

ARTICLE 6 – EXECUTIVE BOARD

Section 1 - Executive Board

A. Composition

The Executive Board shall be comprised of the Officers and other Executive Board Members as elected based on the representation formula as established in the Bylaws. The Officers shall be the President, Secretary/Treasurer, and Divisional Vice Presidents. The President, and Secretary/Treasurer shall be elected by, and from, the full voting membership of the Union. The Divisional Vice Presidents shall be the chief elected officer of Regional Boards representing at least 350 members and all State Employee Bargaining Units of at least 350 members.

B. Representation Calculation

Executive Board representation shall be based on the following representation formula: (State Employee per Bargaining Unit; School and Local Government Employees per Region):

200 - 1000 Members - 1 Seat
1001 - 2000 Members - 2 Seats
2001 - 3000 Members - 3 Seats
Over 3000 Members - 4 Seats

C. Reapportionment

Representation shall be reviewed prior to each election by the Election/Tally Committee and reapportioned as necessary subject to approval of the Executive Board.

D. Term of Office

The term of office for Executive Board members shall be for three (3) years. The term of office shall commence January 1st following the election.

Section 2 – Meetings

A. Regular Meetings

The Executive Board shall hold its meetings once quarterly, on a regular schedule that is known generally to the membership. Members shall have the right to address the Executive Board on issues or unresolved problems in accordance with reasonable procedural guidelines established by the Board. All Executive Board meetings shall be open to all members except for matters referred to closed session.

Except as otherwise provided in these bylaws, official and informal meetings of the Executive Board, all forms of Committee meetings, and General Membership meetings may be held in

person, by telephone, by internet, or a combination of these three means to allow absent members to participate electronically.

The meeting forum shall be announced in advance and shall provide full-featured Internet, and/or combination Internet/telephone, meeting services that integrate audio (and video), chat, and voting capabilities. Combination of in-person meetings shall have a speakerphone in the meeting room to allow members who are not physically present to participate by telephone or internet.

B. Special Meetings

Special meetings of the Executive Board may be called by the President, or at the request of at least (5) Executive Board Members.

C. Order

Conduct of meetings shall be by the practice of the latest edition of “Roberts Rules of Order” except in cases where such are in conflict with the Constitution and Bylaws.

Executive Board meetings shall be conducted in the manner specified in Appendix D.

D. Minutes

Minutes of regular and special meetings shall be presented in writing to the Executive Board for adoption at its next regularly scheduled meeting. Minutes will be available to members upon request to the Secretary/Treasurer.

E. Quorum

A quorum at any Executive Board meeting shall include at least one officer and a majority of Executive Board Members elected to serve.

F. Attendance

Any Officer or Executive Board member shall not be absent from three meetings in a calendar year. Violations will be charged under Article 17 of these Constitution and Bylaws.

G. Voting

Each Member of the Executive Board shall have one vote. A majority of valid votes cast, unless otherwise specified shall decide any question.

Section 3 – Authority

The Executive Board shall have the authority and responsibility to conduct the affairs of the Union in a manner compatible with the membership rights and Union objectives. The Executive Board shall have the authority to establish policy, conduct ratification votes, conduct elections, establish

and fund administrative districts to aid member communication and servicing, and take any other action necessary to conduct the affairs of the Union.

Section 4 – Executive Director

The Executive Board shall have the authority to hire an Executive Director who shall conduct the daily business activities of the Union, supervise other Union employees, manage the Union's office(s) and fulfill other duties assigned by the Executive Board. The Executive Director shall make a full report of all significant activities to the Executive Board at each regular meeting.

Section 5 - Guidelines for Hearings or Presentations to the Board

A. Request a Meeting

A written request must be delivered to the President at least fifteen days prior to a scheduled Board meeting by any member(s) or otherwise properly interested party wishing to appear before the Board.

B. Time Allotted

A time period shall be allotted in the agenda by the Chair under "Old Business" or "New Business". For an individual presentation twenty (20) minutes will be allotted; for two persons or parties, fifteen (15) minutes each, for three to six persons or parties, ten (10) minutes each; for more than six parties, a total period of one hour shall be allotted, the time to be equally divided among the several parties. Any person or party may yield his/her allotted time to another except that no party shall thus use more than half the total allotted time.

C. Presentation

Any party appearing before the Board shall provide the Chair with a sufficient quantity for each Board member, a brief written outline of his presentation stating name, relationship to the Union (member, vendor, attorney, etc.) subject of presentation, person's position thereon and the action requested of the Board.

D. Member Comments

Every agenda shall have a unit member comment section. Each unit member will be limited to five minutes for comment.

ARTICLE 15 – MEMBERSHIP MEETINGS

Section 1 – Meetings

The Union shall annually hold at least one (1) meeting of the membership at a time and place established by the Executive Board.

Section 2 – Special Meetings

A special meeting of the membership shall be called if petitioned to the Executive Board by two-thirds (2/3) of the Executive Board or fifteen (15) percent of the Members. Members shall have thirty (30) days notice of such meetings.

Section 3 – Unit Meetings

Member meetings for individual units shall be based upon the schedule set by the unit leadership but in no case be less than once per calendar year.

Section 4 – Funding

The Executive Board shall establish a budget line item for chapter and small meeting expenses.

Section 5 – Rules for Electronic Meetings

Except as otherwise provided in these bylaws, official and informal meetings of the Executive Board, all forms of Committee meetings, and General Membership meetings may be held in person, by telephone, by internet, or a combination of these three means to allow absent members to participate electronically.

The meeting forum shall be announced in advance and shall provide full-featured Internet, and/or combination Internet/telephone, meeting services that integrate audio (and video), chat, and voting capabilities. Combination of in-person meetings shall have a speakerphone in the meeting room to allow members who are not physically present to participate by telephone or internet.

Meetings shall be conducted in accordance with Appendix D.

APPENDIX D – MEETINGS IN PERSON AND ELECTRONICALLY

Except as otherwise provided in these bylaws, official and informal meetings of the Executive Board, all forms of Committee meetings, and General Membership meetings may be held in person, by telephone, by internet, or a combination of these three means to allow absent members to participate electronically.

The meeting forum shall be announced in advance and shall provide full-featured Internet, and/or combination Internet/telephone, meeting services that integrate audio (and video), chat, and voting capabilities. Combination of in-person meetings shall have a speakerphone in the meeting room to allow members who are not physically present to participate by telephone or internet.

Executive Board meetings shall be conducted in the manner described below:

The Executive Board can discuss matters informally and transact official business in the manner described by these bylaws. These meetings of the Board shall be subject to all rules adopted by the Board, to govern them, which may include any reasonable limitations on, and requirements for, Board members' participation. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority.

The meeting agenda shall continue in the traditional format of Robert's Rules of Order, but Audible Roll Call or Attendance shall be noted of members attending electronically and establish a quorum that shall include at least one officer, and a majority of Executive Board Members elected to serve.

After the quorum has been established at the beginning of the meeting, the quorum thereafter will be determined by in person attendees, telephone participants, and the online list of participating members. A member may demand a quorum count by audible roll call later in the meeting if a vote totals less than a quorum.

Board members shall receive a copy of the Executive Director's report with their board packets. They should receive it in enough time to review it and to prepare questions.

The finance committee report shall be distributed quarterly at in person meetings, and the board may have a brief discussion about the projected budget and the actual budget. The agenda may also include cyclical items, such as the audit, elections or other annual events. Finance reports are not to be digitally displayed nor transmitted in advance with the board packet.

Motions may be submitted in writing via the Internet or conducted through use of Internet meeting services designated by the President that supports anonymous voting, when called for, and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes.

Any vote on a motion conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

Rules for Electronic Meetings:

1. Login information. The Administrator shall send by e-mail to every member of the Board, no less than seven (7) calendar days before each meeting, and notwithstanding special /emergency meetings, the time of the meeting, the URL and codes necessary to connect to the Internet meeting service, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Administrator shall also include a copy of, or a link to, these rules.
2. Login time. The Secretary-Treasurer or Administrator shall schedule the Internet meeting service availability to begin at least 10 minutes before the start of each meeting.
3. Signing in and out. Members shall identify themselves as required to sign in to the Internet meeting service and shall maintain Internet and audio access throughout the meeting whenever present but shall sign out upon any departure before adjournment.
4. Quorum calls. The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. Technical requirements and malfunctions. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
6. Forced disconnections. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. Assignment of the floor. To seek recognition by the president, a member shall use the raise-hand feature via the appropriate Internet meeting service being used. Upon assigning the floor to a member, the administrator shall clear the online queue of members who had been seeking recognition. The administrator will note the order of subsequent raised hand(s), and the president shall assign the floor to each member according to the order of raised hands received.
8. Interrupting a member. A member who intends to make a motion or request that under the rules may interrupt a speaker shall use [the designated feature for in-person and internet: raised hand] for so indicating and shall thereafter wait a reasonable time for the president's instructions before attempting to interrupt the speaker by voice.
9. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Secretary-Treasurer for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "SMITH 3: "; "FRANCES JONES 2: "). Use of the online area designated by the Secretary-Treasurer for this purpose shall be restricted to posting the chat of intended motions.

10. Display of motions. The Secretary-Treasurer shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the Secretary-Treasurer, or any assistants appointed by him or her for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.

11. Voting. Votes shall be taken by the anonymous voting feature of the Internet meeting service, unless a different method is ordered by the Board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The secretary-treasurer's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

12. Video display. [For groups using video, but in which the number of participants is too large for all to be displayed simultaneously:] The Executive Director, the Secretary-Treasurer, or their assistants shall cause a video of the Executive Director to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.