

CSUEU Board Agenda Item



Board Agenda Item: 3/3/09 (PF)
Action Item: November 13, 2009
Subject: DIVISION 4: MEETINGS
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 4: MEETINGS of the CSUEU Policy File.

Background:

These changes (402.01 & 402.02) are non-substantive, clerical corrections. These sections have been moved to 401.01.

Estimated Cost/Savings: None

Funding Source: N/A

Board Action: Adopt Reject Refer

DIVISION 4: MEETINGS

401.00 APPROVAL OF MEETINGS

- (a) All meetings shall be called at the direction of the President.
- (b) All meetings of the Board of Directors, Committees, and Bargaining Unit Councils at CSUEU expense require the prior approval of the President. Each request for a meeting must be accompanied by an agenda in order to be approved. Any denial shall be in writing and appealable to the Board of Directors. Such appeal shall be voted on by the Board of Directors within five (5) days.

401.01 Meetings

- (a) Except as noted below, meetings or hearings at which official actions are taken, including but not limited to, meetings or hearings of the Board of Directors, Executive Officer Committee, committees, units, councils, and sub-groups thereof shall be open to all members of the Association.
- (b) CSUEU shall publish an annual calendar of statewide meetings on its website, which shall be updated regularly.
- (c) Bodies of the CSUEU may conduct business by telephone conference call, video conferencing, e-mail and fax, and may conduct meetings by conference call or video conferencing. Meetings via conference call or video conferencing shall meet the same standards of this Policy File.
- (d) The Board of Directors, Bargaining Unit Councils, or CSUEU committees may utilize staff assigned by the Chief of Staff in order to implement their responsibilities.
- (e) The CSUEU Bylaws, Policy File, and Robert's Rules of Order, in that order, shall govern the conduct of the meetings.

401.02 Closed Session Mandatory

Bodies of the CSUEU must meet in closed session to consider the following:

- (a) Litigation matters;
- (b) Matters involving privileged relations such as attorney-client or doctor-patient;
and

- (c) Personnel matters, including the employment, suspension or dismissal of a CSUEU employee. (BD 34/04/08)

401.03 Closed Session Optional

Bodies of the CSUEU may meet in closed session to consider the following:

- (a) Discussion of bargaining strategy;
- (b) Member grievance appeals and disciplinary actions; (BD 34/04/08)
- (c) Representation appeals; and
- (d) Legislative matters.

401.04 Holding Closed Sessions

- (a) Attendance at closed sessions shall be limited to: the elected or appointed member(s) of the appropriate CSUEU body holding the meeting; members of the Board of Directors; and staff and other individuals who have pertinent information and whose presence is determined to be necessary by the presiding officer, subject to disaffirmation by the body.
- (b) Closed sessions, when held as a part of regular meetings, should be scheduled for an announced time certain. Announcement of the closed session and its purpose must be made to the members in attendance, if held during a regular meeting. All Board of Directors and Bargaining Unit Council closed sessions must be reported in the minutes of the next regular meeting, and shall include a list of actions taken.
- (c) A meeting, except a Chapter's Steward Council, shall conduct business in closed session or return to open session only by motion passed by a majority of the body. The body may not suspend this rule.
- (d) A Chapter's Steward Council shall always meet in closed session, and shall discuss only items listed in sections 401.02 and 401.03, above.

401.05 Reporting and Minutes of Closed Sessions

- (a) All closed sessions must be reported in the minutes of the next regular meeting and shall include a list of actions taken.

- (b) The minutes or record of closed sessions shall indicate when and for what purpose the closed sessions were held, and shall further state that no other matters were considered.

402.00 AGENDAS

- (a) All meetings of the CSUEU shall have an agenda. For Board of Directors and Bargaining Unit Council meetings, the agendas and supporting documents shall be transmitted to the members of that body not less than thirty (30) days prior to that meeting. For all other statewide meetings, the agendas and supporting documents shall be transmitted to the members of that body not less than fourteen (14) days prior to that meeting. All matters appearing on the agenda that are not disposed of shall appear on the next agenda as items of unfinished business.
- (b) Supporting documents that are delayed shall be identified in the agenda, and in any case shall be distributed at least ten (10) days prior to the meeting.

~~402.01 Staff Assistance~~

~~The Board of Directors, Bargaining Unit Councils, or CSUEU committees may utilize staff assigned by the Chief of Staff in order to implement their responsibilities. (BD 34/04/08)~~

~~402.02 Parliamentary Authority~~

~~The CSUEU Bylaws, Policy File, and Robert's Rules of Order, in that order, shall govern the conduct of the meetings.~~

403.00 EMERGENCY ACTIONS

403.01 Executive Officer Committee

- (a) In a situation deemed an emergency by the President the Executive Officer Committee may take action by two thirds (2/3) written consent. This may be done by electronic mail or fax, with a signed hard copy follow up. Action by written consent shall meet the requirements set forth in applicable law. Written consent and electronic mail can be used under the following circumstances:
- (1) Meetings shall be of an emergency nature that could not be handled in a timely fashion by a regular meeting;
 - (2) All members of the committee have been notified of the meeting;

- (3) Any actions are reported at the next regularly scheduled meeting of the Board of Directors; and
 - (4) Written minutes are created to document the emergency action, and are made available to any member upon request.
- (b) Electronic communication may be used in order to compile and share information, create reports, and provide consensus as a committee to accomplish a task in a timely manner when expense and coordination of a meeting is prohibitive.

404.00 FREQUENCY OF MEETINGS

- (a) CSUEU Board of Directors, Bargaining Unit Councils, and Standing Committees shall meet no less than semiannually.
- (b) Chapter Executive Committees shall meet monthly.
- (c) Meetings of the entire chapter membership shall be held no less than once quarterly, on an annual basis.

405.00 CHAPTER PARTICIPATION IN BOARD OF DIRECTORS

- (a) Chapter Presidents shall be responsible for attending meetings of the Board of Directors. In the absence of the President, an Alternate Director shall attend in accordance with the CSUEU Bylaws. The CSUEU shall reimburse the Chapter for the attendance of at least one representative.
- (b) If the Board of Directors conducts mandatory training for a chapter officer or representative, attendance shall be reimbursed.

406.00 TRAVEL ACCIDENT INSURANCE

When on official CSUEU business, members of the CSUEU Board of Directors, Statewide Committee Members, Council Members, Stewards, Chapter Officers, Delegates to the General Council and CSUEU staff shall be covered by a master travel accident policy. The face amount, terms and conditions shall be determined by the CSEA Board of Directors and shall be the same for all persons covered.