

UNITED FACULTY OF OHLONE

BYLAWS

Created Fall 2016
Amended Fall 2018
Amended Fall 2021

ARTICLE I. EXECUTIVE BOARD

Section 1. Philosophy

- a. Representation and support of individual organization members shall be provided in a way that is most effective and in line with the individual needs of the members. If an individual organization member needing support prefers to be represented by someone other than the President, they will have the option of being represented by another willing member of the Executive Board.
- b. As regular communications with the membership and with the College at large can have a valuable impact on the work of the organization, the Executive Board will communicate regularly with the membership.

Section 2. Term of Office

- a. Regular terms of office shall commence on the first day of the spring semester and run for two years.
- b. As the work of the President may sometimes be required between semesters, a new President's term is considered to begin on January 1.

Section 3. Election of Officers

- a. Regular elections shall be conducted in November of every odd year by the General Voting Procedures outlined in Article VI of the Constitution.
- b. If negotiations are still in progress at the time of the regular election, a separate election for the Negotiations Chair shall occur within one month after the approval of a Tentative Agreement with the District. If, after a two-week call for nominations, only one person has chosen to run for the position of Negotiations Chair, an election will not be held and that person will be considered approved by proclamation.
- c. Nominations shall be made by any or all of the following:
 - i. A committee with the consent of the one nominated
 - ii. Any current member in good standing with the consent of the member nominated. The nominated member must also be in good standing.
 - iii. Any current member in good standing who wishes to be a candidate.
- d. Elections of officers of the organization shall be by majority of those voting with provision for run-off between the two candidates with the largest plurality in the event that no candidate receives a simple majority.

Section 4. Vacancies

- a. If a vacancy occurs in any elected office that will last longer than one semester, the Executive Board will announce the vacancy to all members in writing and ask for nominations. If more than one nomination is received for the office, then a special election will be held to elect a member in good standing to complete the term.
- b. If after one week, only one member in good standing has been nominated, the Executive Board may appoint the member in good standing nominated to complete the term of the vacated office. After the appointee has been announced, an election will be held if requested within two weeks by a petition of 50 members in good standing.
- c. If the vacancy will be for one semester or less then the Executive Board shall, at its next regular meeting, appoint a member in good standing to fill the office vacated.

ARTICLE II. MEETINGS

Section 1. There will be general meetings of the membership as part of the faculty sessions on Fixed Flex day of each semester. There will also be an informational meeting whenever a tentative agreement is being considered for ratification. The Executive Board shall have the authority to call additional meetings of the organization, as needed.

Section 2. When 25 members of the organization shall have presented a petition for a special meeting to the President, they shall schedule a special meeting within two weeks and so inform the membership.

Section 3. Executive Board meeting agendas shall be posted on the UFO website, identifying the non-confidential issues that will be considered.

Section 4. Executive Board discussions and votes may be done via email, with records of activity recorded by the Secretary and posted on the organization website. However, if any two Executive Board members object to an email vote, a regular meeting must be held for the discussion and vote to occur.

ARTICLE III. COMMITTEES

Section 1. As needed, committees of the organization shall be established to investigate designated issues and to recommend action on these issues to the organization and/or the Executive Board.

Section 2. All appointments of these committees shall be approved by the Executive Board. When possible, a minimum of one part-time faculty member shall be appointed to each committee.

Section 3. Each committee may choose a chairperson from its own ranks by majority vote of the committee members.

Section 4. Under normal circumstances, committees shall study and report on issues before the organization and/or the Executive Board acts upon them.

ARTICLE IV. NEGOTIATIONS

Section 1. The negotiating team will consist of a minimum of three members. One member of the negotiating team will be a part-time faculty member, if available. If a part-time faculty member serves on the negotiating team, they will receive compensation for each hour at a negotiations session, paid at the highest hourly lecture rate for part-time faculty. Preparatory negotiations meetings are compensated at the highest hourly lab rate for part-time faculty. Members of the negotiating team do not necessarily participate at the negotiating table. The Negotiations Chair will determine which members of the team are at the table, depending upon topics and needs.

Section 2. Negotiation Procedures

- a. The negotiating team must submit the Initial Proposal that they intend to present to the District for the Executive Board's advice and consent. A two-thirds vote of the Executive Board is necessary for any substantive change of the Initial Proposal. The Executive Board, via a two-thirds vote, must approve the Initial Proposal prior to it being forwarded to the District.
- b. The negotiating team shall submit all tentative agreements to the Executive Board for consideration. The Executive Board, via a two-thirds vote, must approve the tentative agreement prior to it being submitted to the organization membership for their ratification.
- c. At least five calendar days before voting begins for ratification of a tentative agreement, all organization members must be sent via email the tentative agreement document showing all changes proposed to be made to the contract. The document may be attached to the email or posted on the organization website with a link provided.
- d. Any Memorandum of Understanding (MOU) must be approved by a two-thirds vote of the Executive Board. If the effects of the MOU are expected to be in effect for the next contract term, then the MOU must be folded into that tentative agreement for a ratification vote.

ARTICLE V. CHANGES TO THE BYLAWS

Section 1. Changes to these bylaws shall be made in accordance with the provisions of Article IV, Section 3 of the Constitution.

Section 2. The Executive Board of the United Faculty of Ohlone, by a two-thirds majority vote of its members, adopts these bylaws and in so doing reserves full rights and prerogatives to amend or repeal any or all of these bylaws as established and defined in Article IV, Section 3 of the Constitution.