

SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 7

Recommended By:

Background: SEIU Local 221's Executive Board met on several occasions to develop Board policies. The policies are meant to implement a best practice standard and to ensure that the Board's operations are transparent and beyond reproach.

Board development specialists Trudy Sopp, Gary Winters, and Mike Hoff were used to assist with the development of the policies.

Motion: To approve the *Voting* Policy

For the Executive Board to have a quorum, half the Executive Board membership plus 1 (including the President), must be in attendance. The President can make or break the tie vote. Discussion and decisions will be issue focused and will allow the majority vote to rule and the minority vote to be heard.

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Richard Preuss Second: Omar López

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 8

Recommended By:

Background: SEIU Local 221's Executive Board met on several occasions to develop Board policies. The policies are meant to implement a best practice standard and to ensure that the Board's operations are transparent and beyond reproach.

Board development specialists Trudy Sopp, Gary Winters, and Mike Hoff were used to assist with the development of the policies.

Motion: To approve the *Code of Conduct* Board Policy

SEIU Local 221 Executive Board Members will:

- Lead by example
- Mentor others
- Non-disparage officers, members, and staff
- Engage new members
- Treat others with respect

Once a decision is made it must be respected by all members of the Executive Board

- Continued on attached page -

MPO Approved

Recommend by: _____

Signature

Follow Up:

Moved by: Omar López Second: Richard Preuss

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer

The consequences for violations may include but are not limited to as determined by an Executive Board order:

- Verbal reprimand



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

- Letter of reprimand
- Trial
- Removal

The Executive Board will be committed to providing effective and responsible governance of Union activities and adhere to the following rules:

- Executive Board members will engage in no personal attacks
- Disagreements between members will be appropriate and respectful
- Sidebars will not be permitted
- Executive Board members will speak with one voice once a decision has been reached by the Executive Board
- Executive Board members will adhere to the bylaws of Local 221 and the International Union
- Executive Board members will respect the internal Local 221 SEIU chain of command when inquiring about staff responsibility or activity
- All Executive Board members will perform their assigned tasks diligently and to the best of their ability
- Executive Board members must conduct themselves honorably at all times
- All decisions and initiatives approved by the Executive Board will be directed at fulfilling the mission and purpose of the Local Union
- Executive Board members will not allow personal or political allegiances to interfere with the responsibility to serve the best interests of the Local Union

SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 9

Recommended By:

Background: SEIU Local 221's Executive Board met on several occasions to develop Board policies. The policies are meant to implement a best practice standard and to ensure that the Board's operations are transparent and beyond reproach.

Board development specialists Trudy Sopp, Gary Winters, and Mike Hoff were used to assist with the development of the policies.

Motion: To approve the *Vision* Board Policy

The Executive Board is committed to providing effective and responsible governance of Union activities and supporting members (organized and unorganized), staff and community partnerships. Actions by

- Continued on attached page -

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Kathy Griffee Second: Rick Lovett

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer

the Executive Board will not knowingly wrong a member, staff, group or see a member, staff or group wronged if it is in our power to prevent it. We commit to:



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

- Build powerful partnerships in our community that advance the interest of working families
- Organize working families
- Be professional
- To provide leadership for members
- Respect and unite all in the family of labor
- Make decisions for the good of the membership
- Not knowingly wrong a member or see a member wronged if it is in my power to prevent it
- Unite workers to improve their lives and the lives of all working families
- Make our community strong by giving all workers recognition and respect
- Respect and uphold members' principles of Unionism
- Support trade Unionism for the organized and unorganized in achieving common goals for the benefit of working families



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 10

Recommended By: Sharon-Frances Moore, President

Background: SEIU Local 221's Executive Board met on several occasions to develop Board policies. The policies are meant to implement a best practice standard and to ensure that the Board's operations are transparent and beyond reproach.

Board development specialists Trudy Sopp, Gary Winters, and Mike Hoff were used to assist with the development of the policies.

Motion: To approve the *Serving as a Public Figure* Board Policy

- The Executive Board and its

- Continued on attached page -

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Richard Preuss Second: Kathy Griffie

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

members must represent SEIU Local 221 in the community by attending

◇ Dinners, community events, etcetera

- Executive Board members will be expected to attend and should have a commitment to attend community events on behalf of SEIU Local 221
- Executive Board members will receive adequate notice from staff of said events and or functions
- Executive Board members will have the option to choose the events and or functions in which they wish to participate
- Executive Board members must commit to six (6) outside events and/or meetings, not including regular Executive Board meetings and lobby events, per year
- Executive Board members are responsible for encouraging other members/stewards to attend events

SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 11

Recommended By: Sharon-Frances Moore, President

Background: SEIU Local 221's Executive Board met on several occasions to develop Board policies. The policies are meant to implement a best practice standard and to ensure that the Board's operations are transparent and beyond reproach.

Board development specialists Trudy Sopp, Gary Winters, and Mike Hoff were used to assist with the development of the policies.

Motion: To approve the *Representational Duty of Stewards* Board Policy

- Continued on attached page -

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Omar López Second: Kathy Griffee

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer

Stewards are expected to wear many hats. They are the first line of communication between the Union and its members. The Steward's job is to:

- Greet new members in the workplace and encourage them to join the Union
- Pass out and post Union literature



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

- Keep informed about Union programs and be able to explain them to co-workers
- Assist in contract negotiations by serving on the Contract Action Team representing their worksite
- Assist in electing pro-worker politicians in order to improve the lives of working families
- Represent co-workers in grievances or other disputes at a worksite
- Communicate regularly with the Union through their assigned staff member

In order to represent co-workers effectively and efficiently, the Steward shall follow these guidelines:

- When a problem arises in the worksite, the Steward is obligated to investigate that problem and determine, in conjunction with Union staff or the Union Advocacy Center, the best avenue to take in order to resolve problem. This could consist on informing the member that there is no apparent violation of the contract, a meeting with the member and his/her supervisor, the filing of a formal complaint or grievance, and/or the development of an organizing plan.
- The Steward must inform the Union Advocacy Center of the filing of any grievance and shall send a copy of said grievance to the Union Advocacy Center to be given a number and recorded. The Steward must keep the Union Advocacy Center informed of all grievance hearings and shall provide copies of all grievance responses from the employer.
- The Steward must consult with the Union Advocacy Center on all formal grievances.
- All issues that involve the final step of the grievance procedure, or any outside agency, including but not limited to a Civil Service Commission, Personnel Board, Public Employee Relations Board, National Labor Relations Board, or an arbitrator, shall first be submitted to the Member Advocacy Committee of the Local for determination of its merits.
- Stewards are not authorized to use Local Union stationary or make any formal requests to or agreements with the employer without the express authorization of the Union for such requests.

SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 12

Recommended By: Sharon-Frances Moore, President

Background: SEIU Local 221's Executive Board met on several occasions to develop Board policies. The policies are meant to implement a best practice standard and to ensure that the Board's operations are transparent and beyond reproach.

Board development specialists Trudy Sopp, Gary Winters, and Mike Hoff were used to assist with the development of the policies.

Motion: To approve the *Stewards Request for other Steward's Information* Board Policy

Upon request, Stewards will be provided with a list of names of all other Stewards located in their bargaining unit and/or work location. No confidential information such as home addresses, phone numbers and or email addresses will be provided, unless otherwise authorized by the Controller, President and or Executive Board of SEIU Local 221.

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Omar López Second: Kathy Griffee

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: _____

Signatures

Secretary

President/Vice-President/Executive Board Officer



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 13

Recommended By: Sharon-Frances Moore, President

Background: SEIU Local 221's Executive Board met on several occasions to develop Board policies. The policies are meant to implement a best practice standard and to ensure that the Board's operations are transparent and beyond reproach.

Board development specialists Trudy Sopp, Gary Winters, and Mike Hoff were used to assist with the development of the policies.

Motion: To approve the *Stewards Request for Member and Non Member Information* Board Policy

Upon request, Stewards will be provided with a list of names, worksite address and membership status of all members, agency fee payers and or nonmembers in their worksites. No confidential information such as addresses, phone numbers and or email addresses will be provided; unless otherwise authorized by the Comptroller, President, or Vice President of the Executive Board and or Executive Board of SEIU Local 221.

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Jim Partridge Second: Omar López

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 14

Recommended By: Sharon-Frances Moore, President

Background: SEIU Local 221's Executive Board met on several occasions to develop Board policies. The policies are meant to implement a best practice standard and to ensure that the Board's operations are transparent and beyond reproach.

Board development specialists Trudy Sopp, Gary Winters, and Mike Hoff were used to assist with the development of the policies.

Motion: To approve the *Stewards and Self Representation* Board Policy

Stewards cannot act in the capacity of a Steward when working on their own grievances. Their case must be assigned to another steward. If one is not available a Worksite Organizer will be provided for this task.

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Kathy Griffee Second: Sharon-Frances Moore

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 15

Recommended By: Sharon-Frances Moore, President

Background: SEIU Local 221's Executive Board met on several occasions to develop Board policies. The policies are meant to implement a best practice standard and to ensure that the Board's operations are transparent and beyond reproach.

Board development specialists Trudy Sopp, Gary Winters, and Mike Hoff were used to assist with the development of the policies.

Motion: To approve the *Board Member Removal for Slander or Liable* Board Policy

No communication from the Executive Board or an individual Executive Board member shall include material omissions, exaggerations of fact, misleading photographs, or any other practice which would

- Continued on attached page -

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Kathy Griffee Second: Jim Partridge

Votes in Favor: 11 Votes Opposed: 0 Abstentions: 1

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer

tend to create a false impression or misunderstanding concerning SEIU Local 221 members, Executive Board and staff.



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Any descriptive information given with malice of thought that includes material omissions, exaggerations of fact, misleading photographs, or any other practice which would tend to create a false impression or misunderstanding concerning SEIU Local 221 members, Executive Board and staff will result in the removal of the offending Executive Board member. This applies to, but is not limited to any correspondence, promotional material, fundraising, speeches, websites, pod cast, public information or any writing, broadcast or electronic communication that inaccurately describes the organization's identity, purpose, programs, financial need and members.

SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 16

Recommended By: Sharon-Frances Moore, President

Background: This policy is meant to implement a best practice standard and to ensure that the Executive Board understands its duty and role to SEIU Local 221 in that it primarily governs and staff primarily manages.

Motion: To approve the *Relationship between Executive Board with Senior Management and Staff* Board Policy

The Executive Board will maintain an appropriate and balanced relationship between them, Senior Management and staff (hereinafter staff).

SEIU Local 221's Executive Board and its members will not direct deal with the staff. Direct dealing is defined as: An Executive Board member dealing directly with any staff of SEIU Local 221 concerning the individual's terms and conditions of employment, including contract negotiations, confidential

-Continued on attached page-

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Omar López Second: Sharon-Frances Moore

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Board information or the content of conversations that took place during Executive Board closed session.

The consequences for violations may include but are not limited to as determined by an Executive Board order:

- Verbal reprimand
- Letter of reprimand
- Trial
- Removal

SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 17

Recommended By: Alison Barkley

Motion: To approve the *Financial Accountability and Transparency* Board Policy

The Executive Board (working with its Audit or similar Committee) shall be responsible for ensuring the transparency and the integrity of SEIU Local 221's financial statements, whether audited or unaudited. In furtherance thereof, the Board and Audit

-Continued on attached page-

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Jim Partridge Second: Kathy Griffie

Votes in Favor: 12 Votes Opposed: 0 Abstentions: 0

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Committee should be responsible for:

- The adoption of policies addressing audit partner rotation, proper accounting treatment of material correcting adjustments, off-balance sheet arrangements, and related-party transactions
- The adoption of policies addressing audit-related activities of SEIU Local 221 employees formerly employed by SEIU Local 221's auditor
- The adoption of policies prohibiting executive interference with the audit process
- Approving all loans, credit extensions, and incentive compensation arrangements extended to directors and officers of SEIU Local 221
- The adoption of a "Code of Ethics" or "Code of Conduct" for the senior financial officers of SEIU Local 221
- In consultation with legal counsel, ensure the sufficiency, clarity, and timeliness of all financial disclosures of SEIU Local 221

The Executive Board should ensure that the Form 990 filed annually with the IRS and the Form LM-2 filed annually with the Department of Labor contain as much information as reasonably possible concerning the mission, goals, programs, and other key developments of SEIU Local 221 relating to its exempt status, and that these reports are available for inspection by the public in accordance with the applicable federal and state laws.

Expense Limits:

All expenses incurred by SEIU Local 221 must be approved in advance by Management, as evidenced by an approved check request authorizing payment of those expenses incurred.

All employees must receive advance approval from their Department Managers before incurring expenses on behalf of SEIU Local 221.

- Department Managers are authorized to approval l expenses up to \$1,000.00
- SEIU Local 221's controller is authorized to approve all expenses up to \$5,000.00
- SEIU Local 221's President is authorized to approve all expenses up to \$10,000.00

Obligations in excess of \$10,000.00 must be jointly approved in advance by the Treasurer and President of SEIU Local 221.

Check Request Forms:

A completed Check Request Form must be submitted with all requests for payment of the obligations of SEIU Local 221. Fields that must be completed before a check can be cut include:

- Date of the request
- Amount of the request
- Payable to
- Description
- Account (SEIU Local 221, POA, Trust)
- Category of expense
- Amount per Category
- Signature of Requestor
- Approval Signature (Must be higher level of management than requestor)
- General ledger account to be charged
- Date check is needed by

Completed checks must be signed by the President and a second Executive Board Officer authorized to

-Continued on attached page-



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

sign on the account. Before signing, both the President and Executive Board Officer must verify that the check request is complete, including both authorization signatures.

Conflict of Interest:

Check request authorizations must be approved by someone other than the payee or party related to the requestor or check request approver. Related party transactions must be fully disclosed and documented in advance of incurring the obligation to SEIU Local 221.

Payroll:

Salaries and benefits shall be set by SEIU Local 221's President in accordance with the agreement between SEIU Local 221 (Employer) and authorized Employee Union for those employees covered under the agreement.

Salaries and benefits of managers and employees not covered by an Employee Union Agreement shall be set by SEIU Local 221's President.

The salary and benefits of SEIU Local 221's president shall be set by the Officer's of SEIU Local 221's Executive Board.

All changes in salaries or benefits shall be evidenced by a Personnel Action Form, authorized by the Department Managers, Controller, or President. The Personnel Action Form for the President must be authorized by the Treasurer, Vice President, or Secretary of the Executive Board. The original Personnel Action Form will be retained in the employee's Human Resources file.

All changes in salaries and employee status shall be maintained in the payroll system and reconciled to the employee's Human Resources file on an annual basis.

Payroll is calculated on a biweekly basis, based on a forecast of regular hours worked, vacation days, sick leave, personal days, and overtime hours for non-exempt employees. Payroll calculations are made in accordance with California law, and are submitted to a third party vendor on the Tuesday prior to the biweekly payday. Any adjustments missed in the current period will be made in the following pay period.

Hours worked are based upon the submittal of timesheets. Timesheets must reflect evidence of approval by the Department Manager, Controller, or President before they can be processed. Employees who do not submit timesheets for the current period and who do not have authorization for their hours worked will not be paid the current pay period for those hours that are not approved.

It is the responsibility of each employee to track their own vacation hours, sick hours, personal days, and compensation days available, and to notify the Controller if there is a discrepancy between the actual balances accrued and the balances reported as available in the payroll system.

It is the responsibility of the President and Controller to assure that all payroll tax deposits and returns are made in a timely and accurate fashion in accordance with the Federal and California employment regulations.

The Audit Committee

A standing Audit Committee should be appointed from independent members of the Executive

-Continued on the attached page-



SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Board, including the Treasurer.

The Audit Committee should adopt a written charter and should meet periodically in executive session, outside the presence of the President, Vice President, Secretary and the Senior Management Team.

The Audit Committee should be authorized to recommend the hiring or termination of SEIU Local 221's outside auditors to the Executive Board, and to establish the terms of the outside auditor's engagement.

The Audit Committee should be responsible for reviewing and commenting on the adequacy of SEIU Local 221's financial disclosure and internal controls, and comment on any relationship that potentially could effect the auditor's independence.

The Audit Committee shall provide a comprehensive report to the Executive Board.

The Executive Board resolution establishing the Audit Committee should specify which decisions can be made exclusively by the Committee, and which need to be voted upon by the entire Executive Board.

SEIU Local 221 Executive Board Motion

Date: December 16, 2008

Motion Number: 20

Recommended By: Omar Lopez, Secretary

Motion: To approve the Removal of Executive Board Member By Executive Board For Cause Policy

The Executive Board may declare vacant the seat of an Executive Board member who has been declared of unsound mind by a final order of a court or convicted of a felony.

MPO Approved

Recommend by: _____
Signature

Follow Up:

Moved by: Omar López Second: Richard Preuss

Votes in Favor: 11 Votes Opposed: 0 Abstentions: 1

Motion: Carries Fails: Tabled Until: Date: 1/31/2009

Signatures

Secretary

President/Vice-President/Executive Board Officer