groups. (BD 17/77/1)

910.00 Interpreters for the Hearing Impaired

The president shall authorize reimbursement for all allowable expenses for interpreters for the hearing impaired at any official Association function provided that a request for such services is made at least ten days in advance. (BD 61/88/3, BD 59/94/2)

911.00 Appeals

A claimant may appeal the deduction of any expense item from the expense claim, first to the Executive Committee through the president. If satisfaction is not received at that level, the claimant may appeal to the Board of Directors. (BD 17/77/1)

912.00 Travel Accident Insurance

When on official Association business, members of the Board of Directors, affiliate officers, statewide committee members, council members, stewards, chapter/DLC officers, delegates to the General Council (for the General Council meeting only) and headquarters staff shall be covered by a master travel accident policy. (BD 66/88/3, BD 17/05/1, BD 18/09/1)

913.00 Automobile for the President

The Association shall:

- (a) Furnish a union-made vehicle for the president's use on Association business. The Association shall also furnish insurance on the vehicle and pay the actual cost of gasoline, oil, maintenance and repairs, or; (BD 7/91/1, BD 17/05/1, BD 22/10/2)
- (b) In lieu of using an Association-furnished vehicle, the president may receive business mileage reimbursement for use of a private vehicle in accordance with the provisions of this Division and a stipend equivalent to the cost of a leased vehicle.

Should the president elect this option, the Association will not furnish insurance on the vehicle, nor will the Association pay for maintenance, repairs or the actual cost of gas and oil. (BD 7/91/1, BD 22/10/2)

B&P 11/11/2 (Snodgrass) Policy File Division 10: Association Finances

BD 17/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy File Division 10: Association Finances. Motion was adopted by general consent. CARRIED.

Division 10: Association Finances

1001.00 General

1001.01 Financial Statements

Financial statements of dues, income including reserve balances, and cash flow projections shall be issued by the secretary-treasurer to the Board of Directors and ~~divisions/affiliates/divisions~~ 25 days after the close of business on March 31 and each month thereafter. (BD 50/92/2, BD 59/94/2)

1001.02 Financial Audits

The Board of Directors shall retain a certified public accountant to review financial procedures and audit financial records of the Association annually. An audit report shall be issued within 90 days after the close of the audit period. (BD 49/99/2, BD 11/05/1)

~~1001.03 Chapter/DLC Audits~~

~~Divisions/affiliates shall adopt policies and audit procedures. (BD 73/93/3, BD 59/94/2, BD 11/05/1)~~

1001.04~~3~~ Provision of Bonds

The Association officers and employees whose duties involve the handling of monies shall be bonded, the premiums of which shall be paid by the Association. (BD 50/92/2, BD 59/94/2)

1002.00 Building Reserves

There is a building reserve to meet the cost of expansion and/or replacement of Association offices and/or other meeting facilities. The building reserve may be augmented by the General Council through transfer of surplus funds or by the Board of Directors through transfer of excess funds if any, from the operating budgets approved by General Council. (BD 50/92/2, BD 59/94/2)

1003.00 Budget

1003.01 Budget Bases

The budget of the Association shall be a program budget based on its goals and objectives and shall state the composite totals of the budget line items. (BD 50/92/2, BD 59/94/2)

1003.02 Budget Period

The budget of the Association shall cover a period of at least one year. (BD 50/92/2, BD 59/94/2)

1003.03 Past Expenditure Information

The budget of the Association shall contain expenditure information in the format of section 1003.01 relating to the last completed year and the current year for each activity to permit delegates to compare past expenditures with the current and the proposed budget. (BD 50/92/2, BD 59/94/2)

1003.04 Surplus Estimate

In addition to estimated revenue, an estimate of the amount of unallocated surplus which will be available at the beginning of each budget year shall be included. (BD 50/92/2)

1003.05 Budget Development and Adoption Process

The budget shall be developed and adopted in the following manner:

(a) In January of the year of General Council, the president shall request affiliates/divisions ~~and affiliates~~ to submit budget recommendations for a three-calendar year budget period. Based upon these submissions and appropriate General Council resolutions and committee recommendations the overall budgeting assumptions and Association objectives including anticipated central support schedules of services shall then be formulated by the president, secretary-treasurer, and Fiscal Committee; (BD 50/99/2, BD 11/05/1, BD 52/09/2)

(b) Based on the overall assumptions and objectives developed in (a) above, non-programmatic activity requirements are developed for central support; (BD 66/93/3)

(c) The cost estimates of the various programs and activities will be developed by the chief financial officer, with the direct and indirect costs to be applied to expenditures for each ~~division's/affiliate's~~ division's allocation of these costs. A comparison with anticipated revenue is made and a preliminary budget is submitted to the Fiscal Committee; (BD 66/93/3, BD 11/05/1)

(d) The Fiscal Committee will review the preliminary budget and make adjustments as appropriate. After Fiscal Committee approval, the proposed budget is submitted to the Board of Directors at least 30 days before action is required; (BD 66/93/3)

(e) The Board of Directors reviews the recommendations of the Fiscal Committee, makes adjustments and approves the proposed budget; (BD 66/93/3)

~~1003.06 Budget Distribution~~ **[Content amended and moved to 306.01.]**

~~The Board of Directors' approved budget proposal in resolution form shall be mailed, not later than 60 days prior to convening of General Council, to:
(BD 66/93/3, BD 70/03/2)~~

~~Members of the Board of Directors; (BD 50/92/2)
Chapter presidents; (BD 50/92/2)
Division Council/Affiliate board members; (BD 50/92/2, BD 59/94/2, BD 70/03/2)
Members of General Council; (BD 50/92/2)
Members of Bylaws, Policies & Procedures, Member Benefits and Fiscal Committees. (BD 66/93/3, BD 70/03/2, 52/09/2)~~

~~This document shall be provided to any active member who, on an individual basis, requests it in writing from headquarters. (BD 50/92/2)~~

1003.076 Budgetary Adjustments

Adjustments to the budgets adopted by General Council for central support budgetary allocations may be modified by transfer by the Board of Directors between central support allotments. (BD 19/87/1, BD 70/03/2)

~~1003.08 Use of Unexpended Income and Reserves (Bylaws Article XVI, Section 5)~~

~~Unless approved in advance by its division council, a division's unexpended income and reserves shall not be transferred to another division/affiliate or to central support. (BD 20/01/1)~~

1004.00 Investments

1004.01 Emergency Reserves

The rules governing investment of emergency reserve funds by the Board of Directors are contained in Bylaws Article ~~XIV~~III: Financial Operations, Section 3 4. (BD 50/92/2)

1004.02 Reserve Funds Investment

The Board of Directors, by two-thirds vote, may authorize the investment of other Association reserve funds in a manner other than described in Bylaws Article ~~XIV~~III:

Financial Operations, Section 3 4, if it is to the benefit of the Association and consistent with sound business practice. (BD 50/92/2, BD 59/94/2)

1005.00 Membership Prohibitions

Association funds may not be used to purchase memberships in, or otherwise support, any club, business or organization which is known to prohibit or deny membership on the basis of sex, race, religious creed, color, national origin, ancestry, age or sexual orientation. (BD 50/92/2)

B&P 12/11/2 (Snodgrass) Policy File Division 11: Association Elections

BD 18/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy File Division 11: Association Elections. Motion was adopted by general consent. CARRIED.

Division 11: Association Elections

11001.00 Association Elections

11001.01 Establishment of Rules

(a) Association Officers

All elections of Association officers shall be held under rules and regulations established by the Board of Directors in accordance with CSEA Bylaws. (BD 79/92/3, BD 25/92/2, BD 68/95/4, BD 66/04/3, BD 22/08/3)

(b) ~~Division~~/Affiliate/Division Delegates

An affiliate may adopt its own rules for elections as long as they are consistent with the CSEA Bylaws. All elections of General Council chapter/DLC delegates from ~~divisions or affiliates~~/divisions that have not established election procedures shall be held under rules and regulations established by the Board of Directors. (BD 66/04/3)

11001.02 Election Coordination

(a) Association Elections

Association elections are under the general direction of the secretary-treasurer, unless otherwise stated in policy, who is empowered to take appropriate actions necessary to ensure compliance with election policy.

In the absence of the secretary-treasurer, the president shall appoint another officer which may be himself/herself to act in place of the secretary-treasurer. (BD 79/92/3, BD 68/95/4, BD 55/97/3, BD 3/98/1, BD 66/04/3, BD 22/08/3)

(b) Affiliate Delegates to General Council

When the affiliate(s) do not have rules and regulations for the election and removal of General Council chapter/DLC delegates that conform to Bylaws Article IX: General Council, Sections 3 and 6, the secretary-treasurer, unless otherwise stated in policy, is empowered to ensure compliance with election policy. In the absence of the secretary-treasurer, the president shall appoint another officer which may be himself/herself to act in place of the secretary-treasurer. (BD 25/95/2, BD 68/95/4, BD 55/97/3, BD 3/98/1, BD 66/04/3, BD 22/08/3)

11001.03 Computation of Time

When the last day for performance of any act required by this election code falls upon a Saturday, Sunday or holiday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed. (BD 102/84/4)

11012.00 Association Officers and General Council Delegates

11012.01 Electorate

(a) Association officers are elected by the delegates of General Council. (BD 79/92/3)

(b) General Council chapter/DLC delegates are elected by the active members of their respective ~~division/affiliate/division~~ chapters/DLCs, and in accordance with their election policies and procedures. (BD 25/95/2, BD 66/04/3, BD 22/08/3)

11012.02 Term of Office

(a) Association officers and General Council chapter/DLC delegates shall be elected for three-year terms. The new term becomes effective after the 2009 General Council. (BD 4/99/1, BD 66/04/3, BD 22/08/3)

(b) No General Council delegate shall lose his/her position by virtue of any ~~division/affiliate/division~~ or chapter/DLC realignment until his/her existing term of office expires pursuant to Bylaws Article IX: General Council, Section 3 4(b)(1). (BD 75/00/2)

11012.03 Time of Election

(a) The election of Association officers shall be held at the general session of General Council at a time prescribed by the Board of Directors. (BD 138/83/3)

(b) Chapter/DLC delegate elections shall be held every three years. (BD 4/99/1, BD 66/04/3, BD 22/08/3)

11012.04 Eligibility for ~~Division~~/Affiliate/Division Officers and General Council Delegates

Any active member in good standing in a chapter/DLC, including any member of the Nominating Committee, is eligible for the office of General Council chapter/DLC delegate. A written consent form and optional candidate statement must be filed with the appropriate ~~division~~/affiliate/division prior to the closing of nominations. (BD 25/95/2, BD 66/04/3, BD 22/08/3)

11012.05 Candidate Consent Form

~~Division/affiliate~~ Affiliate/Division members in good standing shall file an affiliate candidate consent form for any chapter/DLC position, and for General Council delegate with his/her respective affiliate. (BD 66/04/3, BD 22/08/3)

11012.06 Submission of Candidate Consent Form and Optional Candidate Statement

The signed consent form and optional candidate statement shall be filed with the appropriate ~~division~~/affiliate/division election committee. (BD 25/95/2, BD 66/04/3, BD 22/08/3)

11012.07 Candidate Notification

Headquarters office staff shall notify candidates that their candidate consent form and/or optional candidate statement have been received within five (5) business days of receipt. If no candidate statement is submitted, the notification will include information regarding candidate statements. (BD 66/04/3)

11012.08 Candidate Statements for General Council Chapter/DLC Delegates

Candidates for General Council chapter/DLC delegates may submit written candidate statements, which may include a telephone number, e-mail and web site address, not to exceed 100 words and the statements will be published with the ballots at no cost to the candidates. Such statement(s) shall be received in headquarters office between 9 a.m. on January 1 and 5 p.m. on February 7. Words beyond the 100 word limit shall be deleted. (BD 3/98/1, BD 47/99/2, BD 66/04/3, BD 22/08/3)

11012.09 Affiliate Chapter/DLC Delegate Election Process

(a) Mailing of Ballots

Ballots shall be mailed by headquarters no later than April 20 to each active member in good standing, by nonprofit or first-class mail to those members with an address within the state, by first-class mail for all others and shall comply with the following rules: (BD 138/83/3, BD 100/98/5)

(1) The position(s) to be filled by the election shall be shown;
(BD 138/83/3)

(2) The order of the candidates for each position shall be determined by lot; (BD 138/83/3)

(3) Each candidate shall be identified by name and classification;
(BD 138/83/3)

(4) There shall be no write-in candidates; (BD 138/83/3)

(5) The number of candidates to be elected for each office shall be shown; (BD 138/83/3)

(6) First-class return postage shall be used for all elections. (BD 138/83/3)

(b) Voting Instructions

Voting instructions and optional candidate statements shall accompany each ballot.
(BD 138/83/3, BD 66/04/3)

(1) Vote for the number of candidates as indicated on the ballot;
(BD 138/83/3, BD 66/04/3)

(2) Instructions to place signature and print name in the designated location on the envelope; (BD 138/83/3)

(3) To be valid, ballots must be received in headquarters by 5 p.m., May 20. If May 20 falls on a Saturday or Sunday the deadline will be the first working day following; (BD 138/83/3)

(4) Election protest must be in writing to the CSEA president and received in Association headquarters by 5 p.m., June 10; (BD 10/86/1, BD 42/02/4)

(5) A plurality is required to elect, a tie shall be broken by lot.
(BD 138/83/3, BD 48/06/2)

(c) Election Materials

The secretary-treasurer shall be responsible for retention of all General Council chapter/DLC delegate election materials until the next General Council.
(BD 125/00/2, BD 22/08/3)

(d) Computation of Election Results

(1) Under the direction of secretary-treasurer, headquarters office shall verify the validity of all returned ballots according to the following principles: (BD 138/83/3, BD 22/08/3)

a. Absence of the signature in the designated location voids ballot;
(BD 138/83/3)

b. If the irregularities go to the essence of the entire ballot, the ballot shall be invalidated; (BD 138/83/3)

c. Where Association policy is silent the secretary-treasurer shall be authorized to take appropriate steps consistent with public election laws in the computer counting of ballots. (BD 138/83/3, BD 22/08/3)

(2) In the event of a tie vote, the secretary-treasurer shall resolve the tie by lot in the presence of witnesses. (BD 133/83/3, BD22/08/3)

(e) Results and Publication

By May 30 the secretary-treasurer shall cause the election results to be sent to each candidate and the appropriate president by first class mail. (BD 138/83/3, BD 22/08/3)

General publication of the results shall be released the following working day.
(BD 138/83/3)

No results shall be released prior to the candidate notification.
(BD 138/83/3)

(f) Recounts

Upon written request from any candidate during the protest period, headquarters office shall cause an immediate recount of ballots for that office to be held. No further recount shall be required unless it is requested through the election protest procedure. (BD 138/83/3)

(g) General Council Delegates, ~~Division~~/Affiliate/Division Offices and Chapter/DLC Offices

(1) Non-affiliate election protests shall follow CSEA's protest procedures.
(BD 66/04/3)

(2) Affiliate election protests shall follow their respective protest procedures.
(BD 66/04/3)

11042.10 Re-election Process

(a) The secretary-treasurer shall be responsible for carrying out the directive of the Board of Directors for re-election of division officers. (BD 86/95/4, BD 66/04/3, BD 22/08/3)

(b) All re-elections, unless otherwise specified by the Board of Directors' action, shall be completed no later than 60 days after the Board of Directors' decision. (BD 138/83/3)

(c) The affiliate president shall be responsible for carrying out the directive of their respective council's or affiliate's re-election of their chapter/DLC officers and General Council chapter/DLC delegates. (BD 66/04/3)

11023.00 General Council Elections

11023.01 Eligibility for Association Offices

Any active member in good standing is eligible to run for any Association office. Written consent must be given prior to the closing of all nominations. (BD 66/04/3)

11023.02 Association Consent Form

(a) Prior to General Council

The signed consent form shall be delivered to headquarters office not more than 180 days prior to the convening of the general session of the General Council. Headquarters office shall immediately acknowledge receipt of the consent form to the candidate. (BD 66/04/3)

(b) Consent Form at General Council

Within 24 hours of convening the general session of General Council, the signed consent form shall be delivered to the chairperson of the Nominations Committee. (BD 66/04/3)

(c) At General Council

After the convening of the general session of General Council, but prior to the closing of all nominations, the signed candidate consent form shall be delivered to the presiding officer. (BD 66/04/3, BD 22/08/3)

(d) Candidate Consent Form

Members in good standing must complete and sign the following candidate consent form prior to the closing of nominations.

"I _____, _____
(Print Name) (Chapter/DLC) (Affiliate)

hereby consent to be a candidate for the office(s) checked below and will serve if elected."

Association Officers

- President
- Vice President
- Secretary-Treasurer

I acknowledge that it shall be my duty and responsibility to submit to my successor to the office, all books, papers and other property of CSEA or its affiliate in my possession at the close of my official term.

Classification _____ SS# or Member ID _____

Address _____
(Street) (City) (Zip)

Phone: Work (____) _____ Home (____) _____

Cell (____) _____ Fax (____) _____

E-mail _____
(Work) (Personal)

Signature _____ Date _____

(BD 66/04/3, BD 22/08/3)

11023.03 Candidate Publicity -- Association Officers

In order for the candidate to have material concerning his/her candidacy distributed by headquarters office to the delegates of the General Council, the signed candidate statement shall be received in headquarters office at least 90 days prior to the convening of the general session of General Council. (BD 66/04/3)

(a) Distribution of Candidate Material

Material for distribution in the delegates' folder shall be delivered to headquarters office at least 60 days before the convening of the general session of General Council. The material submitted shall be reproduced by CSEA at no cost to the candidate and shall not exceed one page 8-1/2"x 11" in size; both sides of which may be utilized. Material so submitted shall be mailed with the delegates' folder no less than 30 days prior to General Council. Other than as provided herein, no material concerning candidates shall be mailed or distributed by headquarters office, except as provided in the Policy File. (BD 66/04/3)

11023.04 General Council Nominations Committee

(a) Composition

The General Council Nominations Committee shall be composed of one representative from each affiliate who is a General Council delegate appointed by their respective affiliate president. The Association president shall appoint a past president to chair the committee. In the interest of fairness, no person who is a candidate shall serve on the Nominations Committee. (BD 66/04/3)

(b) General Council

(1) The Nominations Committee shall hold an open meeting at the opening ceremonies of the general session of General Council. This meeting shall be open to all members. The committee may establish rules of order for candidate presentations. (BD 53/88/2, BD 66/04/3)

(2) The General Council Nominations Committee shall report to the general session of General Council during the opening ceremonies. The committee shall announce the names of all eligible candidates who have filed a consent statement. Campaign materials may not be distributed to the delegates during the nomination procedure. (BD 79/92/3, BD 66/04/3)

(c) Nominations from the Floor

After the Nominations Committee has completed its report, nominations from the floor are in order. (BD 66/04/3)

11023.05 Election of Unopposed Candidates

After nominations have been closed the presiding officer shall call for a motion to declare elected any unopposed candidates. (BD 138/83/3)

11023.06 Introduction of Candidates at General Council

The nominated candidates shall be excused to a nearby room. The presiding officer shall introduce each of the candidates who have filed consent statements. The Nominations Committee will then conduct interviews of the candidates, consisting of four questions prepared by the committee, one from each affiliate member, which have been kept confidential. The candidates shall be introduced and speak in the sequence in which they were placed in nomination. The candidates will be allowed two minutes to respond to each of the four questions, after which each candidate may speak for not more than five minutes. Presentations by candidates shall be timed by an official timekeeper. A 30-second warning shall be given to the speaker and at the conclusion of the allotted time the speaker's microphone shall be ordered turned off by the timekeeper. Following completion of the statements for each office the candidates for that office may return to the General Council floor. (BD 68/88/3, BD 79/92/, BD 95/98/5, BD 66/04/3)

11023.07 Ballots

(a) Time of Balloting

The president shall set a date and time certain for Association officer elections at General Council. The results shall be announced immediately upon completion of the tabulation. If a runoff is necessary, the election shall be conducted immediately. (BD 55/86/2, BD 66/04/3)

(b) Ballot Counting

The counting of the ballots shall be the responsibility of the Election Tellers Committee. (BD 138/83/3)

(c) Confidentiality of Election Results

It shall be the responsibility of the chair of the Election Tellers Committee to maintain confidentiality of the election results until they are announced to the General Council. (BD 138/83/3)

(d) Sequestering of the Election Tellers Committee

After the ballots are tabulated, members of the Election Tellers Committee, staff and all others with a knowledge of the results shall remain sequestered in the counting room and shall not communicate with anyone outside of the room until the election results are announced to the General Council by the chairperson. (BD 138/83/3)

(e) Disposal of Election Materials

All ballot materials shall be secured and retained until the close of General Council. (BD 138/83/3)

11023.08 Election Protest Procedure of Association Officer

A candidate for Association office may protest an election for that office at the general session of General Council. The protestor shall: (BD 138/83/3)

(a) (1) Seek recognition of the presiding officer, not later than one hour (excluding breaks) after the election results have been announced, for presentation of the protest; (BD 138/83/3)

(2) Specifically explain the irregularity or procedure violated.
(BD 138/83/3)

(b) The presiding officer shall immediately rule upon the protest and if the protestor or any candidate for that office disagrees with the ruling of the presiding officer, he/she may challenge the ruling of the chair. (BD 138/83/3)

The presiding officer shall immediately take appropriate action to enact the decision of General Council. (BD 138/83/3)

11023.09 Installation

(a) Association Officers

The installation of elected Association officers shall be on the last day of the general session of General Council, but they shall not assume their duties until the close of General Council. The outgoing president may designate the installing officer. (BD 138/83/3)

(b) General Council Chapter/DLC Delegates

General Council chapter/DLC delegates, upon presentation of satisfactory evidence of being elected, are installed as the first order of business on the first day of General Council. (BD 25/95/2)

11023.10 Filling of Vacancies

(a) Association Officers

The filling of vacancies among the Association officers shall be in accordance with Bylaws Article IV: Governance, Section 87. (BD 138/83/3, BD 59/94/2)

(b) General Council Chapter/DLC Delegates

A chapter/DLC with a vacancy in a chapter/DLC delegation of General Council chapter/DLC delegates shall fill the vacancy with an elected chapter/DLC alternate in order of the number of votes received by each alternate, and certify such alternate to the secretary-treasurer of the Association. (BD 25/95/2, BD 66/04/3)

11034.00 Recall of Association Officers

Association officers may be recalled pursuant to Bylaws Article V: Elections and Terms of Officers, Section 1 (d). (BD 49/94/2)

11034.01 Recall Electorate

Proponents for recall of Association officers are limited to General Council delegates or the Board of Directors. (BD 10/93/1)

11034.02 Notice of Intent to Recall

(a) Before recall proponents may obtain signatures on a petition, they must send notice of intent to recall to the Association president, or the secretary-treasurer if the recall is for the president, and to the officer being recalled. Within 14 days after the notice is postmarked, the officer may respond in writing to the proponents with a copy to the president, or the secretary-treasurer if the recall is for the president. The reasons for recall and the response shall be limited to 200 words each. Any words in excess of 200 in the reasons for recall or the response shall be deleted.

(BD 10/93/1, BD 82/98/5, BD22/08/3)

(b) A recall may also be initiated by the Board of Directors when a disciplinary action results in a recommendation for removal from office. When so initiated, no petition is necessary and the matter will proceed directly to a vote. (BD 10/93/1)

11034.03 Petition for Recall

The General Council delegates may petition the Association president, or the secretary-treasurer if the recall is for the president, at headquarters office to request a recall election for an Association officer. A separate petition, containing a least 300 General Council delegates' signatures, no more than 30 percent being from any one region, is required for recall of each officer. (BD 10/93/2, BD 70/01/2, BD 66/04/3, BD 22/08/3)

11034.04 Mailing of Petition to Proponent

Within 30 days from the date of receipt of the notice of intent to recall an Association officer, headquarters office shall send the petition form to the proponent for the recall. (BD 10/93/2)

11034.05 Timeliness of Petition

In order to be timely the petition for recall of an Association officer must be received in Association headquarters within 60 days from the date the petition was mailed from Association headquarters pursuant to Section 1103.04. (BD 10/93/1, BD 59/94/2)

11034.06 Content of Petition

The top portion of the petition shall contain the name and office of the officer being recalled, a statement of the reasons for recall, and the response of the officer being recalled. If no response is made, the petition shall so indicate. The name of each signatory must be printed as well as signed. (BD 10/93/1)

11034.07 Validation of Petition

Within 30 days of receipt of the petition in Association headquarters, the signatures shall be validated by headquarters office. (BD 10/93/1, BD 59/94/2)

11034.08 Recall Election Order

Immediately upon validation of the necessary signatures, the president or the secretary-treasurer if the recall is for the president, shall order a recall election and assign an officer to monitor the election process. (BD 10/93/1, BD 36/96/2, BD 22/08/3)

11034.09 Balloting Process

(a) No later than 30 days after the recall election order pursuant to Section 1103.08 above, ballots shall be mailed from Association headquarters to all General Council delegates using balloting procedures. (BD 10/93/1, BD 59/94/2, BD 22/08/3)

(b) All ballots must be received in Association headquarters no later than 30 days from the date of mailing of the ballots from Association headquarters. (BD 10/93/1, BD 59/94/2)

(c) Ballots shall be counted no later than five days after the deadline for receipt of ballots. The officer assigned shall supervise the counting of the ballots and certify the results. (BD 10/93/1)

11034.10 Vote

An affirmative vote of the majority of valid ballots cast shall be required to recall an elected Association officer, provided a quorum of General Council delegate votes are cast (which affirmative votes also constitute a majority of the required quorum). The quorum required is that required at a regular session of the General Council. (BD 10/93/1)

11034.11 Notification

The officer assigned to monitor the election shall, by registered letter, transmit the results of the recall election to the Association president, or the secretary-treasurer if the recall is for the president, the recall proponent, and the officer who is the subject of the recall election. (BD 10/93/1, BD 22/08/3)

11034.12 Filling of Vacancy

Any vacancy created by a valid recall election shall be filled in accordance with Bylaws Article IV: Governance, Section 9 Z. (BD 10/93/1, BD 59/94/2)

11045.00 Recall of General Council Chapter/DLC Delegates

General Council chapter/DLC delegates may be recalled as provided by the ~~division/affiliate~~division policies and procedures. (BD 25/95/2, BD 40/98/3, BD 66/04/3)

11045.01 Recall Electorate

Proponents for recall of General Council chapter/DLC delegates must be active members of their respective ~~division/affiliate/division~~, and must comply with ~~division/affiliate/division~~ policies and procedures regarding recall process. (BD 40/98/3, BD 66/04/3)

11045.02 Notice of Intent of Recall of Affiliate Delegate to General Council

Before recall proponents may obtain signatures on a petition, they must send notice of intent to recall to the affiliate president, chapter/DLC president and the delegate being recalled. Within 14 days after the notice is postmarked, the delegate may respond in writing to the proponents with a copy to the affiliate president and the chapter/DLC president.-The reasons for recall and the response, if any, shall be limited to 200 words each and shall be mailed with the ballot. All words in excess of 200 shall be deleted. (BD 40/98/3, BD 74/00/2, BD 66/04/3)

(a) A recall may also be initiated by the affiliate board when a disciplinary action results in a recommendation for removal from office. When so initiated, no petition is necessary and the matter will proceed directly to a vote. (BD 40/98/3, BD 66/04/3)

11045.03 Balloting Process

The balloting process must be in compliance with affiliate policies and procedures. (BD 66/04/3)

11045.04 Votes

Voting must be in compliance with affiliate election policies and procedures. (BD 66/04/3)

11045.05 Notification

Notification must be in compliance with affiliate policies and procedures. (BD 66/04/3)

11045.06 Filling of Vacancy

Any vacancy created by a valid recall election shall be filled in accordance with Bylaws Article IX: General Council, Section 5. (BD 40/98/3)

11056.00 Removal of General Council Chapter/DLC Delegates

The removal of General Council chapter/DLC delegates must be in compliance with affiliate policies and procedures. (BD 66/04/3)

11067.00 Election Conduct for CSEA General Election

11067.01 Prohibited Activities and Conduct

The following code of conduct and prohibited activities shall apply to elections for all Association offices: (BD 155/85/5, BD 72/00/2, BD 66/04/3)

- (a) Candidates and members are prohibited from using obscene or untrue statements; (BD 155/85/5, BD 72/00/2, BD 66/04/3)
- (b) Candidates and members shall not encourage Association voters to base their judgments on considerations of race, color, sex, religion, occupation, national origin, sexual orientation, ancestry, disability or age; (BD 155/85/5, BD 72/00/2, BD 66/04/3)
- (c) The Association ~~and its divisions/affiliates/division~~ and chapters/DLCs may not use members' dues to contribute to or support a candidate for any Association, ~~or division, affiliate, division~~ or chapter/DLC office; (BD 23/00/1, BD 72/00/2, BD 66/04/3)
- (d) The Association, ~~and divisions/affiliates/division~~, chapters/DLCs and members shall not use Association, ~~division/affiliate/division~~ or chapter/DLC equipment such as, but not limited to, telephones, fax machines, and computers for the purpose of supporting or opposing a candidate for an elected position in the Association. (BD 55/01/2, BD 66/04/3)

11067.02 Violations

- (a) A candidate for an Association office may file a protest for that office with the Association's president or designee concerning violations of prohibited activities and conduct. Such protests shall be immediately referred by the president to a hearing panel selected from a hearing panel pool. The hearing panel shall immediately review the protest, and upon a finding by the hearing panel upholding the protest, the following actions shall take place: (BD 155/85/5, BD 89/94/3, BD 88/98/5, BD 72/00/2, BD 66/04/3)
 - (1) If the protest concerns the conduct of a candidate, the candidacy of the member may be terminated; (BD 155/85/5, BD 89/94/3, BD 72/00/2)
 - (2) Charges shall be filed under Division 8: Discipline and Grievances of the Policy File seeking disciplinary action. (BD 155/85/5, BD 72/00/2)
- (b) If the activities continue after being notified of the hearing panel's findings, the Board of Directors may suspend the member from the Association, pursuant to Division 8: Discipline and Grievances of the Policy File. (BD 59/94/2, BD 72/00/2, BD 66/04/3)

11078.00 Prohibited Activities by CSEA Staff

CSEA staff are prohibited from advocating for or against candidates for any Association or affiliate elective office. No employee shall be required to render service in support or opposition of any particular candidate for any Association or affiliate elective office. (BD 66/04/3)

B&P 13/11/2 (Snodgrass) Policy File Division 13: Member Benefits Programs

BD 19/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy File Division 13: Member Benefits Programs. Motion was adopted by general consent. CARRIED.

Division 13: Member Benefits Programs

1301.00 Program Objectives

1301.01 Benefit Programs for Association Members

The Association may provide, sponsor or endorse benefit programs for its members which are not directly related to their employment. These are referred to as member benefit programs. The object of such programs is to provide members (through the members, their families) tangible benefits at a reduced cost which results from the purchasing advantage of the Association. (BD 265/69/4, BD 251/74/3, BD 59/94/2)

1301.02 Contracting Policies [Similar language previously found in 2A1.00]

The Association shall continue to investigate, develop, endorse/sponsor and be responsible for obtaining appropriate insurance and other benefits for its members and their dependents. Such benefit programs shall be governed by the following contracting policies:

(a) Maximum benefits;

(b) Lowest cost commensurate with safeguards and benefits provided;

(c) Subject to annual, and if necessary, more frequent review by the Board of Directors and continuation by renegotiation or by putting out to competitive bid;

(d) Strive for statewide;

(e) Avoid illegal discrimination;

(f) Provide open enrollment at such time as the Board of Directors shall direct or when substantial changes in programs occur. Provide at least 30 days' notice for any such open enrollment.

(g) Provide the Association/affiliate/division with appropriate indemnification and protection from liability.

Any deviation from the contracting policies shall require specific action by the sponsoring affiliate/division to be presented to the Board of Directors for approval.

1301.03 Administration [Similar language previously found in 2A2.00]

(a) Contracting parties shall furnish reports to the Association in the form and at such intervals as the Board of Directors shall determine. Such reports shall be reviewed by the Member Benefits Committee with recommendations made to the Board of Directors.

(b) Audits shall be made at such intervals and by such persons as the actuary and/or the appropriate committee or affiliate(s)/division(s) recommended and by action of the Board of Directors.

1301.04 Provisions of Contract [Similar language previously found in 2B1.01]

Those contracts obtained pursuant to Policy File Section 1301.02 shall maintain the following minimum standards, whenever possible:

(a) Vesting of reserves on behalf of participants;

(b) Interest on all funds;

(c) Minimum retention by provider.

1301.05 Minimum Standards [Similar language previously found in 2B2.00.]

Those contracts obtained pursuant to Policy File 1301.02 shall maintain the following minimum standards:

(a) Provide for payroll deduction when feasible;

(b) Provide reasonable and optional levels of benefit provisions and premiums or other costs;

(c) Provide benefits and costs that are clearly and concisely identified.

1301.06 Deviation from Standards [Similar language previously found in 2B2.02.]

Any deviation from the minimum standards shall require specific affirmative action by the Board of Directors.

1302.00 Program Selection Guidelines for Association Programs

1302.01 Review of Association Programs

(a) Member benefit programs shall not be sponsored or endorsed by the Association unless reviewed by the Member Benefits Committee and approved by the Board of Directors ~~when in session or by the Executive Committee~~. (BD 84/82/3, BD 59/94/2)

(b) Any ~~division/affiliate/division~~ seeking benefits for its members must refer the program to the Member Benefits Committee for review prior to seeking approval of the Board of Directors or the Executive Committee. (BD 4/88/1, BD 59/94/2)

(c) Input from the members on the insurance programs shall be solicited and reviewed by the Member Benefits Committee prior to seeking approval of the program by the Board of Directors ~~or the Executive Committee~~. ~~The Member Benefits Committee may seek this input by holding its committee meetings in four different areas of the state. The committee may, at its discretion, adopt other methods of seeking member input in addition to the four meetings.~~ (BD 101/03/5)

1302.02 ~~Program Development Services~~ Prohibition of Gifts

~~In the absence of programs offered cooperatively, the Association may sponsor or endorse such programs. The Association may be reimbursed for services rendered in the development and maintenance of such programs. No Association member or staff shall accept or receive bonuses, commissions, rebates or gratuities of any kind or value from any business, person or vendor doing or seeking to do business with the Association without previous authorization.~~ (BD 84/82/3, BD 99/03/5)

1302.03 Membership Recruitment Verification

Association and/or affiliate membership must be a prerequisite for participation in any member benefit program sponsored or endorsed by the Association. There must be a provision for at least annual verification of those participating to determine membership. (BD 276/69/4, BD 251/74/3)

(a)The Association shall actively pursue the termination of any benefit being received by a nonmember where membership is required. (BD 50/92/2)

~~1302.04 Liability Protection~~

~~The Association must be absolutely protected from any liability as the result of sponsorship or any membership benefits program and as the result of any services that the Association might render in connection with that sponsorship or endorsement.~~ (BD 84/82/3)

1302.054 Profits

(a) Nonprofit Status

The nonprofit corporate status of the Association must be preserved.
(BD 84/82/3, BD 42/06/2)

(b) Staff or Member Profits

Association members and staff are prohibited from profiting in any way from a member benefit program. (BD 10/86/1)

1302.065 Services by Headquarters

Services of any type furnished by headquarters office are to be paid for at the current rate for time and use of facilities. (BD 225/66, BD 251/74/3)

1302.076 Quality Goods and Services

Goods and services offered must be name brands or of comparable quality.
(BD 255/66, BD 251/74/3)

1302.087 Records of Operating Firms

Records of the operating firms relating to the Association must be available for periodic review by qualified accounting firms authorized by the Board of Directors.
(BD 84/82/3)

~~1302.09 Programs as Incentives~~

~~Member benefits which are developed for the purpose of providing incentives to join the Association and which require establishment of contractual relationships between the Association and the vendors or providers of such member benefits, are in the area of member benefits. (BD 84/82/3)~~

1302.1008 Competitive Bidding Guidelines

Upon the adoption of a new program, and at other times as the Board of Directors deems appropriate, Association-sponsored member benefit programs shall be subject to competitive bidding under guidelines established by the Board of Directors. The programs shall meet the following criteria: (BD 84/82/3)

(a) Needs

~~(1) Ascertain that the program would serve to attract members into the Association and would help to preserve membership volume; (BD 209/76/4)~~

~~(2) Ascertain that the program meets a need consistent with the Association's overall philosophy. (BD 84/82/3)~~

(ba) Qualifications of Bidders

(1) Must be licensed to do business by the proper governmental jurisdiction; (BD 185/73/3, BD 251/74/3)

(2) Must have the ability, resources and facilities to provide adequate service; (BD 185/73/3, BD 251/74/3)

(3) Must have been in business and providing allied services or merchandise for not less than three years; (BD 185/73/3, BD 251/74/3)

(4) Must furnish satisfactory evidence of current financial stability and be willing to provide a performance bond, if selected, naming Association as obligee; (BD 84/82/3)

(5) Must maintain good labor relations. (BD 85/85/4)

(eb) Solicitation of Bids

~~(1) Send a promotional letter and "Questionnaire Request for Proposal (RFP) for Dealers" to at least three Benefits Providers dealers whenever possible; (BD 10/86/1)~~

~~(2) Request a Better Business Bureau Report upon receipt of the completed questionnaire and proposal. (BD 10/86/1)~~

(ec) Procedure for Ranking and Awarding Bids

Staff shall use the following procedures: (BD 10/86/1)

~~(1) Review all proposals and completed questionnaires for completeness and compliance with qualifications and specifications; (BD 185/73/3, BD 251/74/3)~~

~~(2) Evaluate reports from the Better Business Bureau to check stability and good customer relations of acceptable bidders; (BD 209/76/4)~~

~~(3) Submit recommendations to the Member Benefits Committee for review; (BD 10/86/1)~~

~~(4) The Member Benefits Committee, after consideration of all bids and the recommendations of headquarters, submit its recommendations to the Board of Directors with specific reasons for their choice; (BD 10/86/1)~~

~~(5) The Board of Directors designate the winning bids with justification for its choice. (BD 10/86/1, BD 56/01/2)~~

(ed) Merchandising Program

(1) Once established, the program shall be actively promoted by benefit providers with no fewer than one marketing effort per year and endorsed by the Association, its officials and staff; (BD 10/86/1, BD 56/01/2)

(2) A ~~directory lists of all participating dealers~~ Benefit Providers statewide shall be on file with Member Benefits; (BD 10/86/1)

(3) ~~Dealers~~ Benefit Providers shall be encouraged to advertise in Association publications to the maximum degree consistent with sales potential; (BD 10/86/1)

~~(4) Dealers merchandise their products or services via direct mail through Association mailing list and facilities at the dealers' expense. (BD 10/86/1)~~

(fe) Grievance Procedures

(1) The Association maintains contact with all contracting dealers to ensure that service is satisfactory; (BD 10/86/1, BD 18/05/1)

(2) Members to be advised that all grievances should be in writing to the ~~dealer~~ Benefit Provider with a copy to the Association; (BD 10/86/1, BD 18/05/1)

(3) The ~~dealer~~ Benefit Provider handles or settles all complaints within a reasonable time and will notify the Association of their action; (BD 10/86/1, BD 18/05/1)

(4) The benefits manager will review quarterly with the Member Benefits Committee, all grievance/complaint resolutions. (BD 18/05/1)

1303.00 Program Plans and Administration

1303.01 Proposed Changes in Insurance and Benefit Plan Contracts

Any proposed change in a contract by any carrier or plan provider must be presented to the Member Benefits Committee for analysis and recommendation to the Board of Directors. (BD 180/75/4)

1303.02 Notification of Change in Insurance Contract

When there is a negotiated change in any insurance contract affecting coverage, participants shall be notified prior to the effective date. Such notification shall be first reviewed by headquarters office to make certain that the wording meets the intent of the Board of Directors. (BD 180/75/4)

1303.03 Excess Reserve

If, upon annual review of all Association-endorsed/sponsored insurance or related benefit plans by the headquarters staff and the Member Benefits Committee, excess reserves are determined to have accumulated in any plan, such excess shall be returned to the ~~subscribers~~ California State Employees Association, in a fiduciary capacity for the subscriber, in a plan so identified ~~within the following contract year~~ and in a manner to be determined by the Board of Directors. (BD 50/92/2)

1303.04 Disability Income Protection Plans

- (a) Any contract signed for disability income protection plan which includes different waiting periods, shall be rated on the different waiting periods. (BD 50/92/2)
- (b) The Association shall establish and maintain disability income protection plans in accordance with standards set by the Board of Directors. (BD 50/92/2)
- (c) Until the state pays all or substantially all of the cost of disability income protection plans, such plans shall not consider sick leave when designating the elimination periods. (BD 50/92/2)

1303.05 Member Benefit Review Board

(a) Composition of Board

It is recommended that the Member Benefits Committee chairperson, the vice president and the president should constitute the review board. (BD 10/86/1)

(b) Inquiries and Grievances

Members are urged to channel unresolved problems and complaints to headquarters office. (BD 202/74/3, BD 209/76/4, BD 18/05/1)

(c) Contract Disputes

Headquarters office is the clearing house for disputed claims or underwriting problems arising out of Association contracts excepting those health benefits plans for which a procedure has been established under the Meyers-Geddes Act. (BD 84/82/3)

(d) Subject Matter for Review

Matters referred to the review board shall include, but not be limited to:

- (1) Those matters the headquarters office finds appropriate; (BD 383/67, BD 209/76/4)

(2) Those matters in which the claimant desires to appeal the decision of headquarters office and makes the request in writing. (BD 84/82/3)

(e) Conflict of Interest

Any member of the review board who may have a conflict of interest shall be excused from participation on the review board. (BD 209/76/4)

(f) Aggrieved Member

The aggrieved member has the option of appearing before the review board. (BD 209/76/4)

(g) Board Decisions

Decisions of the review board shall be controlling on headquarters office and the member, subject to the right of appeal to the Board of Directors. (BD 209/76/4)

1303.06 Unsolicited Member Benefit Proposals

Unsolicited proposals for member benefits received from outside insurance companies or service organizations shall be evaluated by headquarters office; those proposals of significant merit shall be forwarded to the Member Benefits Committee for review and report to the Board of Directors. (BD 50/92/2)

1303.07 Actuarial Evaluation

The Association consulting actuary shall review all benefit plans and report on each with recommendations; these reports shall be submitted to headquarters office for review by the appropriate committee at its meeting prior to, but in sufficient time to report to, the last Board of Directors meeting each year. (BD 2/91/1)

(a) Actuarial evaluations of Association-sponsored life insurance plans shall be based on experience by age groups disregarding status of employment (active vs. retired). (BD 84/82/3)

1304.00 ~~Division/Affiliate~~ Association Plans

1304.01 Guidelines

~~Divisions/Affiliates/Divisions~~ may not offer member benefit programs to their members and families unless first reviewed by the Member Benefits Committee with final approval by the CSEA Board of Directors. No plan may be offered which is in competition with programs sponsored or endorsed by the Association. If the Association subsequently offers a similar program, the ~~division/affiliate/division~~ program shall be discontinued.

The Member Benefits Committee will make every effort to transition members on the ~~division/affiliate/division~~ plan to the Association plan. (BD 103/03/5)

(a) Approved ~~division/affiliate/division~~ member benefit programs may only have mailings made to their members through ~~headquarters office~~ Member Benefits, subject to the following requirements: (BD 103/03/5)

(1) Reviewed by Member Benefits ~~administrator~~ Director and approved by the ~~vice president~~ affiliates; (BD 103/03/5)

(2) ~~Division/affiliate-sponsored~~ Affiliate/division sponsored programs must have the written approval of the ~~division~~ Member Benefits Director/affiliate president and/or appropriate affiliate staff; (BD 103/03/5)

(3) The notice to the members shall be printed ~~on~~ with the proper Association/affiliate logo letterhead (~~without headquarters address or board members' names~~) and shall identify the respective ~~division~~ Association/affiliate/division ~~in~~ on the letterhead; (BD 103/03/5)

(4) The notice shall include the following statement information:

~~All costs associated with this mailing are borne by the advertiser and Association membership lists or labels have not been released to the company;~~
(BD 84/82/3)

California State Employees Association (CSEA) funds/membership dues are not used for this promotional program or any other related expenses.

(5) The material must be received by headquarters at least ten working days prior to the proposed mailing date; (BD 45/75/2, BD 111/76/3)

(6) All mailings should comply with Division 2 13: Member Benefits Programs of Part II of the Policy File. (BD 84/82/3, BD 59/94/2, BD 57/01/2)

~~(b) Sponsored member benefit plans should, as a minimum, meet the following requirements: (BD 215/76/4)~~

~~(1) The vendor must be licensed to do business in the state of California;~~
(BD 215/76/4, BD 18/05/1)

~~(2) The product or service must be anticipated to be used by a significant number of the members;~~ (BD 216/76/4)

~~(3) The vendor must have been in this business for at least three years;~~
(BD 215/76/4)

~~(4) There must be no significant complaints filed with the Better Business Bureau or the "bunco" unit of the local law enforcement agency; i.e., the vendor's "track record" for service must be good; (BD 215/76/4)~~

~~(5) The service or product must be of better quality and/or price than that generally available to the public. (BD 215/76/4)~~

~~(c) A disclaimer must be included with every such offer indicating that the product and/or service quality is the sole responsibility of the vendor. (BD 103/03/5)~~

1305.00 Discounts and Group Purchase Offers

1305.01 Dissemination to Members

Proposals for entertainment, merchandise, lodging, auto rentals or other offers to Association members at a discount shall, after review by ~~headquarters~~ the Member Benefits Director and staff and approval by the vice president that the offer appears ~~to be of merit~~, be disseminated to members by: (BD 84/82/3)

~~(a) Distribution of information to regional directors and chapter presidents; (BD 121/80/4)~~

~~(b) Listing of the information in the supplement to the member benefits booklet; be disseminated to members by: (BD 121/80/4)~~

(1) Member Benefits Web Site

(2) Monthly E-Newsletter

(3) E-Mail Blasts

(4) Employee Benefit Representatives (EBRs)

(5) Member Benefits Directory

~~(c) Other methods as determined by Member Benefits Director and staff. (BD 121/80/4)~~

Other than staff time required in review of the programs, costs of advertising the programs are shall ~~to be~~ borne by the sponsoring organization. (BD 121/80/4)

B&P 14/11/2 (Snodgrass) Policy File Division 14: Representation and Equal Opportunity Employer (EEO)

BD 20/11/2 MOTION: That the Board of Directors delete Policy File Division 14: Representation and Equal Opportunity Employer (EEO) in its entirety and that subsequent division be renumbered accordingly. Motion was adopted by general consent. CARRIED.

~~Policy File Division 14: Representation and Equal Opportunity Employer (EEO)~~

~~--DELETED and subsequent divisions renumbered--~~

B&P 15/11/2 (Snodgrass) Policy File Division 15: Relations with Other Organizations

BD 21/11/2 MOTION: That the Board of Directors delete Policy File Division 15: Relations with Other Organizations in its entirety and that subsequent divisions be renumbered accordingly. Motion was adopted by general consent. CARRIED.

~~Policy File Division 15: Relations with Other Organizations~~

~~--DELETED and subsequent divisions renumbered--~~

B&P 16/11/2 (Snodgrass) Policy File Division 16: Legislation and Political Action

BD 22/11/2 MOTION: That the Board of Directors delete Policy File Division 16: Legislation and Political Action in its entirety and that subsequent divisions be renumbered accordingly. Motion was adopted by general consent. CARRIED.

~~Policy File Division 16: Legislation and Political Action~~

~~--DELETED and subsequent divisions renumbered--~~

B&P 17/11/2 (Snodgrass) Policy File Division 18: Association Communications

BD 23/11/2 MOTION: That the Board of Directors adopt the following amendments to Policy File Division 18: Association Communications. Motion was adopted by general consent. CARRIED.

Division 18: Association Communications

1801.00 Agendas

1801.01 Board of Directors Meetings

~~Headquarters office shall mail by first class mail to each chapter/DLC president, free of charge, one copy of the board agenda at the same time and in the same manner they are sent to the Board of Directors.~~

~~The agenda, with all available background material, shall be placed in the mail, or other delivery service, at least 14 days prior to the meeting. A copy of the agenda shall be posted on the CalCSEA website at the same time as the agenda is mailed to chapter/DLC presidents and the board members. (BD 50/92/2, BD 59/94/2, BD 96/02/5, BD 15/09/1)~~

1801.02 Executive Committee Meetings

~~All members of the Board of Directors, division directors, deputy division directors, committee chairs, chapter/DLC presidents and council chairs shall receive a printed agenda at least seven days prior to meetings of the Executive Committee except for emergency meetings. Only directors need to be informed, by any means practical, of emergency meetings. (BD 110/82/3, BD 59/94/2, BD 15/09/1)~~

1801.03~~2~~ Committee and Other Statewide Meetings

~~Copies of agendas for all statewide Association meetings shall be sent by first class mail or its equivalent to all members of the Board of Directors, division directors, deputy division directors, chapter/DLC presidents, committee chairs, council chairs and past state presidents at least 15 calendar days prior to the date of each meeting. Backup material to agenda items will be available to any member of the Association prior to a statewide meeting provided the member has requested same, in writing, at least 15, but not more than 30 days prior to such meeting. (BD 50/92/2, BD 59/94/2, BD 41/98/3, BD 138/00/2, BD 15/09/1)~~

~~All matters to be presented for consideration at regular meetings shall be placed on the agenda without undue delay. The agenda and necessary backup material shall be mailed first class to each elected or appointed member at least 15 days prior to such regular meeting. Members will be notified of the meeting and the agenda items to be discussed via regular publications. Matters which have not been placed on the agenda shall not be considered except by majority vote of the committee. Action on an unscheduled item unless determined by a majority vote to be of an emergency nature, shall be held until the next regular or special meeting. A copy of the agenda for all statewide meetings shall be posted on the CalCSEA website at least 15 calendar days prior to the date of each meeting. (BD 145/77/5, BD 59/94/2)~~

1802.00 Minutes

1802.01 Executive Committee

A summary list of motions considered at all Executive Committee meetings shall be mailed to members of the Board of Directors within ten working days following the meeting. The minutes of Executive Committee meetings, sufficiently comprehensive to justify recommendations to the Board of Directors shall be furnished to members of the Board of Directors, committee members, chapter/DLC presidents and council chairs. Any member may upon written request receive a copy of the minutes of the last previous Executive Committee meeting. The minutes shall reflect the maker and second of all motions. (BD 52/94/2, BD 15/09/1)

1802.02 Committees and Other Statewide Meetings

Minutes of committee meetings, except for the Board Agenda Committee, shall be published and distributed as follows: (BD 59/94/2, BD 14/05/1)

(a) Within ten working days after the meeting the minutes shall be sent in rough draft to the chair of the committee; (BD 53/94/2)

(b) Within 15 working days after the meeting the chair of the committee shall have corrected and approved the rough draft and returned it to headquarters; (BD 54/94/2)

(c) Within 30 working days after the meeting the minutes shall be distributed to the members of the committee and Board of Directors and made available upon request to all other individuals receiving agendas under Division 18: Association Communications of the Policy File; (BD 55/94/2)

(d) Any exception to this procedure must be approved by the president. (BD 45/77/5)

~~1803.00 Miscellaneous Communications~~

~~1803.01 Press Releases~~

~~(a) Press Releases~~

~~All press releases to be submitted to Association members or to the public that may have an impact on more than one division and/or affiliate shall be reviewed and have written approval of the affiliate presidents or designee. (BD 12/00/1, BD 15/09/1)~~

~~(b) Press Conferences~~

~~All press conferences that affect more than one division and/or affiliate of the Association shall require prior written approval of the affiliate presidents or designee. (BD 12/00/1, BD 15/09/1)~~

~~(c) Notification of Resolutions Proponent~~

~~When the General Council resolutions, including those that are combined in the words of others, are referred to the Board of Directors, the proponents shall be sent all pertinent backup material and shall be notified of the time and place of the Board of Directors or committee meetings at which the resolution will be considered in order that they may be fully informed and may appear in person and/or submit in writing their support or opposition. (BD 50/92/2, BD 12/00/1)~~

~~(1) When an item is scheduled for time certain, it shall be honored within one-half hour of the stated time. (BD 145/77/5, BD 12/00/1)~~

~~1804.00 Intra-Association Communications~~

~~1804.01 Guidelines for Intra-Association Communications~~

~~To assure an efficient exchange of information within the Association, the following guidelines shall be used, as appropriate, to establish and maintain communications between central support staff and Association leadership, affiliate leadership and their respective communications staff. (BD 49/09/2)~~

~~(a) The Association officers are responsible for keeping affiliate leadership informed on the key issues within their respective spheres of responsibility. (BD 189/80/5, BD 15/09/1, BD 49/09/2)~~

~~(b) Central Support staff is responsible for maintaining and coordinating regularly scheduled communications meetings with affiliate staff to ensure that all communications, both print and electronic, that originate with the Association leadership or central support staff are reviewed in advance to satisfy the needs and goals of each affiliate. (BD 189/80/5, BD 15/09/1, BD 49/09/2)~~

~~1805.00 Telemarketing Solicitation of Members~~

~~Division/affiliate members shall not be subjected to telemarketing or a similar type of telephone solicitation by action of the Association unless approved by the respective division/affiliate. (BD 64/90/2, BD 59/94/2)~~

~~1806.00 Recording of Meetings [Moved to 404.04.]~~

~~Proceedings of Association meetings may not be recorded by audio or visual devices without the express consent of the presiding officer. (BD 82/92/3)~~

B&P 18/11/2 (Hart) Reorganization of Part II: Association Policy and Procedures

BD 24/11/2 MOTION: That the Board of Directors adopt the following new sequencing of the Policy File. Motion was adopted by general consent. CARRIED.

**PROPOSED RE-SEQUENCING OF POLICY FILE
PART II: PROCEDURES**

<u>New Division Number</u>	<u>Division Title</u>
1	Policy-Making Procedures
2	Association Governance
3	Association Communications
4	General Council
5	Association Elections
6	Committees
7	Discipline & Grievances
8	Membership
9	Member Benefits Program
10	Headquarters
11	Association Liability
12	Association Finances
13	Association Travel Expense
14	California State Employees Building Corporation
15	Rep. and Equal Employment Opportunity (EEO)
16	Relations with Other Organizations
17	Legislation and Political Action
18	Public Relations & Communications

FIS 2/11/2 (Okumura) 401k Plan Amendment

BD 25/11/2 MOTION: That the Board of Directors approve the following amendments to the California State Employees Association 401 (k) Salary Investment Retirement Savings Plan and the California State Employees Association 401 (k) Salary Investment Retirement Savings Trust to conform to the UAW Local 2350 collective bargaining agreement covering the period of March 31, 2011 through March 31, 2012. Motion was adopted by general consent. CARRIED.

FIS 3/11/2 (Okumura) Reaffirm Ratification of CBA with UAW

BD 26/11/2 MOTION: That the Board of Directors hereby reaffirms its teleconference vote on April 26, 2011 to ratify the successor UAW agreement covering the period of March 31, 2011 through March 31, 2012 that was tentatively agreed to on March 30, 2011. Motion was adopted by general consent as reported out. CARRIED.

FIS 4/11/2 (Okumura) Retention of FY 2010 Member Benefits

BD 27/11/2 MOTION: Espinoza, second by Gantt – that the Board of Directors hereby reaffirms the April 18, 2011 Teleconference vote to accept the recommendation of the CSEA Fiscal Committee to retain the 2010 Member Benefits surplus in Central Support to be used specifically for defraying the costs of the print shop closure. Motion was adopted by general consent. CARRIED.

Background:

The Member Benefits program in CSEA has accrued additional surplus mostly from the sales of insurance premiums to members. The amount in excess of the six months reserve is approximately \$224,000 for fiscal 2010. The Fiscal Committee felt it prudent to recommend to the Board to use those funds specifically to absorb costs associated with the closure of the print shop.

FIS 5/11/2 (Okumura) Authorization to Pursue Sale of Alliance

BD 28/11/2 MOTION: That the Board of Directors hereby reaffirms the March 15, 2011 special meeting authorizing the General Manager to pursue negotiations with potential buyers and terms recommended by the Fiscal Committee and requiring review by the CSEA Executive Committee prior to execution subject to specified criteria of a confidential nature. To reaffirm the decision on April 18, 2011 to proceed with a specific contract subject to final approval of the Board of Directors and finally, to reaffirm the vote on April 22, 2011 to sell Alliance Print & Design to Commerce Printing. Motion was adopted by general consent as reported out. CARRIED.

Terms of contractual negotiations with an outside party are confidential. This motion was made and passed to reaffirm the actions taken at a special meeting and subject only to reporting out.

FIS 6/11/2 (Okumura) Authorization to Sell Real Property at 930 R Street

BD 29/11/2 MOTION: To reaffirm the vote by the Board of Directors by Teleconference on April 18, 2011, that the president authorize the General Manager to enter into a real estate sale agreement with a qualified buyer to sell the real estate owned by CSEA at 930 R Street or to lease if a sale is not consummated by July 1, 2011 and report back to the board upon completion. Motion was adopted by general consent as reported out. CARRIED.

Terms of contractual negotiations with an outside party are confidential. This motion was made and passed to reaffirm the actions taken at a special meeting and subject only to reporting out.

(REPORTS OF OFFICERS)

REPORT OF PRESIDENT

No report was given by President Dave Hart.

REPORT OF VICE PRESIDENT

Vice President Donna Snodgrass reported that at the end of 2010, the CSEA Foundation had a balance of \$24,915 in the account. For the year 2011, \$3,000 was budgeted for scholarships. The deadline for Scholarship Applications was April 30, 2011. The minimum scholarship amount is \$500 and the maximum is \$1,000. Joan Kennedy has appointed the following people for the Scholarship Review Committee: Joan Kennedy, Donna Snodgrass, Jennifer O'Neal-Watts, Susan Nye and Elnora Fretwell-Hunter. Fundraising has been approved at the CSEA Retirees Delegate Assembly in August and at the Women's Conference in October. There will also be a silent auction held and a vendor that will be donating money to the committee. In addition to the two fundraising events, the committee will also appear at various meetings to sell raffle tickets and candy.

REPORT OF SECRETARY-TREASURER

Secretary-Treasurer David Okumura reported on the following financial highlights:

For the year ending December 31, 2010, Central Support ended up being better than budgeted by approximately \$602,000 principally due to savings in the areas of pension costs, meeting expenses, travel, and insurance costs.

For the first three months of 2011, we are slightly ahead of budget, although budget projections this early in the year are more of an "art versus science".

We are faced with challenges in 2011, however as we expect to have higher healthcare costs approximately 17% and increased worker's comp rates of 35%, we will not have any significant savings in pension costs as 2010 was budgeted at the rate of 40% of direct payroll, but 2011 is only budgeted at 25%.

Currently the combined rate (that includes the 14% annual contribution along with payment of the unfunded pension loan and the unbudgeted 401k contribution), amounts to approximately 23% and as such we would expect minimal savings during 2011 in this budget line item. Consequently, at this time we are not expecting to realize the magnitude of budget savings that we enjoyed in 2010.

We expect the proceeds from the sale of the print shop business and the sale of its corresponding real estate to be able to liquidate all the outstanding liabilities of closing the print shop. This includes paying off the three affiliates that lent the print shop money to acquire the Heidelberg press, pay off the unexpired Xerox leases, and to pay the enhanced severance package for the displaced print shop personnel.

REPORT OF GENERAL MANAGER/DIRECTOR OF ORGANIZATIONAL DEVELOPMENT

General Manager Lee King reported on the following operational highlights:

OPERATIONAL ISSUES

- The audits for 2010 for CSEA and the four affiliates are basically completed—the auditors are out in the field and we are awaiting drafts of their reports.
- We are moving the 401k plan administration from John Hancock to Standard Insurance in June of this year. Additionally, we have retained UBS as the financial advisor to monitor our plan offerings to insure that we meet our continuing fiduciary responsibilities.
- Print Shop—both the sale of the business of the print shop (equipment and intangible assets) and the sale of the real property are nearing completion. The sale of the real estate will close in mid-June and the sale of the print shop business was consummated this week. We have formed a team to sort out issues such as mail delivery and posting of mail to continue to provide services to our Affiliates.
- The SEBC Board has agreed to retain a real estate attorney to examine how the property should be held in order to accommodate a co-owner wanting to sell their interest and being able to get fair market value for it.
- We continue to make progress on CSEA's recently adopted strategic plan. I would like to remind the Board and the audience of the three major goals in our strategic plan:
 1. Improve Customer Satisfaction
 2. Increase the Value and Use of Services by Central Support programs to the Affiliates
 3. Expand Central Support services beyond the current four affiliates

DEPARTMENTAL REPORTS

Administration

CSEA History Project is well underway, where we are digitally saving memorabilia (publications, photos, etc.) so that the materials will be available to affiliates and members.

Governmental Affairs

- Conducted lobby days for the CSUEU and ACSS affiliates.

Accounting

- Accounting process manual completed.
- Upcoming projects will involve scanning of vendor invoices that will be available to view online for all users of our accounting system.
- Investigation of ACH payments to staff and members for expense claims.

Membership

- Planning Committee has been formed and meetings conducted to prepare for Hudson processing.

Member Benefits

- Redesigned website with the goal of making it more user-friendly, attractive, and to include a basic shopping cart.
- Reached agreement with Anthem over old contract language that prevented ability to go out to bid.

OTHER

The Employee Recognition Program has been discontinued due to UAW concerns that it was a “merit pay”.

HISTORICAL PROJECT POWER POINT PRESENTATION/REPORT

Janis Mickel Szichak reported that in January, 2011 the board approved \$19,000 in startup funds to preserve and make assessable the documents, photos and history of CSEA up into incorporation of the affiliates and to conduct oral histories of members and leaders. Several boxes have been culled and duplicate photos have been stored in the history room on the third floor of CSEA. The correct software was purchased so that the photos will be stored in the correct format and making the photos easily identified and searchable. CSEA has adopted a process that meets the standards of professional archivists and two part-time students have been hired to work on the history project. Currently, Dave Lohse and Amanda Colley are scanning approximately 100 photos per day, three times a week.

As of April 28, 2011, approximately 1,500 photos have been scanned in the 180 hours of work time. An estimate of 10,000 scanned photos will cost roughly \$1,800 per year.

CSEA is looking for outside partners who will meet industry standards, store the historical materials and make them assessable to the members. In addition, CSEA is looking for outside grant-funding such as the California Council for the Humanities. So far, they have met with the California State Archives, CSU Sacramento, CSU San Francisco Labor Archive, and the CC Berkley Regional Oral History Office.

Karen Jensen has been accepted in an in-depth, two-week course to learn the latest archival techniques. She has been accepted into the 25th Annual Western Archives Institute at UC Berkley.

CSEA has met with the affiliates and want to continue their discussions on how they see themselves using the materials and to what degree of involvement they would like to participate in the project. Local 1000's board voted for a \$7,000 contribution toward the history project that focused on the Local 1000's piece of history. CSEA Retirees, Inc. has loaned materials for the project and CSEA will speak with ACSS and CSUEU as well.

The next steps will be to create an organized intake program so that they can reach out to the affiliates and members who have kept their own archives, and CSEA can responsibly archive and preserve them as well. Additionally, there needs to be a process in which the affiliates can bring in their photos. Ms. Mickel Szichak stated that if they want these photos returned to them, this will make the process more complicated. CSEA proposed to form an Advisory Committee that consists of affiliates and outside experts, and requested that each affiliate appoint representatives totaling 5 committee members who will determine which one of the experts will be invited to join them. CSEA hopes to form this committee by June 2011. CSEA will speak to the affiliate leaderships asking them for representatives. The committee will be responsible for determining the storage place for the historical materials and other questions relating to this project. Ultimately, the goal is to tell an accurate history of the organization.

More updates will be given at the next CSEA Board of Directors meeting in September.

REPORT OF AFFILIATE ADMINISTRATORS

(CSUEU)

Pat Gantt reported that as part of the state budget, the CSU has been allocated a \$500 million dollar cut and is looking how to implement this. They have some notices of the layoffs for Unit 9 employees at Channel Islands Campus and expect that more notices will be coming in the near future. Currently, CSU is looking into how to push the populous of the State of California to support tax extensions as part of Governor Brown's plan to avoid an all-cuts budget.

Mr. Gantt reported that CSU is preparing for their full contract bargaining which will take place at the Cal State LA Campus. Mr. Gantt stated that this was supposed to begin this week at Fresno State however, the University felt their travel budget could not afford this, even though they previously agreed to the dates and locations. Mr. Gantt commented that CSUEU filed an Unfair and settled.

CSU's bargaining team has met in caucus to prepare proposals in Fresno.

Lastly, Mr. Gantt stated that with the state budget having a lot of uncertainty in the future, CSUEU is prepared to fight for every position, every contract language, and every article.

(ACSS, Inc.)

Arlene Espinoza reported that at their January, 2011 board meeting, ACSS did audits of all their activities to review what they were doing correctly and what they were doing incorrectly. She stated that with this information, they turned their April, 2011 board meeting into two-day workshops and pointed out the findings to their boards and committee members and are working on the goals of where they want to be.

Ms. Espinoza stated that ACSS was successful in meeting with DPA and working with Assembly Member Joan Buchanan, who had met with DPA and Department of Finance on behalf of the excluded employees looking for a change in direction on how excluded employees salaries and benefits are set. Ms. Espinoza happily reported that in the second week of May, 2011, ACSS will have their first workshop meeting with DPA's staff, Assembly Member Buchanan and her staff.

(CSEA Retirees, Inc.)

Roger Marxen reported that the Retirees have done some remodeling in their office at CSEA Headquarters and have posted historical photos on their walls. He encouraged everyone to stop by and look at what they have done.

Mr. Marxen announced that Retirees will hold their Delegate Assembly for approximately 300 members on August 17-19, 2011. In addition, he commented that there will be various workshops of interest for their members to choose from. Mr. Marxen stated that they are excited about their Delegate Assembly and felt that General Council did not allow enough time for the Retirees to conduct all their business.

Mr. Marxen closed by stating that the Retirees is primarily focused on their membership and added that it continues to grow. Mr. Marxen believes that the increase of members may be due in part to what's happening at the table, that if there is a reduction in state employment, some of those people may become Retiree members. Mr. Marxen stated that the Political Action Fund was growing as well.

(SEIU Local 1000)

Yvonne Walker reported that since their last board meeting, SEIU had a teleconference regarding the state budget with the Governor and she reported that it went very well and hopes to have more in the future. Relating to the budget, SEIU was gearing up for the June Special Election, which did not occur, so they have shifted gears and they are in a budget campaign. Currently, SEIU has activists out walking in Ripon, and have targeted certain districts to explain to people why it's important to support the governor's budget. Ms. Walker reported that the latest polling showed that there was an increase. SEIU is working hard to help the governor get the two votes that he needs in the assembly and the Senate.

In working with their International, they had their first Member Action Leadership Conference and they kicked off their Fight for a Fair Economy. It's highlighted by campaigns in 17 cities and statewide campaigns and it's talking about the fundamental imbalance of power and how we're spending our money and looking out for what is fundamentally right.

SEIU has participated in the Asian Pacific State Employees Association. They have participated every year in their Annual Dinner and have given scholarships. A student from Kennedy High School who received a scholarship this year and is going to UC Irvine to study psychology. SEIU continues to do community work to make them more relevant to the public.

On the international level, their international president will meet with presidents of NEA, AFSCME, and firefighters as they try to develop a coordinated approach to pension security.

Lastly, Ms. Walker asked the board to close the meeting in memory of Joyce Fox who was a longtime SEIU Local 1000 activist, a Local 1000 staff person and a member of Retirees. Ms. Walker closed by stating that Joyce Fox was a fierce champion for working people and that she is sorely missed.

President Hart requested that a moment of silence be held in memory of Joyce Fox.

MEETING ADJOURNMENT

The meeting was adjourned by President Hart at 11 a.m.

Respectfully submitted,

Paula McClarin
CSEA Board Secretary