

POLICIES OF THE ENGINEERS AND ARCHITECTS ASSOCIATION

(Updated - November 13, 2019)

Alternate/Substitute Governor

The Board will allow an alternate or substitute for an absent Governor to attend any Board meeting if the Board President or any other member of the Executive Committee has been notified in advance (minimum 72 hours prior advance of the scheduled notice in Board meeting) by the absent Governor, and the Board President or an Executive Committee member has acknowledged the notification. The alternate/ substitute must be a Unit Council member in good standing; for a Unit Governor, this must be a member of that Governor's Unit Council. An Alternate/ Substitute Governor is not authorized to vote or to make motions. The alternate/ substitute shall receive the standard stipend for Board meetings.

Adopted - October 9, 1985

Amended - August 7, 2012

Arbitration Policy

The respective Unit Council will adjudicate a member's Arbitration Appeal; Refer to "Unit Council-Arbitration Policy." See Appendix L.

Adopted-March 8, 1989

Amended - May 6, 1998.

If a Unit Council fails to meet and review a grievance for arbitration, then: within 30 days from the expiration date of the appropriate level for arbitration, the member may appeal to the Board of Governors (BOG) at the next scheduled BOG meeting or by telephone vote, if time limit indicates a need for approval or denial of grievance moving to arbitration.

Adopted -June 7, 2000.

At-Large Governor - Unit Council Positions

At-Large Governors shall not sit as a Unit Council member unless there is a vacancy that cannot be filled from the membership of the unit.

Adopted - October 22, 1986

Attendance at Board Meeting, Taking of

A voice Roll Call of Governors will be taken by the Secretary after the Board Meeting is called to order and the presence or absence of each Governor shall be recorded by the Secretary and reported in the minutes of the meeting. In addition, the Secretary shall record whether any Governor's absence is authorized or unauthorized.

Adopted - April 21, 2004

Attorney, Hiring of Association

It shall be the policy of the association that the Board of Governors shall approve the hiring of legal representation.

Adopted - February 5, 2003

Ballot Materials, Review by Candidates

Any candidate on the ballot may request of the Election Committee a Review of the ballots and any tabulation materials for that candidate's specific position within one week of the election results publication.

Adopted - October 18, 1995

Board Agenda. Deadlines for Preparing

The timing for preparation of Board of Governor's Agendas shall be the following:

- 1) Any matters, including motions, wished to be placed on the agenda must be submitted in writing to EAA Staff no later than 4 p.m. the Thursday preceding the Board of Governor's Meeting.
- 2) A draft Meeting Agenda shall be prepared by EAA Staff and provided to the President and Secretary the Friday preceding the Board of Governor's Meeting.
- 3) The Secretary shall provide any comments or corrections to the draft Agenda to EAA Staff by noon the Monday preceding the Board of Governor's Meeting. Absent response by the Secretary by noon Monday, EAA Staff may assume no comments or corrections are forthcoming.
- 4) Staff shall prepare a final Meeting Agenda and distribute it to Board Members via home- email, where possible, by 7 p.m. Monday preceding the Board of Governor's Meeting.

Adopted - March 18, 2004

Board Agenda, Posting on Website

It shall be the policy of the Engineers and Architects Association to post the Board of Governors meeting agenda on the Union website when the meeting agenda is distributed to the Governors.

Adopted - March 16, 2005

Board Agenda, Format

Board Agenda order of Precedence is:

- 1) Call Meeting to Order
- 2) Roll Call of Governors
- 3) Secretary Report including minutes
- 4) General Announcements from the Chairperson
- 5) Consent Calendar
- 6) Public Comments
- 7) Committee Reports
- 8) Executive Director Report
- 9) Grievance Report
- 10) Treasurer Report
- 11) Old Business
- 12) New Business
- 13) Adjournment

Adopted - August 20, 1973

Amended - March 10, 1976

Amended - March 24, 1976

Amended-March 1, 1995

Amended-May 21, 1997

Amended - April 7, 1999

Amended - March 18, 2004

Board Meeting, Governor Guidelines for

Governors shall adhere to the Board guidelines for Board meetings. See Appendix H.

Adopted - March 10, 1976

Amended-March 24, 1976

Board Meeting, Minutes, Posting on Website

It shall be the policy of the Engineers and Architects Association to post the Board of Governors minutes on the Union website prior to the next scheduled Board of Governors meeting.

Adopted - March 16, 2005

Building Security

Access to EAA Building will be provided by a unique access and alarm code assigned to all Governors and Staff

Adopted February 20, 2019

Business Cards

Provide Business Cards for the Officers and Governors of the Association.

Adopted - April 2, 1975

Calendar, Master

A master calendar showing all EAA functions shall be posted on the EAA website each month.

Adopted - June 8, 1977

Amended - July 5, 1989

Amended - September 8, 2012

Cell Phone for Executive Director

For the purpose of conducting Association business, EAA will provide a cellular telephone to the Executive Director.

Adopted - February 7, 1996

Amended - April 21, 2004

Committees, Size and Composition of

Limit committees to five members with first preference given to governors, with no more than three governors serving on any committee, and the next preference to other elected officials of the Union.

Adopted - March 21, 2001

Amended - May 19, 2004

Communication with Membership, Newsletter

A quarterly newsletter shall be produced and mailed to members' homes. In addition, this newsletter shall be posted for the membership on the Association's web page.

Adopted - May 19, 2004

Amended - September 18, 2012 [suspension of printing and mailing of newsletter]

Communication with Membership, Printed

The Association has established a "Policy on Printed Communications with EAA Membership" See Appendix M.

Adopted-April 19, 1978

Amended-August 15, 1984

Amended - April 5, 1995

Amended-June 5, 1996

Community Councils (Neighborhood)

The Association supports Elected Community Councils.

Adopted - September 16, 1998

Conflicts of Interest Policy

The purpose of this Conflicts of Interest Policy is to protect EAA's interest when the Board of Governors is contemplating an action, or entering into a transaction, that might benefit the private interest of a Governor.

The following Policy of duality of interest is hereby adopted:

1. Any duality of interest or possible conflict of interest on the part of any Governor should be disclosed to the other Governors and made a matter of record, either through annual procedure or when the interest becomes a matter of Board action.
2. Any Governor having duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes of the Board meeting should reflect (a) that a disclosure was made; (b) the abstention from voting; and (c) the quorum situation.

3. The above requirements should not be construed as preventing a Governor from briefly stating a position on the matter, nor from answering pertinent questions from other Governors if the Governor's knowledge may be of great assistance to the Board.

Failure to disclose any duality of interest or possible conflict of interest by a Governor constitutes a major breach of fiduciary duty, and shall result in disciplinary action by the Board. Such disciplinary action shall be in the form of a suspension of the Governor for duration to be determined by the Board.

Adopted - July 17, 2012

Consent Calendar, Conduct of

When the Consent Calendar is called before the Board, matters listed in it shall be considered in gross without debate or amendment. Any Governor in attendance may, by request to the Chairperson after the Consent Calendar is called but before it is acted upon, remove any matter or matters from the Consent Calendar and have the matter or matters placed under New Business on the agenda for debate or amendment.

Adopted - April 21, 2004

Credit Cards for Staff

Provide credit cards to Executive and Field Staff for Association business. (Card limit: \$3, 000 each; maximum for five cards).

Adopted - August 20, 1980

Amended - October 15, 1980

Amended - November 18, 2009

Department Downsizing, Impact

The Association opposes Department downsizing that has an adverse impact on its employees or operational integrity of any Department.

Adopted - November 18, 1998

Election, Costs Reported to Membership

Cost of all Association elections shall be reported to the membership.

Adopted - August 6, 1997

Election of Board Officers

Election of Board Officers and Executive Committee members shall be held at the first Board meeting in January. Elected members will assume office upon election, and serve a one-year term.

Adopted - November 2, 1983
Amended - November 6, 1991
Amended - March 18, 2004
Amended - September 18, 2012

Election Policies and Procedures

Association Elections shall follow the policies and procedures shown in the "Election Procedures Manual." See Appendix D.

Adopted - February 9, 1976	Amended – August 18, 2007
Amended - July 20, 1994	Amended – December 17, 2008
Amended - August 3, 1994	Amended – August 19, 2009
Amended - May 10, 1995	Amended – June, 2010
Amended - May 24, 1995	Amended – November 13, 2019

Electronic Recording - Board Meeting and Official Union Business

The Board must approve all electronic recording (audio or video) of Board meetings or any official union business activities prior to recording. Any union member who violates this policy will be disciplined in accordance with Union disciplinary procedures.

Adopted - June 18, 1997
Amended - October 17, 2007

Taping of [the Board of Governors meeting] is for the sole purpose of assisting the Board secretary preparing Board minutes. The Board minutes will be the official record and archive. Tapes of the Board meeting will be destroyed after minutes are approved.

Adopted - November 1, 2000.

Email Address Listing

The Association will list its Email address on all communications. The Association will obtain Email addresses from members for its database, and distribute Bulletins electronically as needed.

Adopted - November 19, 1997

Amended - June 16,2004

Email Policies

The Association has established "E-Mail Policies". See Appendix F.

Adopted - January 15, 1997

Amended - December 15, 2004

Employee Harassment

The Association has established a policy on "Employee Harassment". See Appendix I.

Adopted - January 20, 1999

Employee Policy, Manual, EAA Staff

Terms and Conditions of Association employment are contained in the "Employee Policy and Benefits Manual". See Appendix J.

Adopted - November 18, 1987 - SEP/IRA Plan

Amended - April 17, 1988

Amended - November 16, 1988 -Tuition Reimbursement (in Executive Session).

Amended - April 16, 1997

Amended - June 19, 2012 (and Employee Policy Manual revised)

Amended – November 13, 2019 (and Employee Policy Manual revised)

Executive Committee, Composition of

When the office of Vice-President and the At-Large Member of the Executive Committee is not filled and that in the absence of the President, the following procedure shall be employed to determine the chairperson of the Board of Governors meeting:

1. In the absence of the President from a particular meeting, the Vice-President shall serve as the chairperson of the Board of Governor's meeting and;
2. In the absence of the President and Vice-President from a particular meeting, the Secretary shall serve as the chairperson of the Board of Governor's meeting and;
3. In the absence of the President, Vice-President and the Secretary from a particular meeting, the Treasurer shall serve as the chairperson of the Board of Governor's meeting and;
4. In the absence of the President, the Vice-President, the Secretary, and the Treasurer, from a particular meeting, the Board of Governors shall, as its first order of business, elect from its membership a Governor who shall serve as the chairperson of the Board of Governors meeting.

Adopted - March 18, 2004

Executive Sessions, Confidentiality of

Staff and Governors will maintain Confidentiality of personnel matters discussed in Executive Sessions, and failure to do so may result in disciplinary action.

Adopted - April 21, 2004

Expenditures. Executive Committee. Authorization of Major

The Executive Committee may authorize major expenditures previously approved in the Annual Budget.

Adopted - January 6, 1988

Financial Information. Availability to Members

Congruent with By-Law II.7, the annual audited "Statement of Income and Expenditures" shall be made available to members, by appointment, for review at the Union's offices. In addition, only a member may request a photocopy of an annual audited "Statement of Income and Expenditures". Any photocopies will be made available at the Union's offices, subject to the customary City Clerk photocopying charge per page, and subject to verification of Union membership.

Adopted - September 21, 1994

Amended - September 17, 2008

Financial Management - Account Funds, Authorization to Move

Authorization for moving Association Funds to or from Checking/Savings Accounts shall require:

1. Checking Accounts: two members of the Executive Committee to sign; or in the case where a second signature is not available, the designated staff person may sign.
2. Savings Accounts: two members of the Executive Committee to sign only.

Adopted - December 5, 1979

Amended - February 10, 1988

Amended - February 3, 1989

Financial Management - Civic Betterment Association (CBA) Reserve Fund

A Civic Betterment Association (CBA) Reserve Fund will be maintained, in accordance with Finance Committee recommendations, utilizing changes in the per capita levels.

Adopted - October 22, 1986

Financial Management - Expenses Information Statement on

Except for ongoing or set expenses, all checks for Board review shall have a statement explaining the expense.

Adopted - December 5, 1979

Financial Management - Low Risk investments Invest Reserves in

The Association will establish an "Investment Fund" up to \$375,000 (plus accumulated earnings) for investment in a prudent/low risk investment portfolio.

Adopted - November 19, 1986

Amended - September 23, 1992

Amended - November 4, 1992

Financial Management - Money Market Type Accounts

The Finance Committee shall; at its discretion, place Association Funds into Money Market type accounts.

Adopted- January 20, 1982

Financial Management - Reserve Fund, Maintenance

The Association will establish and maintain a Reserve Fund equal to 1.5 times the current income.

Adopted - November 19, 1986

Financial Policy

The Financial Policy of the Association is administered and interpreted by the Executive Committee. See Appendix C.

Adopted - August 17, 1983

Amended - July 22, 1988

Amended - July 25, 1990
Amended - December 15, 2004

Goals, Set and Monitor

The Executive Committee shall establish a list of priority issues; direct Staff in achieving EAA's goals; and meet with staff monthly to monitor progress.

Adopted - June 3, 1981

Governors and Unit Council Member Conduct - Conduct - Code of Conduct

Governors and Unit Council members, in discharging their duties and responsibilities, shall adhere to the Board's "Code of Conduct". See Code of Conduct.

Adopted - May 2, 1974
Amended - May 16, 1974
Amended - June 5, 1985
Amended - July 10, 1985
Amended - July 17, 2012

Code of Conduct

In accepting the responsibility of being a member of the Board, each Governor should:

1. Bring credit, honor, and dignity to the Association.
2. Exercise common sense and good judgment.
3. Respect the philosophy and goals of the Association and its members.
4. Give freely of time and effort in promoting the professional integrity and credibility of the Association.
5. Foster an attitude of cooperation and solidarity with fellow Board members and the general membership.
6. Uphold the principles of impartial communication and dissemination of information to the membership.
7. Maintain Board confidentiality as it relates to privileged information that is conveyed in trust to Board members.

Violations of this Code of Conduct may result in the imposition of disciplinary action by the Board. Such disciplinary action may include exclusion from Board Executive Sessions and/or suspension from the Board or Unit Council, as appropriate.

Governor Conduct - Conduct at Public Functions

Governors in discharging their duties and responsibilities shall adhere to the Board's "Code of Conduct at Public Functions":

Code of Conduct at Public Functions

Governors, as elected representatives of EAA, must exercise discretion regarding attendance at, and participation in, public events and functions.

1. Governors, whether individually or as a group, should not discuss prospective Union policies, political endorsements or MOU negotiating positions with City Officials [elected or appointed] or their staff unless specifically authorized to do so by Board action. This shall not preclude individual Governors or a group of Governors from accepting invitations to attend public or private events sponsored by such Officials.
2. Governors, whether individually or as a group, should refrain from attending election campaign events and/or fundraisers of candidates for political office who do not have EAA's formal endorsement. If any Governor chooses to attend such an event or fundraiser, he / she should make every effort to avoid photo opportunities or other means through which his / her attendance could be construed as an EAA endorsement.

Adopted - December 21, 2005

Governor Vacation Schedule

For Board attendance/quorum purposes, the Board secretary will maintain a Governor Vacation Schedule.

Adopted - September 15, 1982

Grievance, Representatives Training

The Association shall budget \$3,000 yearly for the training of Grievance Representatives.

Adopted - October 21, 1998

Insurance Mail-outs to members

Upon request by a company that is sponsoring an Association approved (insurance or other benefit) mail out, the Association may release its mailing labels to a bonded mail house upon proof of bonding.

Adopted - June 17, 1987

Internet Webpage Policy

The Association has established an "EAA Internet Web Page Policy". See Appendix E.

Adopted - June 5, 1996

Meeting Schedule, Board of Governors

The Board of Governors Meeting shall take place on the first (1st) and third (3rd) Wednesdays of the month at 6:00 p.m. and shall be preceded by the Executive Committee meeting at 5:30 p.m.

Adopted-October 20, 2010

Adopted – March 18, 2004

The Board of Governors will meet the second Wednesday of each month.

Amended - December 15, 2004

Amended – August 14, 2019

Meetings with Members Lunch and Dinner

Staff is authorized to set up, at the expense of the Association, luncheon and dinner meetings with groups of Association members for discussing items of mutual concern.

Adopted- January 7, 1987

Membership Lists, Distribution of

Membership Lists shall be provided and distributed to: Governors, Unit Council members, and qualified election candidates. See Procedure.

June 1, 1994 - Motion and Amendments

June 15, 1994 - Clarified previous Motion and Amendments

July 15, 2004 - Procedure corrected to reflect that EAA not longer represents DWP.

April 18, 2007 - Motion and Amendments

Procedure

1. Lists will be prepared by jurisdiction and updated on January 1, and July 1, of each year and will contain members Names, Civil Service Classification Title, Department, Division, EAA Unit Membership Status and Work Location.

2. Lists will be distributed upon request to the EAA Board of Governors anytime; to elected Unit Council Members twice a year; and to qualified candidates for EAA office once a year.
3. The procedure for the distribution of lists is as follows:
 - a. Lists shall be furnished upon request only, per above guidelines.
 - b. Unit Council Lists will be for specific unit and jurisdiction only.
 - c. Candidate lists will be for specific unit and list members only. At-Large position lists will be for complete jurisdiction listing members only.

These lists are the sole property of the Engineers and Architects Association and are not to be used for solicitation, leafleting [except for EAA election purposes] nor for an individual's personal gain.

Membership Meeting on a Geographically Floating Basis

To have membership meetings on a geographically floating basis.

Adopted - November 15, 2000

Membership, Retired EAA Members

EAA members who retire from City service, in good standing, may continue their EAA membership as Associate Members by paying a \$25.00 annual service fee.

Adopted - October 17, 1984

Amended - October 23, 1985

Amended – August 7, 2012

EAA will offer a retirement gift in the form of a retirement plaque for EAA dues-paying members upon retirement from City service.

Adopted – April 5, 2017

Memoranda of Understanding (MOU) Submittal

Prior to the start of negotiations a proposed Memoranda of Understanding (MOU) will be developed in-house for each membership unit. See Procedure.

Adopted - March 11, 1992 - Executive Session of the Board.

Amended - August 7, 2012

Procedure

1. Membership Survey/ Solicitation of Proposals
 2. Results to Board / Staff for Analysis and Refinement
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3. Preparation of Draft Proposals
 - a. Articles and Economic Package - General Proposals (Staff)
 - b. MOU-specific Proposals (staff)
4. Stewards Review of General Proposals (Input /Approval/Prioritization)
5. Unit Council Review of MOU-Specific Proposals (Input/ Approval/ Prioritization)
6. Final Draft(s) Preparation, based upon Steward and Unit Council reviews (staff)
7. Board Review and Approval of Final Draft Proposals / Prioritization
8. Submit Board-approved Proposals to CAO

Motions Not on Agenda, Consideration of

Only motions appearing on the Meeting Agenda shall be considered by the Board unless the Board votes to suspend this rule by a 2/3 affirmative vote.

Adopted - April 21, 2004

Negotiation Team Members (Lunch or Dinner)

At the conclusion of salary and benefit negotiations with management, each Unit Governor is authorized, at the expense of the Association, to be the host to a lunch or dinner for the members of the Negotiating Team (costs shall be kept prudent and reasonable).

Adopted - September 11, 1985

Newsletter - Membership Committee, Review of

Review of the newsletter shall be done by the Membership Committee.

Adopted - August 19, 1998

Amended – February 3, 1999

Organizing, Representation of Other Groups

To actively pursue representation of other groups of employees where practical.

Adopted - August 6, 1986

Outreach Committee

An Outreach Committee has been established to review and recommend donation requests from community organizations, charitable organizations and neighborhood schools to the EAA Board. Outreach Committee Guidelines are adopted as Appendix G to this Board Policy document.

Adopted - November 13, 2019

Patronize Union Businesses

The Association shall follow the AFL-CIO's "Don't Patronize List", giving preference to Unionized Business, and provide information to EAA members. See Procedure.

Adopted - May 6, 1996

Procedure

1. The Engineers and Architects Association (EAA) will avoid patronizing any business on the AFL-CIO "Don't Patronize List." The Union will provide a copy of the list to all its elected representatives and staff.
2. Given the opportunity, EAA will give preference to unionized hotels, restaurants and vendors. A business will be considered unionized if the people providing the service or producing the product used by EAA have union representation.
3. When EAA is looking to do business with a company, we will ask them if they are unionized, and inform them that we give preference to union shops.
4. When EAA finds a union shop that can provide a product or service we now buy from a non- union shop, we will give our business to the union shop.
5. EAA will maintain a list of businesses that we know are unionized for the types of businesses whose services we expect the union may have to use. A list will be prepared and updated on an ongoing basis.

Political Action Committee

The Board of Governors establishes Guidelines for the Ad-Hoc Political Action Committee, which has the responsibility of making recommendations to the Board for the endorsement of candidates seeking election or re-election to political office and for any request for political contributions to candidates and /or office holders. [Appendix K].

Adopted – October 9, 2019

Scholarship Committee

The Board of Governors creates a Scholarship Committee for the sole purpose to oversee the annual scholarship awards to ensure that the procedure complies with guidelines adopted by the Board of Governors.

Adopted-June 15, 2005

Amended-November 14, 2007

Secretary and Treasurer Positions

The single position of Secretary/Treasurer is split into two separate positions of Secretary and Treasurer.

December 4, 1974 - Superseded by Constitution and By-Laws, June 1, 1990.
November 6, 1991 - Interpretation of Constitution and By-Laws.

Secretary and Treasurer--Duties/Responsibilities

The Secretary and Treasurer shall perform their respective duties and responsibilities in accordance with Board Policy and the Constitution and By-Laws. See Procedure.

Adopted May 7 1975 - Executive Session.

Procedure

In addition to the Constitution and By-Laws, the duties, responsibilities and powers of the positions of Secretary and Treasurer, shall include, but are not limited to the following:

Secretary

1. Responsible for the keeping of the minutes of all meetings of the Association and Board of Governors
2. Responsible for maintaining the Board Policy book.
3. Sign all correspondence requiring the signature of the Secretary/Treasurer.
4. Receive and present to the Board all petitions, both regular and initiative.
Treasurer
5. Responsible for monitoring the accounts and records of the Association.
6. To review and comment, if necessary, upon the Association's expenditures for the previous month.

Adopted - May 7, 1975 - Executive Session

Staff Participation in Other Organizations

Staff shall notify the Board on their participation in outside organizations where there may be a conflict with Association business.

Adopted - September 20, 1989

Stewards

The EAA Union Stewards are voluntary positions whose primary role is to be the liaison between the Board of Governors and EAA members to build a strong union in the work place, insure justice on the job and be the union representative for their work place.

Stewards are expected to attend a monthly Stewards meeting which the Membership Committee that advises the Stewards on EAA policies conducts, update members on union news, functions and etc. Those attending will receive a \$50.00 stipend. *See Stewards Responsibilities and Stipend Policy Appendix N

Amended – September 2, 2015

Amended – February 3, 2016

*Adopted August 2, 2017

Code of Conduct

In accepting the responsibility of being a Union Steward each should:

1. Bring credit, honor, and dignity to the Association.
2. Exercise common sense and good judgment.
3. Respect the philosophy and goals of the Association and its members.
4. Give freely of time and effort in promoting the professional integrity and credibility of the Association.
5. Foster an attitude of cooperation and solidarity with fellow Union Officers and the general membership.
6. Uphold the principles of impartial communication and dissemination of information to the membership.

Violations of this Code of Conduct may result in imposition of disciplinary action by the Board. Such disciplinary action may include exclusions from Steward meeting and functions and/or suspension whatever is deemed appropriate.

Adopted- October 2013

Inactive Stewards for a period of one-year will be sent a letter informing them of their removal as a Steward. *See Appendix N.

Adopted - August 2, 2017

Stipends and Dinners, Limit

All committees except for the Executive Committee are limited to one stipend and food purchase per month.

Adopted-August 18, 1999

Stipend for Committee Meetings, Standard

A standard stipend of \$140.00 is authorized for each Governor for attendance at a Board of Governors Meeting.

Amended – November 5, 2014

A standard stipend of \$70.00 is authorized for standing committee meetings (Executive, Finance, Membership, Election, and Scholarship Committees). After normal work hours, Unit Negotiators (members) will also receive the stipend; all other Unit Negotiating meetings and Board appointed committees conducting meetings may receive the stipend if pre-approved by the Board.

Adopted - August 20, 1973

Amended - September 20, 1995

Amended - April 1, 1998

Amended - November 18, 2009

Amended – November 5, 2014

“Terms of Office for Union Officials”, Maintain the Table Entitled

It will be the policy of the Engineers and Architects Association that the Secretary shall maintain the table entitled "Terms of Office for Union Officials" and update the table as necessary as officials resign, are recalled, appointed, elected or otherwise change. In addition, the Secretary will update records to include how the official entered office (elected or appointed), what date they entered office, when the official next faces election, and when the normal term of a position begins and ends, and the date of the table's modification.

Adopted - February 7, 2001

Three-Minute Limit on issues at Board Meeting

Speakers (Governors) are limited to three minutes when addressing an Issue, unless presenting a report.

Adopted - July 2, 1997

Training, Governor's

All new governors shall be given training by a Board approved instructor, in how to properly conduct Union business as soon as possible after being sworn in.

Adopted - October 17, 2001

Training Session Meals

Meals or refreshments will be served at authorized training programs and sessions that are held during normal meal times.

Adopted - March 19, 1980

Unit Council Grievance Committee

Unit Grievance Committees will be made up of five members from the Unit Council or the membership.

Adopted - April 5, 1978

Vacant At-Large Governor Positions, Filling of

To fill a vacant At-Large Governor position (after a regular election) by appointment, the membership in the jurisdiction affected will be notified. The Board will review the information received from candidates and appoint a member to fill the position. See Procedure.

Adopted - August 20, 1986 (Numbers 1-4 below)

Amended - January 6, 1999 (Number 5 below)

Procedure

The following procedures shall be used to fill vacancies that occur in At-Large Governor positions:

1. Send Bulletin Announcement to membership in proper jurisdiction.
2. Request resumes or letters of intent from members interested in serving.
3. Set time frames in announcement.
4. Appointment made by Board based on the information received and other nominations from the Board.
5. Each Candidate shall submit a petition with 10 valid signatures of voluntary dues paying members.

Vote by Board, Telephone

All telephone votes conducted of Board members by the Association shall be decided by a 2/3 vote of the Board members contacted, with results reported at the next Board meeting.

Adopted - April 6, 1977

Vote by Members on Negotiated Agreements

Prior to any agreement taking effect, which affects the terms and Conditions of employment for any bargaining unit, the Association shall hold an election for the members of said Unit to ratify the agreement.

Adopted - December 17, 1997

Vote, Record Governor's

Record in the Board Minutes the vote of each Governor (yes, no, or abstention) on all motions.

Adopted - May 15, 1996

Amended - December 18, 1996

Voting, Board of Governors, Abstaining from

It shall be the policy of the Board of Governors that a Governor, with the exception of the President or for reasons of a conflict of interest, shall not abstain from voting on a motion before the Board.

Adopted - October 17, 2001

The President of the Board of Governors may exercise his/her right to vote under any allowable circumstance.

Adopted - February 20, 2019

Work Schedule, Flexible Work Schedule for Staff

The Executive Director may set a flexible work schedule for Association Staff.

Adopted - January 18, 1984

Amended - June 5, 2002

APPENDICES

Appendix A – MISSION STATEMENT (Adopted February 14, 2018)

Appendix B – REPEALED BOARD POLICIES

Appendix C - FINANCIAL POLICY (Amended December 15, 2004)

Appendix D - ELECTION POLICIES AND PROCEDURES MANUAL

Appendix E - EAA INTERNET WEB PAGE POLICY
(Adopted December 15, 2004)

Appendix F - EMAIL POLICY
(Adopted December 15, 2004)

Appendix G – OUTREACH COMMITTEE GUIDELINES

Appendix H - GUIDELINES FOR BOARD MEETINGS

Appendix I - EMPLOYEE HARASSMENT

Appendix J - EMPLOYEE (STAFF) POLICY MANUAL

Appendix K – AD-HOC POLITICAL ACTION COMMITTEE GUIDELINES

Appendix L - UNIT COUNCIL· ARBITRATION POLICY

Appendix M - POLICY ON PRINTED COMMUNICATION WITH OUR MEMBERSHIP

Appendix N – STEWARDS RESPONSIBILITIES AND STIPEND POLICY

Appendix C - FINANCIAL POLICY **Amended December 15, 2004**

The general statements and specific restrictions contained herein shall be the policy of the Board. The Executive Board shall make day-to-day interpretation of this policy. Major questions shall be deferred to the full Board.

Staff or individuals designated by the Board shall execute this policy under the direction of the Board.

Article I - Association

- A. Budget: A budget for each fiscal year will be prepared for Board approval by the first Board meeting in June. Executive Director will prepare the budget with input from the Finance Committee and Governors. The budget will include Estimated income, and Estimated expenditures. This budget shall serve the Board and staff as a guide to financial planning during the fiscal year.
- B. Staff Compensation (Salaries, Benefits, Etc.):
 - 1. Contractual employees' compensation and benefits are covered in detail in individual employment contracts.
 - 2. Board will determine non-contractual employees' compensation and benefits.
- C. Educational Reimbursement:
 - 1. Staff
 - a. It is the intention of the Board to encourage the continuing education of staff in the field of labor relations to meet the needs of the Association's membership. Prior Board approval is required for educational reimbursement.
 - b. Staff shall submit requests for educational reimbursement to the Executive Director with a copy sent to the President of the Board. The Executive Director shall submit his own requests to the Board.
 - 2. Governors and Others: Governors and others will be reimbursed for courses, seminars, training sessions, etc., previously approved by the Board.
- D. Political: Political support to various candidates or causes shall be based on the Association's interest and objectives. Disbursement of funds is contingent upon Board approval.

Article II - Reimbursable Expenses General Policy

It is the spirit and intent of this Board that reimbursement of personal expenses be purposeful and fair. The recipient is expected to use the same care and discretion in incurring expenses that a reasonable and prudent person would exercise if the expenditures were non-reimbursable.

- A. Staff
-

1. Personal Expenses Incurred in the Daily Operation of the Association:
 - a. Parking
 - b. Mileage, based on current Board Policy (refer to Appendix)
2. Entertainment: Expenses for meals, drinks, and entertainment may be incurred only by the Executive Director or Members of the Board, or by others as directed by the Executive Director. These expenditures shall be made only for the benefit of the association.
3. Out of Town Expenses (Trips, Conventions")

A reimbursement will be allowed for necessary expenses incurred, which would not normally be incurred if living at home.

- a. Reimbursable Expenses:
 1. Meals/Per Diem: Up to \$75.00 per day allowance for the cost of meals, including days of travel.
 2. Lodging: Actual and reasonable cost, including the last night following the close of business.
 3. Transportation: Commercial airline fare for any standard class, other than first-class accommodations.
 4. Travel by Own Automobile: Travel by own automobile will be reimbursed at the current mileage allowance, upon approval by the Board.
 5. Baggage Handling: Cost of handling baggage.
 6. Carfare and Taxicab fares: From office or home or hotel to station, and from station to office or home or hotel, and other necessary business trip at destination.
 7. Airport Parking: Actual and reasonable cost.
 8. Telephone and Telegraph Expense: Calls and messages on EAA business. Personal calls limited to either actual costs or a maximum of \$5.00 per day.
 9. Car Rentals: Actual and reasonable cost.
 10. Entertainment Expenses: (Refer to Article II, Section A, Subsection 2)
 11. Registration Fees: Actual and reasonable cost.
 12. Valet Service (Laundry and Cleaning): Allowed after four or more consecutive days.
 13. Miscellaneous Expenses: Actual and reasonable cost not to exceed \$10.00 per trip.
 14. Other expenses which are incurred, in the normal course of business, which may be deemed reimbursable by the Board.
 - a. Non-Reimbursable Expenses:
 1. Shoe shines, haircuts, and other such personal expense items.
 2. Fees for purchase of traveler's checks.
 3. Gratuities in excess of 15%.

- c. Travel Advance: The approval by the Board for an out-of-town trip shall also include a travel authority advance of up to a maximum of two hundred dollars (\$200.00).
 - 4. Non-Reimbursable Expenses: Any expense incurred by the Staff, which is not specifically covered by Board Policy, the Staffs contracts or by specific Board action shall not be reimbursable.
 - 5. Expense Sheets:
 - a. All expense sheets submitted for reimbursement by Staff members shall be initialed by the Executive Director.
 - b. Expense sheets shall then be reviewed by the Finance Committee, at their request, who will review the content to determine if the various expense items conform to current Board Policy. The Finance Committee will bring any irregularities before the Board.
- B. Governors and Others:
 - 1. Personal Expenses Incurred While Engaged in Duties for the Association:
 - a. Parking
 - b. Mileage, based on current Board Policy. (Refer to Appendix)
 - 2. Out-of-town Expenses (trips, conventions): Refer to Article II, Section A, Subsection 3.
 - 3. Board Meetings and Committee Meetings: Seventy dollars (\$70.00) per Board meeting allowed. (Also refer Article II, Section B, Subsection 6)
 - 4. Entertainment Expenses: Refer to Article II, Section A, Subsection 2.
 - 5. Testimonial Dinners and Functions Representing EAA: Ticket provided by EAA. Mileage not reimbursable.
 - 6. Association Business: Lost pay, vacation, or time off the books (official or unofficial) for time spent away from regular work on Board-approved EAA business shall be reimbursed at the individual's straight time rate. (Refer to Article II, Section B, Subsection 3). This rule shall apply only in instances when a Governor's presence has been deemed by the Board to be necessary for furtherance of EAA goals. It shall not apply to Governors who choose voluntarily to go to conferences/seminars.
 - 7. Negotiating Expenses
 - a. Parking allowed only for meetings away from one's work location.
 - b. Mileage; based on current mileage allowance. (Allowed from working office to negotiating office, and back and to meeting outside normal working hours.

- c. Member of the negotiating team (except Staff) shall be compensated at the rate of fifteen dollars (\$15.00) per hour for any meeting outside of their regular working hours, up to a maximum of seventy-five dollars (\$75.00) per person per meeting. (Conflicting Board motion to pay \$35.00 to team members who attend on scheduled day off)
 - d. Meals reimbursed.
- 8. Expense Sheets
 - a. Expense sheets shall be presented to the Board, for approval, and shall review the content to determine if the various expense items conform to current Board Policy. The Board will resolve items, which may not adhere to Board Policy.

The President shall review Treasurer's expense sheets.

Article III - Previous Financial Board Policy and Action

All previous financial policies and Board actions of the type contained herein are hereby superseded.

Appendix A – MISSION STATEMENT
Adopted – February 14, 2018

MISSION

To advance the economic, professional and community status of the Engineers and Architects Association, Los Angeles (EAA) members and their families. To promote and achieve improved conditions of employment benefits and compensation for EAA members through lawful and ethical applications of collective bargaining and other recognized means of social redress. To be a part of the Communities we serve and give back to those communities. To encourage all EAA members, without regard to race, religion, creed, color, sex, sexual orientation, age, physical handicap, national origin, or ancestry to share equally in the full benefits of union membership.

APPENDIX B
REPEALED BOARD POLICIES AND PROVISIONS STRICKEN FROM MANUAL

Attendance by Governors, Board Meeting

Governors are required to notify Association office if they are or not attending a Board meeting. Staff will attempt to contact those who do not call in. However, if no contact is made, it is assumed that the Governor will not attend.

March 7, 1984 - Presidential Directive
Repealed - March 18, 2004

Board Members Conduct - Authority Levels

April 22, 1992 - By President.

Staff members are employed by EAA, not by individual members of the Board. The staff takes direction from the Executive Director. The Executive Committee of the Board is the liaison to the staff through the Executive Director. See Appendix G.

Executive Directive by President - January 19, 1995

Budget Taskforce Report. President Monitors

The Board President is to monitor, on a weekly basis, the Budget Task Force Committee Report.

Adopted - February 19, 1997

Bulletins and Newsletters, Review by President of

EAA bulletins and newsletters must be submitted for review to the President of the Association or his or her designee(s) before being distributed to the members.

Issued by the Executive Committee -April 1, 1997
Repealed - June 5, 2002
Stricken - April 21, 2004

Calls to EAA Office Governors', Reimbursement

Governors are allowed reimbursement for phone calls to EAA office, from home, on Association business.

Adopted - November 19, 1986
Repealed by adoption of Financial Policy - December 15, 2004

Revised date: 5/8/2014

Council of Engineers and Scientists Organization (CESO)

The Association shall participate in the Council of Engineers and Scientists Organizations (CESO).

Adopted - January 17, 1996

Adopted - October 6, 1999

Terminate EAA membership in CESO effective October 6, 1999.

Bulletins and Newsletters, Distribution of

The Association will distribute every two weeks (ten working days) a Bulletin or Newsletter (Printed Communications) to the membership. (Also refer to Appendix F)

Adopted - June 6, 1984

Repealed - May 19, 2004

Election Results. Notify Candidates of

Amended - June 5, 1996

Prior to the Association announcing election results, the Election Committee will contact successful and unsuccessful Governor Candidates with the results. Staff will notify unit Council and Senior Representative Candidates.

Repealed - November 14, 2007

Expense Sheets

Expense Sheets shall be submitted, and approved at regular Board of Governors meetings sessions. Review by Governors will be either before or after the meeting. Following approval, the Treasurer will authorize payment. (Refer to Sample Forms 1 and 2.)

Adopted - August 4, 1982

Amended - July 19, 2006

Amended - October 20, 1982

Repealed - December 15, 2004

The Unit Governor, prior to the Treasurer receiving them, must review expense Sheets submitted by Unit Negotiating Committee members.

January 4, 1984 - per Secretary/Treasurer.
Repealed - December 15, 2004

Expiration Date for all Bargaining Units, Common

The Board of Governors will seek to have a common expiration date for all Bargaining Units with common classes (as determined by job title, state registration, college degree, specialized training, certificate, or other common City of Los Angeles Personnel Department entry level qualifications) in departments of the City of Los Angeles to establish a common contract effective date for all affected Units.

Adopted - June 7, 2000
Repealed - July 21, 2004

Financial Statements - Representatives

Provide representatives (Senior and Area) with Financial Statements annually for member information.

Adopted - August 21, 1974
Repealed - June 5, 2002

Governmental Affairs Committee/City Budget Taskforce

The Association shall have a City Budget Task Force Committee/Governmental Affairs Committee.

January 4, 1995
May 7, 1997 - To Standing Committee status.
January 21, 1998 - President renamed committee (Requires a Board motion)

Eliminate the Governmental Affairs Committee until some time in the future when there is a demonstrated need for such a committee.

Adopted - June 20, 2001

Meeting Minutes, Publish Board

Regular Board meeting minutes shall be printed in the Newsletter to members.

Adopted - June 7, 1995
Repealed - August 4, 1999

Membership Meetings - San Fernando Valley, General

The Association will conduct General Membership meetings in the San Fernando Valley on a regular basis, as needed.

Adopted - April 16, 1986
Repealed - June 16, 2004

Mileage and Parking for Political Dinners and Functions

Governors are allowed mileage and parking to attend authorized Political dinners and functions. The amount reimbursed for mileage shall be the annual standard car mileage allowance as determined by the Internal Revenue Service.

Adopted - July 31, 1974
Amended - March 27, 1985
Amended - January 16, 1985
Amended - June 16, 2004

Minority Organizations - Participation

The Association authorizes the purchase of tickets for installation Dinners and functions for minority organizations that represent employees of the City of Los Angeles.

Adopted - April 22, 1992
Repealed - July 21, 2004

Mission Statement, EAA

The Board of Governors adopts a Mission Statement (Appendix A)
Adopted - February 14, 2018

Plaque of Appreciation - Members

Members retiring or leaving City service shall receive a plaque of recognition and appreciation from the Association for their membership.

Adopted - March 1, 1978
Repealed - May 19, 2004

Political Reports and Legislative Issues, Publish

The Association will publish, on a quarterly basis, a political report on Legislative issues and any Ballot Initiatives and their probable impact on the union.

Adopted - May 15, 1996
Repealed - May 19, 2004

Probationary Terminations

The Association will normally defer to the Personnel Department in the review of Probationary Terminations. But if the findings are in dispute, the Association will pursue the issue. See Appendix K.

Adopted - February 22, 1989
Repealed - June 5, 2002

Senior Representative Committee - Motions to Board

All motions brought forth by the Senior Representative Committee to the Board of Governors shall be printed in the Newsletter or Bulletin with the voting results.

Adopted - August 5, 1998
Repealed - June 16, 2004

Unit Council Membership

Unit Councils will be composed of five elected members plus the Unit Governor.

Adopted- January 18, 1978
Repealed - October 17, 2007

Unit Council, Senior Reps and Area Reps Meetings

The Association will hold, at the EAA office, every four to six weeks, a combined meeting for the Unit Council, Senior Representatives and Area Representatives to receive Association updates.

Adopted - January 20, 1993
Amended - July 20, 1994
Repealed - June 5, 2002

Work Schedules, Staff

Staff will keep track of their daily work schedules and present them to the Board for review on a quarterly basis.

Adopted - September 6, 1995
Repealed - July 21, 2004

Appendix D - ELECTION POLICIES AND PROCEDURES MANUAL

[SEPARATE DOCUMENT]

Appendix E - EAA INTERNET WEB PAGE POLICY
Adopted December 15, 2004

ENGINEERS AND ARCHITECTS ASSOCIATION INTERNET WEB SITE POLICY

The Engineers and Architects Association (EAA) provides a website in accordance with the terms, conditions and responsibilities outlined below. This policy establishes minimum acceptable uses of, and security practices for, the EAA website.

EAA's website should support member communications, member services, research, and education. Use of the EAA's Internet website must be consistent with the EAA Constitution and By-Laws, as well as with EAA Board of Governors Policies.

I. DEFINITIONS

EAA BOARD OF GOVERNORS: Elected officers of EAA responsible for governing the Association and determining Association policy issues

EAA MEMBERSHIP COMMITTEE: Board appointed committee responsible for designing, planning, implementing and monitoring all EAA activities and membership communications, including the EAA Internet website

E-MAIL: Electronic mail that can be sent and received over the Internet or similar On- Line Service.

HOME PAGE: The first page a user will see when they connect to a WWW address

INTERNET: A global network connecting millions of people and computers

STAFF: EAA employees

STAFF/SYSTEM ADMINISTRATOR: EAA staff person assigned the responsibility of managing the EAA Internet Connection

WEB MASTER: Individual responsible for handling the day-to-day programming and updating of the EAA Website

WEBSITE: The Internet's World Wide Web (: NWW) documents that link related information. Each step in a search reveals collateral Resources that can be accessed via a link embedded in the page text.

II. RESPONSIBILITIES

Board of Governors: The EAA Board of Governors is responsible for approving this Policy and any amendments hereto.

EAA Membership Committee: .The Membership Committee is responsible for the planning, design and monitoring of the EAA Website. The Committee will review the content of all items to be placed on the Website that are not expressly authorized in this Policy, and make recommendations to the Board of Governors regarding the posting of such items. The Membership Committee will also review and recommend to the Board of Governors any amendments to this Policy.

Staff/ System Administrator: The person responsible for managing the EAA Internet connection. This person configures the Internet system, maintains the Internet connection resources and security, and assigns passwords and privileges

Web Master: Individual responsible for the EAA Website

III. ACCESS FOR CHANGES, ADDITIONS OR DELETIONS

Only persons authorized by the Membership Committee may make changes, additions or deletions to the EAA Website. The Staff/System Administrator shall submit names to the Membership Committee for their consideration to be included in the list of persons authorized to make changes, additions or deletions to the EAA Website.

IV. CONDITIONS/USES

- A. The EAA Internet connection is intended exclusively for use for EAA related activities and not for any manner of personal use.
- B. The EAA website shall include the following items:
 - 1. Descriptions and Brief History of EAA
 - 2. Constitution and By-Laws
 - 3. List of EAA Accomplishments (Scorecard)
 - 4. Names, e-mail addresses and telephone numbers of EAA Elected Board Officers Governors, Unit Council members and Senior Representatives
 - 5. List of EAA Board Committees and their appointed members
 - 6. List of labor representatives, including their assigned departments/agencies- mail addresses and telephone numbers
 - 7. Address and telephone number of EAA offices
 - 8. Current Bulletin(s) [to be removed or archived 30 days after initial posting]
 - 9. Calendar of Meetings / Events
 - 10. Approved minutes of the monthly Board of Governors meetings
 - 11. EAA election bulletins and announcements
- C. Due to financial considerations, a review shall be conducted of any item not authorized above and proposed to be placed on the EAA Website. Certain items may have content considered to be Agency Fee Non-Chargeable. If the item is non-chargeable, the Membership Committee shall obtain Board approval prior to its posting. Other items that may be considered for posting on the EAA Website include:

1. EAA MOUs (text only)
2. Excerpts from City Charter or Administrative Code referenced in MOU's
3. Board of Governors Adopted Policies and Appendices
4. EAA Benefits offered
5. Newsletters
6. Executive Director Corner
7. President's Message
8. Map indicating directions to EAA offices plus parking information

V. PROHIBITIONS

The following activities are prohibited, and subject to disciplinary actions pursuant to EAA By-Laws:

1. Misrepresentation of EAA, or posting of any material that would reflect negatively upon the EAA
2. Transmission of messages / information that are in violation of the EAA Constitution or By-Laws, or of Board Policies
3. Violation of copyrights or software licensing agreements; this includes disclosure or transmission of any proprietary information
4. Viewing or downloading of obscene or indecent material
5. Use of the EAA website for personal gain or solicitation
6. Unauthorized use of the EAA website for Campaigning in EAA Elections
7. Transmission of confidential or sensitive information
8. Use of the EAA website for unlawful activities, including transmission of any material in violation of any law of the United States [including, but not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret].
9. Attempting to gain unauthorized access to any computer system via the Internet
10. Distribution or publication of EAA material on other websites without express Board approval
11. Attempting to disrupt or destroy the integrity of computer systems connected via the EAA website
12. Use of abusive or objectionable language in either public or private messages
13. Product advertising not expressly authorized by the Board

VI. CONFIDENTIALITY

The Internet is a public forum and EAA cannot guarantee the privacy, security or confidentiality of any information transmitted through the Internet.

For the purpose of managing these Internet resources, it may be necessary for EAA to monitor usage.

Appendix F - EMAIL POLICY
Adopted December 15, 2004

ENGINEERS AND ARCHITECTS ASSOCIATION E-MAIL POLICY

- I. There is no expectation of personal privacy for the EAA e-mail addresses assigned to the various staff members.
- II. EAA reserves the right to monitor all e-mail use and other computer transmission, as well as any stored information created or received by staff with the EAA's information systems.
- III. The use of EAA resources for personal gain, such as but not limited to, outside employment, private use, unauthorized political campaign purposes, and/or actions to discredit EAA, by staff is prohibited and punishable by disciplinary action which may include termination and/or criminal prosecution depending on the nature and severity of the transgression. Incidental and occasional personal use may be permitted with the consent of the Executive Director.
- IV. The Executive Director, and staff authorized by the Executive Director, shall have access to the files of all users.
- V. The Board of Governors may request an audit of the e-mail of a specific employee.
- VI. In the case that a user is absent for two or more consecutive days, the e-mail to the user shall be either:
 1. Automatically forwarded to another EAA staff member; and/or
 2. Automatically replied to, informing the sender of his/her absence, the date when he/she will be back, and the telephone number and e-mail address of another staff member, in case the author of the e-mail cannot wait for the absent labor representative to return; and/or
 3. Read by someone who can take appropriate steps to follow up on the matter.

Appendix G – OUTREACH COMMITTEE GUIDELINES (Adopted by the Board of Governors 11/13/2019)

Purpose:

To provide practical guidance for the previously (2015) established EAA Board Outreach Committee. The Outreach Committee accepts, reviews, and recommends Board action on requests for charitable donations from community organizations and schools that are submitted to the EAA Board.

Committee Members

The Outreach Committee shall be composed of five (5) members, two (2) of whom shall be Governors, appointed by the Board President. A quorum for the monthly meetings of this Committee shall be three (3). Any EAA member in good standing may be appointed to this Committee. At its first meeting of each calendar year, the Committee shall elect a Chair to conduct Committee business and to preside over monthly Committee meetings for the duration of the calendar year. The Committee shall also elect a Secretary to record Minutes of each Outreach Committee meeting.

Committee Action Guidelines

The Committee shall review requests for charitable donations referred to it by the Board or by individual Board members. EAA members who wish to suggest worthy causes / activities / events for funding should communicate those suggestions to the Board of Governors through the Board President or to their respective Unit Governor for referral to the Outreach Committee. The following guidelines shall apply to all Outreach Committee evaluations of proposals:

- The annual Board-adopted Budget for Outreach activities shall not be exceeded; the Committee shall monitor annual cumulative giving recommended by the Committee and approved by the Board.
- It is the intention of the Board that each of the fifteen (15) Council Districts in the City shall receive some benefit, each year, from EAA Outreach giving.

- Community organizations / charitable organizations / schools which submit proposals for EAA giving should be vetted with the relevant City Council District Office.
- EAA Outreach donations / contributions should be for specific activities or events, not for organizations / schools to use at their sole discretion.
- The maximum Outreach contribution for a single proposal should not exceed 1/15th of the total annual Outreach Budget in a calendar year.
- Outreach Committee shall only forward to the Board those proposals selected for funding, along with a specific recommended amount of funding. Upon Board request, the Committee may provide information regarding cases of non-select recommendations.

Conflict of Interest Guidelines

1. Any duality of interest or possible conflict of interest on the part of any Outreach Committee member should be disclosed to the other Committee members and made a matter of record when that interest relates to a funding proposal to be considered by the Committee.
2. Any Committee member having a duality of interest or possible conflict of interest in regard to a funding proposal should NOT vote or use his / her personal influence in Committee consideration of the proposal. The Committee meeting Minutes should reflect (a) that the disclosure was made; (b) that the Committee member abstained from voting; and (c) the resulting quorum situation.
3. Failure to disclose any duality of interest or possible conflict of interest by a Committee members constitutes a breach of fiduciary duty, and shall result in (a) removal of that member from the Committee; and (b) if feasible, rescission of any related Committee recommendation to approve funding.

DUALITY of INTEREST CHECKLIST (for Outreach Committee members)

TO BE COMPLETED FOR EACH PROPOSAL CONSIDERED

(1) In what City Council District is this Proposal located? CD _____

(2) Are you a resident of that City Council District? ____ YES ____ NO

(3) How did you first hear of this Proposal?

(4) Have you any personal involvement or relationship with the entity bringing forth this Proposal to the EAA Outreach Committee? ____ YES ____ NO

(5) Do you anticipate any personal financial or other gain if this Proposal is approved by the Board of Governors and funded? ____ YES ____ NO

[If so, explain in the space provided below the signature block.]

NAME (print): _____

SIGNATURE: _____

DATE: _____

Signed Duality of Interest Checklists shall be collected and retained by the Outreach Committee Secretary and referenced in the Meeting Minutes.

Appendix H – GUIDELINES FOR BOARD MEETINGS

Appendix I - EMPLOYEE HARASSMENT

Appendix J - EMPLOYEE (STAFF) POLICY MANUAL

[SEPARATE DOCUMENT]

Appendix K - AD-HOC POLITICAL ACTION COMMITTEE GUIDELINES
ADOPTED (10/09/2019) GUIDELINES
AD-HOC POLITICAL ACTION COMMITTEE

Purpose:

To establish an Ad-Hoc Political Action Committee (Ad-Hoc PAC) that is representative of EAA membership by appointing as Committee members representatives of the Board of Governors, Unit Councils, Stewards and dues-paying EAA members who have volunteered to serve.

To establish an Ad-Hoc PAC tasked with the responsibility of making recommendations to the Board of Governors (BoG) for (1) the endorsement of candidates seeking election or re-election; and (2) political contributions from EAA to candidates and/or those in elected public office, in compliance with adopted Ad-Hoc PAC Guidelines.

Committee Members:

The Ad-Hoc PAC shall be composed of the following representative EAA members, appointed by the Board President:

Governors – two

Unit Council Members – two

Union Stewards – three

At-Large Members – two EAA dues-paying members

Total Committee membership : nine (9), with a quorum of five (5).

Committee Guidelines

At the first meeting of the Committee, and each February thereafter, the Committee shall elect a Chair, and Vice-Chair, to conduct Committee business and to preside over Committee meetings.

The Committee shall meet once a month, and on an as-needed basis when necessary, to conduct interviews of those candidates for office who have formally requested EAA endorsement and/or political contributions for their election or re-election to public office.

The Committee will consider endorsements and / or political contributions for candidates for the following public offices:

- LA City Mayor
- LA City Council
- LA City Attorney
- LA City Controller
- LA County Supervisor
- LA County District Attorney
- California State Senate *
- California State Assembly*
- Any other offices recommended by the Committee and approved by the BoG
- Any other offices designated by the BoG

*Those districts located wholly or partially within LA City boundaries; exceptions require BoG approval.

All recommendations from the Committee to the BoG shall require approval by a 2/3 vote [six (6) votes in favor]. Absent a 2/3 majority vote, the endorsement and/or political contribution request shall be forwarded to the BoG without recommendation.

The Ad-Hoc PAC is not the decision-maker in regard to endorsements and/or political contributions; it makes formal recommendations to the BoG, which retains ultimate authority as to these decisions. Should the BoG decide to not adopt the recommendation of the Committee, it shall, through the Board President (or by delegation, the Board Secretary), notify the Committee Chair in writing of that decision and the explanation for it.

Independent Expenditures

The Committee may, by a 2/3 majority vote, recommend an Independent Expenditure (with a stipulated amount) on behalf of a candidate endorsed by the BoG. By simple majority vote the BoG may adopt, adopt with modifications, or reject such recommendations for Independent Expenditures.

Committee Member Stipends

All appointed Committee members shall receive a stipend of seventy dollars (\$70) for their attendance at the monthly Committee meeting. The BoG Executive Committee shall determine stipend payment and stipend amounts for any additional Committee meetings beyond the regularly scheduled monthly meeting.

Appendix L - UNIT COUNCIL/ARBITRATION POLICY

**Appendix M - POLICY ON PRINTED COMMUNICATION
WITH MEMBERSHIP**

Appendix N - STEWARDS MEETING RESPONSIBILITIES AND STIPEND Adopted - August 2, 2017

STEWARDS RESPONSIBILITIES MEETING ATTENDANCE REQUIREMENTS - STIPEND

BASIC RESPONSIBILITIES

Stewards are the first line of communication from the Union to its members. EAA relies upon their Stewards to bring the Union message to the membership. The following is a summary of the Stewards responsibilities:

- Attend Monthly Stewards Meetings and report back to the members
- Attend Stewards Training and/or Conferences in order to have a better understanding of union business, functions and their role in the various Union processes
- Update and maintain Employee Bulletin Boards
- Be familiar with the information posted on Employee Bulletin Boards
- Encourage members to read Employee Bulletin Board and the EAA website
- Familiarize themselves with their respective Labor Rep
- Ensure that members know which Labor Rep is assigned to their particular Department
- Notify your Labor Rep of any changes to past practices, violations of the MOU and the like. Do not assume that EAA is aware of these changes
- Bring issues of concern from EAA members to the attention of the Board of Governors through Labor Rep and/or the Executive Director
- Stop rumors or conjecture from spreading, contact your Labor Rep for clarification and/or facts
- Be familiar with their respective MOU
- Volunteer to participate in EAA activities, Outreach programs and Political Action
- Recruit other Union Stewards from their respective Departments
- Encourage Agency Fee Payers to become Dues Paying members of EAA
- Notify your Labor Rep of any member that is hospitalized or deceased
- Notify your Labor Rep of members that are retiring

The Board of Governors (BOG) recognizes the important role that Engineers & Architects Association (EAA) Steward's play in successful representation and distribution of information to its members. The BOG desires to reward those Stewards who actively participate and preform their duties as an EAA Steward. Therefore, all Stewards will be paid a Stipend of \$50.00 per month, for a total Stipend of \$600.00 for attending twelve (12) Stewards Meetings or Stewards Trainings designated to be in lieu of a monthly Stewards Meeting per calendar year. In addition to the monthly stipend the BOG adopted a Bonus Program that will entitle Stewards to an annual maximum stipend total of \$850.00. In order for a Steward to earn the maximum Stipend they must attend all twelve (12) Stewards

Meetings or Stewards Trainings designated to be in lieu of a monthly Stewards Meeting and participate in the Bonus Program outlined below:

BONUS PROGRAM

In addition to the above monthly paid stipend a Steward can be paid a maximum yearly bonus of \$250.00. The bonus is to be paid in one lump sum at the end of the calendar year if the Stewards attends at least nine (9) monthly Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards meeting and participates in any combination of the following four (4) additional Union activities in a calendar year. A Steward must attend a minimum of nine (9) Stewards meetings or Stewards trainings designated in lieu of a Stewards Meeting to be eligible for the bonus. This allows for a Steward to miss three (3) regularly scheduled Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards meetings per year:

- EAA organized Community Outreach Event
- EAA organized Political Action Event - For example: Precinct walking, telephone banks, BOG approved attendance at political functions on behalf of the board, and etc.)
- Attendance and active participation at Stewards Trainings and Conferences that are not designated as in lieu of monthly Stewards meeting

Note: Abbreviated Stewards trainings that take place during a monthly Stewards meeting are not considered to be a part of the bonus program

EXAMPLE OF BONUS

- A Steward attends nine (9) Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards Meeting and does not attend any of the additional union activities listed above will only be entitled to the monthly payment of \$50.00 for each Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards Meeting
- A Steward attends at least nine (9) Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards Meeting and attends additional union activities listed above will be entitled to the monthly payment of \$50.00 for each Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards Meeting and a bonus as outlined below:
 - Attendance at four (4) additional Union activities = \$250.00 bonus
 - Attendance at three (3) additional Union activities = \$200.00 bonus
 - Attendance at two (2) additional Union activities = \$150.00 bonus
 - Attendance at one (1) additional Union activities = \$100.00 bonus

LETTER TO INACTIVE STEWARDS PRIOR TO REMOVAL AS A STEWARD

Dear _____,

The EAA Board of Governors thanks you for the commitment you made to serve your brother and sister union members as an EAA Union Steward.

In doing so, you have chose to represent their interests, protect their rights and keep them informed on the vital issues affecting the work place.

The basic duties of the Union Steward are the following:

- Attend monthly Stewards Meetings
- Attend periodic Stewards trainings
- Monitor and enforce the provisions of the collective bargaining agreement
- Be an “early-warning” to potential violations and grievances
- Communicate and disseminate official union policy, memos and directives
- Popularize and promote union consciousness and values in the workplace
- Support the policies of the Board of Governors

While your union Board of Governors works diligently to provide overall policy and oversight, we perform best when the network of Union Stewards throughout the city perform to the highest level of commitment, ensuring that our members are the best protected and most informed union members in the City.

We rely upon your dedication and diligence, so that the Engineers & Architects Association runs as a unified team for the betterment of all of us.

Unfortunately, you have not participated as an EAA Union Steward for over one-year. If you choose to remain an EAA Steward you must attend the next Stewards meeting to be held on _____, 5:30pm at _____. Your failure to attend the meeting will result in your being removed from being an EAA Steward.

We look forward to your renewing your commitment to your EAA sisters and brothers. We are stronger with your participation.

Yours truly,

Board of Governors