

# CSUEU Board Agenda Item



**Board Agenda Item:** 7/3/09 (PF)  
**Action Item:** November 13, 2009  
**Subject:** DIVISION 12 COMMITTEES  
**Source and/or Proponent:** CSUEU Policy File Committee  
**Presentation By:** Christine Thomas, CSUEU Policy File Chair  
**Assigned To:** Nancy Yamada, CSUEU Staff

## Recommended Action:

That the CSUEU Board of Directors adopt the attached amendments to DIVISION 12 (COMMITTEES) of the CSUEU Policy File.

## Background:

The changes in section 1207.00 LEGISLATIVE COMMITTEE will allow the Legislative Committee to vet statewide candidates in addition to statewide ballot measures. Further, because national and local candidates and ballot measures can affect CSUEU members and campuses, the BOD now will be able to request that the Legislative Committee evaluate and make endorsement recommendations in national or local elections.

The change in the requirement for all committees to submit a "list of activities" instead of a "budget" to the VP for Finance and the Finance Committee reflects actual practice and requirements.

**Estimated Cost/Savings:** 1207: Unknown whether additional costs will be incurred  
Other sections: None.

**Funding Source:** 1207: Legislative Committee budget  
Other sections: N/A

**Board Action:**  Adopt  Reject  Refer

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**DIVISION 12: COMMITTEES**

## 1201.00 COMMITTEES

## 1201.01 Establishment

The Board of Directors shall establish such committees as it shall deem necessary to carry out the business of the CSUEU. The President shall establish ad hoc committees as necessary, subject to confirmation at the next regular Board of Directors meeting after the committee's establishment. Committees should reflect the diversity of the CSUEU in bargaining units and geography. Members should not serve on more than one committee unless mandated by their office or authorized by the President.

## 1201.02 Charges to Ad Hoc Committees

It shall be the responsibility of the President to write all ad hoc committee charges, outlining duties and responsibilities, appointment process, and duration. A copy shall be forwarded to the Committee Chair and Board of Directors.

## 1201.03 Committee Reports

Each Committee Chair shall make a report at each regularly scheduled meeting of the Board of Directors. Such report may be made in writing. Committee reports shall be available to all members, except those deemed confidential by the President under the same rules as those governing closed meetings.

## 1201.04 Committee Communication (BD 32/02/09)

Committees of the CSUEU may utilize electronic mail to communicate in order to compile and share information, create reports, and provide consensus as a committee to accomplish tasks in a timely manner when the expense and coordination of a meeting is prohibitive.

## 1201.05 Standing Committees (BD 32/02/09)

The following are standing committees of the CSUEU:

- (a) Executive Officer Committee;
- (b) Finance Committee;
- (c) Bylaws and Policy File Committee;

- (d) Representation Committee;
- (e) Representation Appeals Committee;
- (f) Legislative Committee;
- (g) Membership Dues Committee;
- (h) Communication Committee;
- (i) Statewide Organizing Committee; and
- (j) Classification Committee.

1202.00 EXECUTIVE OFFICER COMMITTEE  
(Standing Committee)

1202.01 Charge

The Executive Officer Committee of the CSUEU, as a body is vested with authority to manage the affairs, policies, and activities of the CSUEU between meetings of the Board of Directors. Programs or actions without provision in existing policy shall not be implemented by the Executive Officer Committee unless the committee declares that an emergency situation exists and then secures a majority vote of the Board of Directors, by any communication means necessary.

- (a) The Executive Officer Committee:
  - (1) Is authorized to make emergency line item adjustments to the CSUEU budget sub-categories between sessions of the Board of Directors. Any revisions shall be ratified by the Board of Directors at its next meeting; and
  - (2) The Executive Officer Committee is responsible for developing chapter and CSUEU executive officer training policy.

1202.02 Composition

The Executive Officer Committee shall be composed of the CSUEU Officers. The CSUEU Chief of Staff shall be assigned to the committee. (BD 40/04/08)

## 1202.03 Meetings

The Executive Officer Committee will meet at least twice a year.

## 1202.04 Funding

The Executive Officer Committee shall submit a ~~budget~~ list of proposed activities to the Vice President for Finance and Finance Committee.

## 1202.05 Duration

The Executive Officer Committee shall serve for the term between CSUEU Elections.

1203.00 FINANCE COMMITTEE  
(Standing Committee)

## 1203.01 Charge

The primary responsibility of the committee is to advise the Executive Committee and Board of Directors on all matters relating to the ability of the CSUEU to fund programs and objectives recommended and/or approved by the Executive Committee or Board of Directors. Between sessions of the Board of Directors the Finance Committee shall prepare the proposed budget for the CSUEU and provide ongoing fiscal oversight.

The Finance Committee shall be responsible for:

- (a) Preparing and presenting the CSUEU budget;
- (b) On-going review of the CSUEU budget and making recommendations as appropriate;
- (c) Aiding the Vice President for Finance in the performance of his/her duties;
- (d) Recommending deferral of specific programs and objectives;
- (e) Making recommendations to the Board of Directors on financial matters referred to the committee;
- (f) Making recommendations to the Executive Officer Committee and Board of Directors on policy sections which relate to the financial operation of the CSUEU; and
- (g) Developing and implementing training for Chapter Officers and Treasurers.

### 1203.02 Composition

The Finance Committee shall be appointed by the Vice President for Finance. The Vice President for Finance shall serve as the chair of the committee. The CSUEU Chief of Staff shall assign staff to assist the committee. (BD 40/04/08)

### 1203.03 Meetings

The Finance Committee will meet at least twice a year.

### 1203.04 Funding

The Finance Committee and the Vice President for Finance shall submit a budget list of proposed activities to the Board of Directors. (CSUDC 23/01/1)

### 1203.05 Duration

The Finance committee shall serve for the term of the Board of Directors.

## 1204.00 BYLAWS and POLICY FILE COMMITTEE (Standing Committee)

### 1204.01 Charge

The basic responsibility of the Policy File Committee is to protect the integrity of the CSUEU by serving as a forum for discussion of all matters that relate to the governing principles of the CSUEU.

- (a) Between sessions of the Board of Directors, the Bylaws and Policy File Committee shall serve the Executive Officer Committee and shall be responsible for the review of and recommending action on Bylaws, Policy File and procedures of the CSUEU.
- (b) Independently reviews all actions of the Board of Directors, the Executive Officer Committee, and the Chapters for conformance with the Policy File, and bring to the attention of the appropriate body any actions found not to be in conformance therewith.
- (c) Upon request of the Executive Officer Committee or the President, interprets unclear or ambiguous portions of the Policy File and, along with any such interpretation, makes recommendations as appropriate.

- (d) Review recommendations for changes to the CSUEU Bylaws and Policy File.
- (1) Place them in appropriate language and format;
  - (2) Submit recommendations as an agenda item, at the next Board of Directors meeting;
  - (3) Review the CSUEU corporate documents for accuracy and making recommendations for their useful revision;
  - (4) Take the actions of the Board of Directors and write them in appropriate Bylaws and Policy File form; and
  - (5) Review Chapter Bylaws.

#### 1204.02 Composition

The Bylaws and Policy File Committee and Chair shall be appointed by the President with the concurrence of the Board of Directors. The CSUEU Chief of Staff shall assign staff to assist the committee. (BD 40/04/08)

#### 1204.03 Meetings

The Bylaws and Policy File Committee will meet at least twice a year.

#### 1204.04 Funding

The Bylaws and Policy File Committee shall submit a ~~budget~~ list of proposed activities to the Vice President for Finance and Finance Committee.

#### 1204.05 Duration

The Bylaws and Policy File Committee shall serve for the term of the Board of Directors.

#### 1205.00 REPRESENTATION COMMITTEE (Standing Committee)

##### 1205.01 Charge

The Committee will review grievances after Level IV for suitability of submission for mediation or arbitration, commit CSUEU resources as required to support representation at the highest levels, and will review stewards' performance as required.

- (a) The Representation Committee is responsible for:
- (1) Reviewing and deciding on the submission of grievances to arbitration or mediation;
  - (2) Reviewing and recommending to the CSUEU Chief of Staff statewide issues within the scope of representation for legal action; (BD 40/04/08)
  - (3) Producing an annual analytical and statistical report to the Board of Directors on all cases filed and processed for the previous calendar year. (CSUDC 23/03/02)
- (b) The Vice President for Representation and the Representation Committee are responsible for developing representation training policy, ~~and~~

#### 1205.02 Composition

The Representation Committee will consist of the Bargaining Unit Council Chairs or their designee, and four at large members (such at large members shall be certified stewards) appointed by the Vice President for Representation, with the concurrence of the Board of Directors. The Vice President for Representation shall serve as the Chair of the Committee. The CSUEU Chief of Staff shall assign staff to assist the committee. (CSUDC 24/01/1) (CSUDC 44/01/3) (BD 40/04/08)

#### 1205.03 Meetings

The Representation Committee shall meet not less than quarterly.

#### 1205.04 Funding

The Representation Committee shall submit a budget list of proposed activities to the Vice President for Finance and Finance Committee.

#### 1205.05 Duration

The Representation Committee shall serve for the term of the Board of Directors.

1206.00 REPRESENTATION APPEALS COMMITTEE  
(Standing Committee)

1206.01 Charge

Matters for which the staff, Stewards or Representation Committee have recommended denial of representation, arbitration or mediation may be reviewed by the Appeals Committee. The Appeals Committee may sustain, modify or set aside the denial of representation. Such recommendations shall be made in a timely manner that shall not compromise the employee's legal rights.

1206.02 Composition

The Appeals Committee shall be composed of the President, the CSUEU Chief of Staff, and the Bargaining Unit Chair of the affected Bargaining Unit. The CSUEU Chief of Staff shall assign staff to assist the committee. (BD 40/04/08)

1206.03 Meetings

The Representation Appeals Committee will meet as required.

1206.04 Funding

The Representation Appeals Committee shall submit a ~~budget~~ list of proposed activities to the Vice President for Finance and Finance Committee.

1206.05 Duration

The Representation Appeals Committee shall serve for the term of the Board of Directors.

1207.00 LEGISLATIVE COMMITTEE  
(Standing Committee)

1207.01 Charge

The Committee is established to develop the legislative program of the CSUEU. The CSUEU's legislative program must include items mandated by the General Council, the Board of Directors, and the Executive Committee on matters within their jurisdiction. The CSUEU's legislative program may contain other items recommended by the Board of Directors or Executive Committee.

The Legislative Committee shall: ~~be responsible for:~~

- (a) ~~Recommending~~ appropriate legislation to the Board of Directors that will advance the interests of the CSUEU;
- (b) ~~Receiving~~ actions of the Board of Directors and preparing them in appropriate legislative form;
- ~~(c) Submitting the CSUEU's legislative agenda to the Association's Governmental Affairs Committee for action;~~
- (d) ~~Monitoring other~~ legislation that has potential impact on the CSUEU and to recommend to the Board appropriate action as necessary;
- ~~(e) Supporting the legislative stance adopted by the Association; and~~
- (f) ~~Developing~~ legislative and political action training policy.
- (g) Evaluate candidates and recommend endorsements to the Board of Directors for statewide elections and ballot measures;
- (h) At the direction of the Board of Directors, evaluate and recommend endorsements for national and local elections;

#### 1207.02 Composition

The Legislative Committee shall be appointed by the President with the concurrence of the Board of Directors. The chair shall be elected from among the members of the Committee. The CSUEU Chief of Staff shall assign staff to assist the Committee. (BD 40/04/08)

#### 1207.03 Meetings

The Legislative Committee will meet at least twice a year.

#### 1207.04 Funding

The Legislative Committee shall submit a ~~budget~~ list of proposed activities to the Vice President for Finance and Finance Committee.

#### 1207.05 Duration

The Legislative Committee shall serve for the term of the Board of Directors.

1207.06 Appointment for Association Legislative Committee

The President shall appoint member(s) of the Committee to the Association's Legislative Committee.

1208.00 MEMBERSHIP DUES COMMITTEE  
(Standing Committee)

1208.01 Charge

The Membership Dues Committee shall review and act upon requests for temporary dues reduction according to provisions of the CSUEU Policy File.

1208.02 Composition

The President shall appoint one member from each represented bargaining unit to serve on the Committee and shall appoint one of these members to serve as the chair of the Committee. The President may appoint alternates to the Committee to serve in the absence of a regular member. The alternates shall be appointed from each of the bargaining units and shall serve in the place of the regular member from his/her same bargaining unit. The CSUEU Chief of Staff shall assign staff to assist the Committee. (BD 40/04/08)

1208.03 Meetings

The Membership Dues Committee will meet at least twice a year.

1208.04 Funding

The Membership Dues Committee shall submit a -budget list of proposed activities to the Vice President for Finance and Finance Committee.

1208.05 Duration

The Committee shall serve for the term of the Board of Directors.

1209.00 COMMUNICATIONS COMMITTEE  
(Standing Committee)

1209.01 Charge

The CSUEU Communications Committee in collaboration with assigned staff shall be responsible for the development and recommendation of communication policies

procedures and materials, including but not limited to paper and electronic media. (BD 40/04/08)

- (a) The Committee will recommend methods for the distribution of mass electronic communications to CSUEU represented employees. (BD 40/04/08)
- (b) The Committee shall produce at least three statewide newsletters to represented employees each year. (BD 40/04/08)
- (c) In collaboration with communications staff, the Committee shall be responsible for developing communications training policy. (BD 40/04/08)

#### 1209.02 Composition

The President will appoint the Committee members, encouraging members with communications skills to serve on the Committee. The CSUEU Chief of Staff shall assign staff to assist the Committee. (BD 40/04/08)

#### 1209.03 Meetings

The Communications Committee will meet at least three times a year. (BD 40/04/08)

#### 1209.04 Funding

The Communications Committee shall submit a ~~budget~~ list of proposed activities to the Vice President for Finance and Finance Committee.

#### 1209.05 Duration

The Committee shall serve for the term of the Board of Directors.

### 1210.00 STATEWIDE ORGANIZING COMMITTEE (Standing Committee)

#### 1210.01 CHARGE

- (a) The Statewide Organizing Committee will oversee the organizing programs for all employees in the CSUEU. It will provide assistance and counseling to each campus in the development of a campus organizing committee.
- (b) The Committee shall develop, implement and evaluate an annual organizing program to increase and maintain membership in all bargaining units for the CSUEU.

- (c) The Committee shall seek input from the Chapters and Bargaining Unit Councils as to specific needs or issues.
- (d) Vice President for Organizing and the Statewide Organizing Committee are responsible for developing organizing training policy.

#### 1210.02 Composition

The Vice President for Organizing shall Chair the Committee. The Committee shall consist of three members of the Board of Directors and five at-large members, all appointed by the Vice President for Organizing. The CSUEU Chief of Staff shall assign staff to assist the Committee. (BD 40/04/08)

#### 1210.03 Meetings

The Statewide Organizing Committee will meet at least twice a year.

#### 1210.04 Funding

The Statewide Organizing Committee shall submit a-budget list of proposed activities to the Vice President for Finance and Finance Committee.

#### 1210.05 Duration

The Committee shall serve for the term of the Board of Directors.

#### 1210.06 Campus Organizing Committee

- (a) The Campus Organizing Committee will receive assistance from the Statewide Organizing Committee.
- (b) The Campus Organizing Committee shall:
  - (1) Ensure that a new employee orientation exists.
  - (2) Enforce contractual obligation that new employees' packets are distributed.
  - (3) Ensure the distribution of fair share notices to new employees.
  - (4) Develop campus programs to promote membership recruitment and fair share fee payer conversion.

- (5) Coordinate the implementation of Association-approved statewide organizing programs on the campus.

1211.00 CLASSIFICATION COMMITTEE  
(Standing Committee)

1211.01 Charge

The Classification Committee shall be responsible for:

- (a) Reviewing CSU classification revisions, new or old;
- (b) Surveying employees regarding classification needs or impacts;
- (c) Coordinating pre-bargaining research efforts among affected classifications in preparation for meet and discuss, and meet and confer sessions relating to classification standards, and/or changes to existing standards; and
- (d) Reporting back to the Bargaining Unit Councils in preparation for bargaining and coordinating bargaining unit efforts with the Vice President for Representation.

1211.02 Composition

The Classification Committee shall be composed of the Bargaining Unit Council Chairs or their designees. Three at-large members appointed by the President with the concurrence of the Board of Directors. The Vice President for Representation shall serve as an ex-officio member. The Chair shall be elected by the members of the Committee. The CSUEU Chief of Staff shall assign staff to assist the Committee. (BD 40/04/08)

1211.03 Meetings

The Classification Committee will meet at least twice a year.

1211.04 Funding

The Classification Committee shall submit a-budget list of proposed activities to the Vice President for Finance and Finance Committee.

1211.05 Duration

The Committee shall serve for the term of the Board of Directors.

1212.00 HEARING OFFICERS PANEL POOL  
(Standing Committee)

1212.01 Charge

The panel shall conduct investigations and hearings and make recommendations to the Board of Directors pursuant to applicable CSUEU Policy.

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.

1212.02 Composition

The President will endeavor to select at least eight pool members representing chapters in Northern and Southern geographical regions and Bargaining Units. The President may request written qualifications from interested members.

1212.03 Meetings

The Hearing Officer Panel will meet as necessary to discharge their duties or to receive training.

1212.04 Funding

The Hearing Officer Panel Pool will submit a ~~budget~~ list of proposed activities to the Vice President for Finance.

1212.05 Duration

The President shall select active members to the pool to serve four-year staggered terms on the basis of career expertise, prior training, availability, and willingness to serve. Every two years, all eligible candidates for the pool will be mailed a consent form to serve on hearing panels.

Hearing panel pool members will be selected by the President from those members who have returned written consent forms.

Pool members may disqualify themselves for specific periods of time by written notification to the President.