

By-laws of the King County Public Defense Chapter of Service Employees International Union Local 925

Article 1- Name

The name of this organization shall be the King County Department of Public Defense Chapter (hereinafter the Chapter) of the Service Employees International Union, Local 925 (SEIU Local 925).

Article 2 - Purpose and Objectives

The purpose of this organization shall be to represent employees in matters of collective bargaining with their employer (King County), and to represent their interests in matters before the state legislature, the King County Council, the Seattle City Council, and any other body or organization that has an impact upon the employees and/or their mission.

The objective of this organization shall be to achieve for these employees fair wages, hours, and working conditions, together with active participation in the policies and operations of their workplace, to promote recognition and respect for the value of their work, to advance the lives and welfare of these employees in economic, social, political and other areas, and to follow democratic principles.

Article 3 - Membership

Section 3.1- Eligibility for Membership

Full membership is open to all non-management employees of the King County Department of Public Defense who work within the bargaining unit classifications for which SEIU Local 925 is the exclusive bargaining representative.

Section 3.2 - Other Forms of Membership

Other forms of membership (associate, retired, etc.) are subject to the SEIU Local 925 Constitution and bylaws.

Section 3.3 - No Discrimination

There shall be no discrimination against any member or applicant for membership by reason of race, ethnic origin, creed, color, religion, gender, sexual orientation, national origin, ancestry, disability, marital status, political belief or affiliation, veteran status, or age, subject to the exceptions with contained in applicable law.

Section 3.4 – Membership in Good Standing

Membership in good standing shall be determined in accordance with the Constitutions and by-laws of the International Union and SEIU Local 925, in Article IV, Section 1. Full members in good standing of the Local shall have the following rights, among others as outlined in these by-laws:

1. The right to nominate candidates or vote in elections or referendums of the Local;
2. The right to attend membership meetings and to participate in the deliberations and voting upon the business of such meetings;
3. The right to meet and assemble freely with other members and to express views, arguments, or opinions; and to express at meetings views upon candidates in an election of the local or upon any business properly before the meeting; and
4. The right to information concerning the conduct of local union business.

Section 3.5 – Non-Members

Employees choosing not to be members of the union shall have no right to vote in elections on any Union matters, including but not limited to, contract ratification votes, elections of chapter officers and leaders, or local-wide elections. They are not eligible to serve as a representative of the Union or chapter in any capacity.

Article 4 — Chapter Leadership Council Structure

Section 4.1— Composition of the Chapter Leadership Council

- A. Voting Officers:** The following positions shall constitute the voting members of the Leadership Council
- Chapter President¹
 - Chapter Vice President
 - Labor & Bargaining Chair
 - Stewards Chair

¹ The Chapter President will only vote in the event that the Leadership Council deadlock on a vote, in which case the Chapter President shall cast the tie-breaking vote. See 4.3(A).

- Communication Chairs
- Campaign Chair
- Lobbying Chair
- Racial Justice Chair

B. Non-Voting Officers: The following positions on the Leadership Council are advisory and shall not carry a vote

- Past-President
- Chapter Delegates
- Member Engagement Delegates

Section 4.2—General Duties & Responsibilities

All officers of the Leadership Council shall strive to act for the benefit of the entire membership and are empowered to make decisions on behalf of the membership. The Leadership Council sets organizational direction and approves strategic recommendations from committees, workgroups, and SEIU Local 925 staff, takes action on behalf of the KCDPD Chapter on matters requiring attention, makes recommendations it considers appropriate on matters to come before the membership, and serves as a liaison with the SEIU Local 925 staff and President on matters affecting the KCDPD Chapter activities.

A. Council Meetings

The Leadership Council will meet monthly to conduct the business of the Chapter. In addition to specific duties listed below, every Leadership Council officer is required to "report out" at every regular Council meeting regarding the status of their work, committees, and the conditions of the members they represent.

B. Attendance and Removal

Attendance at Leadership Council meetings is mandatory to ensure the functioning of the Union. Leadership Council officers who have three (3) consecutive unexcused absences in any 12-month period will be considered to have resigned from their position. Officers may be excused for good cause by the Chapter President or Vice President; such an excuse should be sought prior to the meeting.

C. Election Cycle

All elected Chapter leadership positions shall be two (2) year terms. An election shall be held in the fall of each odd year with terms beginning in January of the even year.

Section 4.3 – Leadership Roles & Duties

A. Chapter President

The Chapter President shall be elected from the entire membership of the KCDPD Chapter. The Chapter President shall preside over the Leadership Council, act as a spokesperson for the Chapter, and oversee all Chapter activities in concert with SEIU Local 925 staff representatives and with the SEIU Local 925 Executive Board.

Further duties of the Chapter President include:

- a. Serving as the Chapter contact with SEIU Local 925 staff and Executive Board;
- b. Providing assistance/guidance to the other Chapter officers in support of their duties;
- c. Representing the Chapter and acting as a spokesperson for the Chapter;
- d. Participating in meetings with political leaders to advance membership goals and issues related to public defense;
- e. Serving as an ex-officio member of the Bargaining Team, though the Chapter President is not required to attend or lead negotiations;
- f. Signing all documents relating to official Chapter business;
- g. Communicating to employees, either directly or through other officers of the Leadership Council, regarding issues of import, meetings, political actions, etc. in coordination with SEIU Local 925;
- h. Presiding at all regular and special meetings of the full Chapter and Chapter Leadership Council;
- i. Appointing volunteers to standing and special committees pursuant to the by-laws;
- j. Gathering input from union representatives, union members, divisional chairs, and union committees for distribution to bargaining unit employees as necessary;
- k. Serving on the Labor/Management Committee and determining issues of import and urgency to bring before Labor/Management Committee;
- l. Providing the tie-breaking vote should a Leadership Council vote result in a deadlock;
- m. Performing other duties as are necessary to protect and advance the interests of the membership.

B. Chapter Vice President

The Chapter Vice President shall be elected from the entire membership of the KCDPD Chapter. The Chapter Vice President shall assist the Chapter President in the performance of the Chapter President's duties and shall act in the Chapter President's place when the Chapter President is unavailable. In the event of resignation by the Chapter President, the Chapter Vice President will move into that vacated position. Further duties of the Chapter Vice President include:

- a. Providing assistance/guidance to the other Chapter officers, including stewards;
- b. Gathering input from union representatives, union members, divisional chairs, and union committees for distribution to bargaining unit employees as necessary;
- c. Serving on the Labor/Management Committee and determining issues of import and urgency to bring before the Labor/Management Committee;
- d. Participating in meetings with political leaders to advance membership goals and issues relating to public defense;
- e. Performing other duties as are necessary to protect and advance the interests of membership.

C. Labor & Bargaining Chair

The Labor & Bargaining Chair shall be elected from the entire membership of the KCDPD Chapter. The Labor & Bargaining Chair is responsible for the strategic oversight of the Chapter's labor relations.

Duties include:

1. Serving as the Chair of the Bargaining Team;
2. Developing and maintaining labor law strategies;
3. Monitoring bargaining obligations and timelines;
4. Nominating members of any Ad-Hoc Bargaining Teams for appointment by vote of the Leadership Council (Labor & Bargaining Chair must abstain from such votes);
5. Liaising with SEIU Local 925 and any retained labor attorneys regarding Unfair Labor Practice (ULP) complaints;
6. Working closely with the Stewards Chair to advise the Leadership Council on contract enforcement and grievance escalation;
7. Updating the Leadership Council on the status of any pending or potential ULP complaints or other legal action being undertaken by the chapter.

D. Stewards Chair

The Stewards Chair shall be elected by a majority of the Divisional Stewards within thirty (30) days of each election cycle. The Stewards Chair shall be entitled to one vote on the Leadership Council. The Stewards Chair duties include:

1. Serving as the Chapter's primary point of contact for Stewarding assignments;
2. Training the Chapter's Stewards;
3. Consulting with both the Chapter President and Labor & Bargaining Chair on grievances and issues of importance;
4. Supporting and advising Stewards who represent bargaining unit members in disciplinary proceedings;
5. Working closely with the Leadership Council, Stewards, and the SEIU LOCAL 925 Member Resource Center (MRC) to enforce contract language;
6. Updating the Leadership Council on the status of all grievances and employee issues brought

to the attention of Stewards;

7. Communicating regularly with Stewards about issues of import to stewards including but not limited to steward training opportunities.

The Stewards Chair shall convene a meeting of all Divisional Stewards at least twice a year to discuss training, grievance and employee issues, and other matters of import to the stewards.

E. Communication Chairs

Two (2) Communications Chairs shall be elected from the entire membership. Both Communication Chairs will serve as voting members of the Leadership Council. They will share the following responsibilities:

1. Taking formal minutes at Leadership and General Membership meetings;
2. Working closely with the Chapter President and Leadership Council to maintain regular communications with membership;
3. Drafting/distributing monthly updates to the Chapter;
4. Scheduling meetings on behalf of chapter operations (including Zoom logistics);
5. Maintaining/updating the membership roster on a weekly basis;
6. Maintaining the Chapter website;
7. Organize and maintain Chapter records;
8. Other duties that support communication, organization, and facilitation of Chapter operations.

F. Campaign Chair & Lobbying Chair

As public defenders, we are fierce in our pursuit of justice for all people in our community. To that end, the KCDPD Chapter of SEIU Local 925 shall advocate for programs and policy reforms that address racial disproportionality in the criminal justice system, provide alternatives to incarceration, address the collateral consequences of justice involvement and promote a fairer and more just system for the criminally accused. However, such advocacy must be directly related to the work of the Chapter or impacts on our clients.

Therefore, the KCDPD Chapter will elect the following leaders:

1. Campaign Chair

One Campaign Chair shall be elected from the entire membership of the KCDPD Chapter and will serve as a voting member of the Leadership Council. The Campaign Chair's duties shall include:

- a. Representing the Chapter at all candidate endorsement interviews;
- b. Consulting with the Chapter President, Leadership Council, and SEIU Local 925, on electoral strategies external to the Chapter;
- c. Working directly with the Chapter President on media strategies, and providing

- public statements when the Chapter President is unavailable;
- d. Assisting SEIU Local 925 with processes for judicial, legislative, and executive endorsements;
- e. Advising the Chapter President and Leadership Council on political action opportunities that support the interests of the Chapter;
- f. Identifying and guiding membership involvement in local elections and campaigns, to include encouraging chapter members to run as candidates themselves.

2. Lobbying Chair

One Lobbying Chair shall be elected from the entire membership of the KCDPD Chapter and will serve as a voting member of the Leadership Council. The Lobbying Chair's duties shall include:

- a. Representing the Chapter as a lobbyist;
- b. Assisting the Chapter President in their duties as spokesman of the Chapter, to include effectively building relationships with the King County Council, the Public Defense Advisory Board, the WSBA Council on Public Defense, and other organizations of interest to the Chapter;
- c. Consulting with the Chapter President, Leadership Council, and SEIU Local 925, on lobbying strategies external to the Chapter;
- d. Working directly with the Chapter President on media strategies, and providing public statements when the Chapter President is unavailable
- e. Assisting SEIU Local 925 with lobbying of executive, judicial, legislative or otherwise unspecified officials on issues of importance to the Chapter;
- f. Advising the Chapter President and Leadership Council on political action opportunities that support the interests of the Chapter;
- g. Identifying and guiding membership involvement in local elections and campaigns, to include encouraging chapter members to run as candidates themselves.

G. Racial Justice Chair

The Racial Justice Chair will be elected by the majority of the Racial Justice Response Committee within thirty (30) days of the election cycle. The Racial Justice Chair shall serve as a voting member of the Leadership Council. Their duties are as follows:

1. Representing the voice of the Racial Justice Response Committee by presenting Committee recommendations for racial justice, equity, and intersectional issues that need to be addressed;
2. Advising the Leadership Council when making decisions and considering actions that impact racial justice and intersectional issues;

3. Advancing the education of Officers and members on racial justice and equity topics;
4. Identifying opportunities for the Leadership Council to engage in intersectional allyship;
5. Identifying and promoting resources for BIPOC Officers and Membership;
6. Recruiting underrepresented groups to become involved in chapter advocacy and leadership;
7. Coordinating with and advising other Officers to embody and promote a Racial Justice lens in all aspects of union work;
8. Informing the Leadership Council on ongoing racial justice and equity issues in the department, and in particular, issues that arise in stewarding and as a result of management policies;
9. Facilitating the creation of Chapter policies, activities, and messaging regarding racial justice and intersectional topics;
10. Coordinating with the Racial Justice Response Committee to develop and implement protocols for responding to and addressing racial inequities within the KCDPD, the Leadership Council, and the Chapter.
11. Facilitating the creation of Chapter policies, activities, and messaging related to or regarding racial justice and intersectional topics.

H. Past-President

The position of Past-President is an advisory role held by the immediate former President for a two (2) year term following their presidency. The Past-President provides institutional knowledge and continuity. In the event that the Vice President is unavailable to act in the Chapter President's absence, the Past-President may temporarily cover Presidential duties.

I. Chapter Delegates

Chapter Delegates shall be nominated by the entire membership and subsequently appointed by the Leadership Council to represent office locations, practice areas, and job classifications. A Delegate, in consultation with the Leadership Council, may fill multiple positions at the same time; for example, an NDD Felony Attorney who is assigned to the Dexter Horton Building could simultaneously represent the NDD DHB Location and Felony Practice-Area. When appointing Chapter Delegates, the Leadership Council must ensure the delegate panel is diverse and reflective of our Chapter's broad membership.

Duties of all Chapter Delegates:

1. Serving on the Leadership Council as non-voting members;
2. Maintaining regular and frequent contact with their constituency;
3. Gathering and providing information to the Leadership Council regarding membership issues within their respective constituency;
4. Reporting directly to the Chapter President and Leadership Council any and all problems of

the members and keeping the Chapter President and Leadership Council informed as to the progress in solving these problems;

5. Providing feedback from members on union issues to the Chapter President and Leadership Council;
6. Providing guidance and assistance to Divisional Stewards, Bargaining Team members, and to other members holding Chapter positions;
7. Performing other potential duties as necessary to protect and advance the interests of the membership.

a. Location Delegates

Location Delegates represent their respective office location and Division. If a Location Delegate transfers to a different office location during their term, they must relinquish their role and their replacement will be appointed by the Leadership Council.

Location Delegates are as follows:

- I. 5 DHB Delegates, 1 for each Division: ACA, DO, NDD, SCRAP, TDA
- II. 4 Kent Delegates, 1 for each Division: ACA, NDD, SCRAP, TDA
- III. 1 Jefferson Delegate that represents all DPD employees housed at the Jefferson Building

b. Attorney Practice-Area Delegates

If a Practice-Area Delegate transfers to a different practice-area during their term, they must relinquish their role, and their replacement will be appointed by the Leadership Council.

The Practice-Areas are:

- I. 1 Felony Delegate
- II. 1 Juvenile Practice Delegate
- III. 1 Seattle Municipal Court Delegate
- IV. 1 King County District Court Delegate
- V. 1 Family Defense Delegate
- VI. 1 Involuntary Treatment Act Delegate

c. Job Classification Delegates

If a Job Classification Delegate moves to a different job classification during their term, they must relinquish their role, and their replacement will be appointed by the Leadership Council.

The Job Classification Delegates are:

- I. 1 Coordinator Delegate
- II. 1 Investigator Delegate

- III. 1 Legal Assistant Delegate
- IV. 1 Mitigation Specialist Delegate
- V. 1 Paralegal Delegate

I. Member Engagement Delegates

Member Engagement Delegates shall be nominated by the entire membership and subsequently appointed by the Leadership Council, and shall collectively form the ‘Party Planning Committee.’ Their duties include:

- 1. Greeting and onboarding new employees;
- 2. Providing information to help new members settle in;
- 3. Organizing community-building events to support general membership morale;
- 4. Connecting new members with their divisional delegates and stewards.

Section 4.2 — Other Chapter Positions

The Chapter President and Leadership Council may formulate other Chapter positions to supplement the mandatory positions identified in this section.

A. Divisional Stewards

Each KCDPD Division shall elect a sufficient number of stewards to represent membership at each division, with a goal of no less than two stewards per division. Elections for stewards shall occur in compliance with Article 8 of the Chapter bylaws.

Stewards’ duties include, but are not limited to, fair representation of each and every unit member, enforcement of all employee rights afforded by the Collective Bargaining Agreement, and support of the ideals and goals of SEIU Local 925 and the KCDPD Chapter.

A steward, in consultation with the Stewards Chair, is empowered on behalf of the Union to commence any step of the grievance procedure set forth in the Collective Bargaining Agreement. However, the Local reserves its right to determine whether to proceed further with the grievance at the arbitration (or equivalent) level of the procedure.

A steward may be called on to inform the members and/or management on contract and by-laws questions, issues, or facts. A steward must be knowledgeable and prepared to participate in any and all conflict resolutions or grievance issues.

Stewards are expected to keep the SEIU Local 925 member resource center, the Stewards Chair, and the Leadership Council informed as to the grievance issues and investigations, to participate in trainings offered by the Union, to meet grievance deadlines and to attend Stewards meetings.

All KCDPD stewards shall meet at least every six months as a group to communicate regarding outstanding grievances, upcoming trainings, and other issues affecting stewards and the membership. The Stewards Chair shall communicate the results of that meeting, including any meeting minutes, to the Leadership Council.

B. Bargaining Team

Each KCDPD Division shall elect two (2) Bargaining Team representatives from the membership of that division. For all divisions except The Director's Office, one Bargaining Team representative from each division shall be a staff person and one Bargaining Team representative from each division shall be an attorney. The Director's Office may elect two staff representatives to the Bargaining Team. All elections for Bargaining Team members shall occur in compliance with Article 8 of the Chapter by-laws. Bargaining Team members shall be elected at the same time as the Officer elections. Candidates for Chapter Officers and Stewards may simultaneously run for the Bargaining Team.

Newly elected members shall be responsible for planning and preparation for negotiation of any successor Agreement.

In order to assure that all staff classifications are represented on the Bargaining Team, if, at the conclusion of the Bargaining Team elections, there is a staff member classification that is not represented on the Bargaining Team, an at-large position for that classification will be created to be filled only by a member of that specific classification by appointment of the Leadership Council. For the purposes of these classification-specific positions, the classifications that must be represented are: paralegals, investigators, social workers/mitigation specialists, and administrative staff. If, after the initial Bargaining Team election is held, there is at least one person from each of these classifications represented on the elected Bargaining Team, no further appointments for at-large positions shall be necessary.

The Bargaining Team will be led by the Labor & Bargaining Chair, and its members shall be responsible, in concert with SEIU Local 925 staff, for the negotiation of all contract re-openers for the life of the Collective Bargaining Agreement for which they were elected to negotiate. The Bargaining Team may be asked by the Leadership Council to negotiate any necessary Memoranda of Understanding during the life of a contract, or the Leadership Council may choose to retain that duty on a situational basis.

The members of the Bargaining Team are representatives of the membership as a whole and are empowered to make proposals and enter into tentative agreements on behalf of the membership except that all Contracts with the Employer must be ratified by a vote of the whole membership.

C. Master Negotiations Representatives

The Labor & Bargaining Chair shall appoint one primary and two alternate representatives to Master Negotiations with the County from amongst the elected bargaining team, with an eye towards reflecting the diversity of the divisions and classifications that comprise our bargaining unit. These team members shall be responsible for communicating with the Bargaining Team and Leadership Council regarding those negotiations.

D. Racial Justice Response Committee

The Racial Justice Response Committee is open to all union members in good standing. Within thirty (30) days of each election cycle, the Racial Justice Response Committee will elect, by a majority, the Racial Justice Chair from within their ranks to serve as a voting member of the Leadership Council.

Our Chapter acknowledges that racism and other systems of oppression negatively impact our members employed by the King County Department of Public Defense. We envision a more equitable and inclusive department, in which employees of all identities and backgrounds feel safe and empowered, and in which acts of oppression are acknowledged, addressed, and prevented.

The mission of the Racial Justice Response Committee is to identify and address interpersonal and institutional racism and other acts of oppression within our department. The Committee is responsible for moving our Chapter towards our vision, as follows:

1. Establish a strong presence and cultivate an anti-oppressive culture in the workplace.
2. Develop protocols for responding to and addressing racial inequities.
3. Educate our colleagues and foster growth in intersectional allyship.

The Racial Justice Response Committee's duties will include:

1. Advising Leadership Council on pathways towards addressing racial injustice both internally and externally;
2. Meeting monthly to discuss issues of racial injustice that may occur within our workplace and within our Chapter;
3. Apprising the Stewards Chair and Leadership Council on racial injustices that must be addressed through grievances, Labor Management Meetings, bargaining, or other efforts, with a careful attention to patterns of racial justice in disciplinary actions;
4. Working closely with the Campaign Chair and Lobbying Chair to ensure our Chapter makes political decisions that align with racial justice values;
5. Recruiting BIPOC and other underrepresented groups to become Leadership Council Officers and delegates;
6. Providing educational opportunities to Leadership Council Officers and Delegates in order to support BIPOC members and identify opportunities for intersectional allyship.
7. Creating and implementing method(s) for members to share concerns, ideas, and questions regarding racial justice topics in the department;
8. Developing protocols for responding to and addressing racial justice issues identified by

- members, Officers, and delegates;
9. Meeting regularly with DPD management to collaborate and address Union concerns regarding racial justice and intersectional issues;
 10. Coordinate with Member Engagement Delegates and the Social Committee to ensure new BIPOC employees are welcomed and provided with resources and support.

E. Leadership Assembly Representative

The Chapter Representative to the SEIU Local 925 Leadership Assembly shall be appointed by the Leadership Council to serve a three (3) year term of office. The Leadership Council shall solicit applicants for the position of Leadership Assembly Representative, and in the case of multiple applicants, provide each applicant with the opportunity to advocate for their selection at one Leadership Council Meeting. The Leadership Assembly Representative shall be selected by a majority vote of the Leadership Council. The Chapter Leadership Assembly Representative is expected to attend all meetings of the SEIU Local 925 Leadership Assembly, which meets approximately three times per year. It is the responsibility of the Representative to brief the Leadership Council as to the decisions and activities of the Leadership Assembly, and to solicit/forward input of the membership as needed. As provided in the SEIU Local 925 Constitution and By-laws, the role of the Leadership Assembly is to determine the Union's mission, set program goals and strategize to achieve those goals, and to act upon other issues affecting the local-wide membership.

F. Labor Management Committee

The Labor Management Committee shall be comprised of the Leadership Council in its entirety, to represent the bargaining unit in meetings with KCDPD Management on a, at minimum, quarterly basis so as to discuss and attempt to resolve issues of mutual interest to the Employer and the Union.

G. Elections Committee

Six months preceding the regular election of Chapter officers, the Chapter President shall appoint an Elections Committee composed of three (3) members in good standing. The term of office of the Elections Committee shall be two (2) years and shall supervise all Chapter membership votes that take place during their term. Vacancies shall be filled in the same manner. The Committee shall be responsible for the conduct of all DPD Chapter elections, including the preparation and distribution of ballots, the counting of votes, and certification and notification of successful candidates. At no time shall a member of the Elections Committee also be a candidate in an election being overseen by the Elections Committee. Such Elections Committee shall plan and coordinate the election under the supervision of a SEIU Local 925 staff representative.

Section 4.3 — Vacancies

In the event a Chapter position is vacated midterm, elections or appointments shall be held to determine a replacement for the remainder of the term in the same manner as the by-laws designate for that position, unless there is less than one (1) year remaining in the term. If there is less than one (1) year remaining in the term of a vacated position, the Chapter President shall issue notice of the vacancy to all members, solicit volunteers for the position from the eligible memberships as designated by these by-laws for that position, and the Leadership Council shall make appointments to the vacated position. In the event that the Chapter President vacates the position with less than one (1) year remaining in the term, the Vice President will take over as President and Leadership Council will fill the Chapter Vice President position from within the existing leadership council members by simple majority vote. The subsequent vacated position shall then be filled as directed by this section.

Section 4.4 — Successive Terms of Office

Chapter leaders may be elected to serve successive terms of office, without limit as to the number of terms.

Section 4.5 - Ad Hoc Committees and Volunteers

Ad-hoc Committees and volunteer positions may be established by the Leadership Council as needed. The Chapter President shall issue notice to all members of the establishment of such committees or volunteer positions, solicit volunteers from among the Chapter membership, and make appointment of members to serve on such Ad-Hoc Committees or in such volunteer positions.

Section 4.6 - Quorum of Leadership Council

No votes of the Leadership Council shall be considered valid absent the participation of a majority of the sitting Leadership Council members eligible to vote, not including the Chapter President. Vacant positions on the Leadership Council shall not be included in the determination of whether a majority of the Leadership Council has participated in the vote.

Section 4.7 - Removal of Officers and Other Chapter Positions

Members elected to serve on the Leadership Council or serving in other Chapter Positions shall be removed for misconduct upon a majority vote of the Leadership Council, not including the vote of any officer subject to removal. No members shall be subject to removal from a leadership position or any other chapter position absent at least two prior written notifications of conduct unbecoming a union leader issued within any rolling twelve-month period. No written notification of conduct unbecoming shall issue absent a majority vote of the Leadership Council, not including the vote of any officer subject to removal. Tie votes shall be

decided by the vote of the Chapter President.

Section 4.8 — Change in Division Structure

In the event that the divisional structure of KCDPD changes from four divisions plus The Director’s Office, the Chapter President shall hold a special election no later than 60 days following such change for all Chapter Leadership positions and other Chapter Positions except Bargaining Team, Bargaining Team Chair, and Chapter President.

Article 5 — Membership Meetings

Section 5.1— General Membership Meetings

General Chapter membership meetings shall be held at least twice annually, or more frequently as called by the Chapter President or Union Staff representative.

Section 5.2 — Special Meetings of Chapter Members

Special membership meetings may be convened on an as needed basis by the Chapter President, Bargaining Team or SEIU Local 925 staff. Such meetings may include the total KCDPD Chapter membership, or a specific group of employees who are affected by the subject matter, as deemed appropriate by the person(s) organizing the meeting.

Section 5.3 — Local-Wide Membership Meetings

All members in good standing with the Union may attend any meeting of the SEIU Local 925 membership at- large, such as the Annual meeting.

Article 6 — Chapter Votes and Elections

Section 6.1— Purpose of Chapter Votes and Elections

The Chapter shall conduct elections for Chapter leaders and other Chapter positions as provided in these by-laws or to ratify new Collective Bargaining Agreements, Wage Re-Openers, Health and Welfare Re-Openers, or as may otherwise be determined by the Chapter President and/or staff of SEIU Local 925.

Section 6.2 — Notice of Elections and Votes on Other Chapter Matters

The Election Committee shall issue notice to all members of upcoming Chapter elections. Such notice shall state the reason and method for the election or vote, including whether the election will be conducted by an in-person vote or electronically, the date(s), time(s), and polling location(s) if not electronic. Notice of an election or vote shall be made no less than ten (10) business days in advance of an election or vote, unless urgent circumstances beyond the Chapter leadership's control require a faster vote, as determined by the Leadership Council. Ballots shall be made available at the time of the election. At the time of the election or vote, the ballot box shall be open for not less than on two (2) business days before ballots are counted.

Section 6.3 – Nominations

Nominations of candidates shall take place at a DPD Chapter membership meeting. Nominations may also be submitted in writing to the Elections Committee at least one day prior to the nominations meeting. In order to encourage dialogue between candidates and union members, the Elections Committee may also design and approve a nomination petition to be circulated by a candidate to demonstrate support for their candidacy among the membership.

In order to accept a nomination, a candidate must either:

1. Be present at the meeting at which they are nominated;
2. Submit a nomination petition or other written permission to be nominated in advance of the meeting; or
3. Accept the nomination in writing within two (2) days of the meeting (or by the nominations deadline as determined by the Elections Committee)

Reasonable notice of the nominations process and meeting shall be given. Only dues-paying members in good standing shall be eligible to stand for office or nominate other members for office.

In the event only one candidate is nominated for any position, no election shall be conducted for that position, and the unopposed candidate shall be declared elected by acclamation.

Section 6.4 — Eligibility to Vote

All members of SEIU LOCAL 925 who are employed with KCDPD are eligible to vote.

Section 6.5 — Member in Good Standing Defined

A member in good standing is any DPD employee employed in a position represented by SEIU LOCAL 925 who has signed a membership card currently in effect.

Section 6.6 — Secret Ballot

Elections of Chapter President, Vice President, Divisional Chairs, Divisional Stewards, Bargaining Team members, and elections held for the purpose of contract ratifications or amendments to these by-laws shall be conducted by secret ballot.

Section 6.7 — Electronic, Proxy, or Absentee Ballots

The Elections Committee may make provisions for absentee, proxy or electronic voting, under circumstances it shall determine, subject to the SEIU Local 925 by-laws.

Section 6.8 — Challenge

If a voter is not listed on the SEIU Local 925 membership roster on the date of the balloting, or the roster indicates that the employee is not a union member in good standing (i.e. dues are delinquent or have not signed a membership card), they shall be permitted to complete a membership card on that date and submit a challenged ballot, which shall be submitted in a sealed envelope with the name of the employee written on the outside. Challenge ballots will only be counted upon verification of eligibility to vote by the SEIU Local 925 office. Challenge ballots shall not be counted in cases where they will not affect the outcome of the election.

Section 6.9 — Counting of Ballots

Ballots will not be counted until the conclusion of the election period at all locations. Final election results will be forwarded to all members of the Chapter.

Section 6.10 — Maintenance of Election Records

The SEIU Local 925 Staff representative shall maintain all election records, including ballots and tally sheets. Such records shall be kept on file at the union office and made available to members for review upon request for one year following each election. At the end of the one-year time period SEIU Local 925 staff may destroy the election ballots.

Section 6.11 — Subject Matter of Elections

Elections for Chapter Officers and other chapter positions shall be held according to the designations of these by-laws in terms of eligible candidates and eligible voters. The entire membership of the KCDPD Chapter is eligible to vote in elections for Chapter President, Vice President Chapter by-laws and amendments to bylaws, and all proposed Collective Bargaining Agreements between SEIU LOCAL 925 and KCDPD.

The Chapter President may enter into limited Memoranda of Understanding with KCDPD without a membership-wide election upon a majority vote in support of the MOU by the Leadership council. The Chapter President may take positions on issues of import to the KCDPD Chapter upon a majority vote in support by the Leadership Council. Leadership Council votes may be conducted electronically or in-person and shall be recorded in the minutes of the next Leadership Council meeting.

The Chapter President and Leadership Council may conduct online electronic surveys of the membership on issues and may take positions based on survey results where the Leadership Council has deemed it appropriate to survey the membership.

Article 7 — Local-Wide Votes and Elections

Section 7.1 — Election of SEIU Local 925 Leadership and Other Votes

All members in good standing shall be eligible to participate in elections of the SEIU Local 925 organization, including the election of officers and other votes of the union membership, as provided in the SEIU Local 925 Constitution and by-laws.

Section 7.2 — Elections of International Union

Members in good standing shall be eligible to participate in elections of the Service Employees International Union, as provided for in the Constitution and by-laws of the same.

Article 8 — Adoption and Amendments of the Chapter By-Laws

Section 8.1 — Adoption of Initial By-Laws

These by-laws will be adopted by a simple majority vote of the membership.

Section 8.2 — Amendment of By-Laws

Amendments to Chapter by-laws may be proposed by petition and signature of twenty-five percent (25%) of the Chapter membership, or by any member of the Leadership Council. Any amendment to the Chapter by-laws brought by petition of 25% of the membership shall be brought to a vote of the membership following a general membership meeting. Any amendment to the by-laws brought forward by a member of the Leadership council shall not proceed to a membership vote unless a majority of the Leadership Council votes in support of the amendment.

All proposed amendments to the by-laws must be presented in writing to the membership at least two weeks before a meeting of the general chapter membership where an opportunity to discuss the proposals are provided.

Amendments to the bylaws may only be approved by a two-thirds majority approval of the membership who participated in that vote.

No amendment to the bylaws shall be valid if it is conflict with the bylaws of SEIU LOCAL 925 or SEIU International.

Article 9 — Savings Clause

These Chapter by-laws shall be subordinate to the Constitution and by-laws of the Service Employees International Union, and the Constitution and by-laws of the Service Employees International Union Local 925 at all times. In the event any portion of these Chapter by-laws conflict with provisions set forth in the respective Constitutions and by-laws of the International and/or Local Union or the policies of the same, such provisions shall be null and void.

The by-laws set forth in this document and any amendments to it shall not supersede or supplant the legal processes and responsibilities of SEIU International and SEIU Local 925 to its membership with regard to contract negotiations, grievance processing, and any and all other matters legally due to its membership.