

**Constitution**  
**of the**  
**United Domestic Workers of America,**  
**AFSCME Local 3930**

**Article I**  
**Name**

The name of this organization shall be the United Domestic Workers of America (UDW), AFSCME Local 3930 of the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO.

**Article II**  
**Affiliations**

This Union shall be affiliated with AFSCME, AFL-CIO, and with the California Labor Federation, AFL-CIO; and the appropriate central bodies of the AFL-CIO.

**Article III**  
**Objectives**

The objectives of UDW shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees, AFL-CIO, and specifically:

- a. To unite under its banner all individuals employed as independent providers, including home care providers, childcare providers and certain related workers, regardless of race, creed, sex or nationality;
- b. To negotiate, bargain collectively, contract or otherwise deal with employers of home care providers, childcare providers and certain related workers concerning wages, hours, working conditions, grievances, labor disputes and all other related matters;
- c. To protect the moral and legal right of these workers to exert economic pressure on recalcitrant employers, including the unrestricted right to strike, boycott and engage in other non-violent activities calculated to secure Union recognition by, and collective bargaining agreements with, such employers;
- d. To promote the development and maintenance of health, welfare and on-the-job safety practices and such educational training programs among its members as would best effect a full knowledge of their rights, responsibilities, welfare and interests;
- e. To promote, foster, develop and advance the skills, efficiency and working knowledge necessary, for such workers;
- f. To promote peace in the workplace and develop a more harmonious relationship between employees and employers;
- g. To work and cooperate with other unions for the mutual benefit of the respective memberships and the building of solidarity among the entire labor movement, and to provide assistance to home care providers and certain related workers, labor and other organizations, in this country and throughout the world, which have the same or similar purposes and objects as those of this Union;
- h. To strive for effective programs, which would improve, advance and increase the opportunity for employment;
- i. To promote better understanding by government and the public of the purposes and objectives of this Union and the labor movement as a whole;

- j. To engage in legislative activity to promote, protect and advance the physical, economic and social welfare of its members;
- k. To promote registration, voting, political education and other citizenship activities, involving the membership and their families and communities, which will secure the election of candidates and the passage of improved legislation in the interest of the membership and all labor and the defeat or repeal of those laws which are unjust to labor and detrimental to the membership;
- l. To engage in legal activities appropriate for the defense and advancement of the interests of the Union and its membership;
- m. To engage in such research activity as may be appropriate and necessary;
- n. To promote and protect the jurisdiction of this Union;
- o. To distribute information to the members concerning economic, social, political and other matters which affect their well-being;
- p. To protect the civil rights and liberties of its members and all other people and to guarantee to them a powerful voice in the institutions and decisions which govern their lives;
- q. To aid charitable organizations and institutions;
- r. To take all such other action which will conserve and promote the welfare and interests of this Union and its members;
- s. To promote the full and equal participation of all members in all affairs, activities and leadership positions of the Union.

The above objectives and purposes shall be accomplished only by and through totally non-violent means, for every member of this Union is sworn to reject the use of violence in any form for any union activity.

#### **Article IV Governing Structure**

The governing structure of the Union shall consist of the convention, the executive board, and the districts. The convention is the highest authority of the Union, except where this constitution specifically grants such authority to the membership, and between conventions this authority rests with the executive board, except where this constitution specifically provides that another officer or body within the Union has the authority to act on a particular issue.

#### **Article V Symbols and Insignia**

**Section 1.** The union shall have a symbol and insignia. The executive board shall approve and adopt a form or forms of such symbol and insignia for such purposes as enumerated by the executive board.

**Section 2.** Subject to the continuing approval of the executive board, licenses for the use of the Union's symbols and insignia may be granted to any employer or employing authority in contractual relations with the Union, provided that such licenses stipulate the symbol and insignia are and shall remain the sole property of the Union, and provided that such licenses shall be revocable by the executive board, at its discretion at any time.

**Section 3.** The official membership mark of the Union shall bear a specific design. This mark shall be the official insignia and symbol of the Union and shall appear on all membership cards, stationary and publications of UDW and its districts. The executive

director shall take all necessary measures to register and copyright this mark and to prevent and prosecute its wrongful use or imitation.

**Section 4.** There shall be an official flag of the Union approved by the UDW Executive Board, which flag shall contain the Union's membership mark, name and such additional descriptive language or designs as the UDW Executive Board deems proper. The executive director shall take all necessary measures to register and copyright the Union's flag and to prevent and prosecute its wrongful use or imitation.

## **Article VI Bill of Rights for Union Members**

**Section 1.** No person otherwise eligible for membership in this Union shall be denied membership, on a basis of unqualified equality, because of race, creed, color, national origin, ethnicity, sex, age, sexual orientation, gender identity or expression, disability, immigration status, or political belief.

**Section 2.** Every member of this Union shall have the right to meet other members, to express any views, arguments, or opinions, and to express at meetings the member's views on candidates for political office and any other business properly before any and all meetings of this Union.

**Section 3.** Members shall have the right to fair and democratic elections, at all levels of the Union. This includes due notice of nominations and elections, equal opportunity for competing candidates, and proper election procedures which shall be constitutionally specified.

**Section 4.** Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the Union, and to pertinent information needed for the exercise of this right. This right shall specifically include decisions concerning the acceptance or rejection of collective bargaining contracts, memoranda of understanding, or any other agreements affecting their wages, hours, or other terms and conditions of employment. All members shall have an equal right to vote and each vote cast shall be of equal weight.

**Section 5.** It shall be the policy of this Union to furnish each employee, whether a member or not, upon request, a copy of any and all collective bargaining agreements which affect such employee's rights as an employee.

**Section 6.** Charges against a member or officer shall be specific and shall be only on grounds provided in this and the AFSCME International Constitution. Accused members or officers shall have the right to a fair trial with strict adherence to due process. The accused shall be considered innocent until proven guilty.

## **Article VII Membership & Dues**

**Section 1.** Home care providers, childcare providers as well as certain related workers in the State of California and non-provider staff members of UDW are eligible for membership in this Union, subject to the requirements of the UDW Constitution and the constitution of the International Union.

**Section 2.** Application for membership shall be made on a standard application form or voice authorization. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.

**Section 3.** The categories of membership and the monthly membership dues for each category shall be as follows:

- a. Provider members shall consist of homecare providers, childcare providers and certain related workers employed in a unit for which the Union is the exclusive

representative, who have signed a membership application and are currently paying dues to the Union. Provider members shall have full rights of membership, including the right to vote and to run for and hold office, subject to such other eligibility requirements as are set forth in this constitution. As used in this constitution, the term "member in good-standing" shall be deemed to refer to provider members.

**Home Care Provider Dues**

i. IHSS Provider members employed by IHSS Public Authorities shall pay monthly membership dues based upon total gross pay in the previous month: Dues will be 3.5% of providers' monthly gross pay, subject to Section 3 (a) (ii) below.

ii. The minimum dues for a member shall be no less than \$20.00 per month. The maximum dues a member shall pay will be no more than \$49.00 per month, but if the International Union's required minimum dues is greater, the maximum dues shall be the International Union's required minimum dues.

These amounts shall be adjusted annually in accordance with the AFSCME International Constitution.

iii. Provider members and other workers employed by Addus and other public or private sector employers shall pay monthly membership dues at the rate of 3.5% of monthly gross pay, but if the International Union's required minimum dues is greater, the maximum dues shall be the International Union's required minimum dues.

b. Voluntary union membership shall be available only to workers employed within the Union's jurisdiction for whom UDW has not yet negotiated a collective bargaining agreement or memorandum of understanding, including childcare providers. The dues for voluntary members shall be ten dollars per month. Voluntary members shall not have the right to vote within the Union or to run for and hold office.

c. Provider staff members shall consist of persons who are eligible as provider members and who are also employed by the Union. Provider staff members shall have all the rights and obligations of provider members, except as set forth in Article XI, Section 4, below and shall pay dues at the rate applicable to them as provider members.

d. Non-provider staff members shall consist of employees of the Union who are not eligible for membership as providers and whose staff positions are not covered by the collective bargaining agreement with the Union. Non-provider staff members:

i. Shall have no right to vote or to run for or hold office within UDW.

ii. Shall have the right to vote and to run for and to be a delegate in AFSCME International's delegate election.

iii. Shall have no right to vote or run for or be a delegate to any UDW Convention.

Non-provider staff members shall pay dues at the highest rate for provider members as set forth in Section 3(a) (i) and (ii) of this Article.

e. Honorary membership may be conferred on such persons who are not otherwise eligible for membership who are determined by the executive board to be deserving of such status on such terms as shall be determined by the executive board. Honorary members shall have no right to vote or to run for or hold office within the Union and shall not be required to pay dues to maintain their honorary membership.

**Section 4.** All categories of membership, except honorary members, shall be eligible to participate in union member benefit programs.

**Section 5.** An enrollment fee of \$25.00 shall be assessed for all new bargaining unit members under an agency shop agreement or private agency agreement and for all members other than associate and honorary members. ~~Initiation~~ Enrollment fees shall be waived for members in a new bargaining unit who have paid voluntary member dues for at least six months prior to the effective date of a collective bargaining agreement covering their bargaining unit.

**Section 6.** A leave of absence submitted to the Secretary Treasurer shall be granted to a provider member who is unemployed for more than 20 days and not receiving any compensation due to a disability or Workers' Compensation injury, or has taken time off from working as a provider for special training within the scope of their position. The Secretary Treasurer shall notify the Executive Board of all LOA requests upon receipt. A leave of absence shall also be granted to a member whose client has died or is in a facility and who is waiting for a new client or for the return of their previous client. A member applying for a leave of absence shall be required to provide such information and documentation as may be required by the Union. A leave of absence shall be granted up to an initial period of six months, and during such period the member shall be eligible to vote and to run for and hold office including delegate to conventions.

A member whose initial leave of absence is due to expire or has expired may, with the approval of a majority of the executive board, be granted up to an additional six month(s) leave of absence based on the same factual circumstances and criteria applicable to the granting of the initial leave of absence. Any additional leave may be granted with the approval of 2/3 of the executive board.

If a member returns to work as a provider prior to the conclusion of a period for which a leave of absence was granted, such leave shall be deemed to have been completed as of the member's return to work as a provider.

The dues for all other members on leave of absence shall be ten dollars per month.

- a. During a member's initial leave of absence, such member shall retain all rights of membership, including the right to vote and to run for and hold office.
- b. During the period of a member's additional six month leave(s) of absence, such member shall retain all membership rights, except the right to vote and to run for and hold office.

**Section 7.** All dues check-off shall be forwarded directly to the UDW Secretary-Treasurer by the employers of members of this Union. From each dues payment received, UDW shall pay to the International Union the portion of such payment that represents the International Union per capita tax owed on such dues payment. From each dues payment received, UDW shall also pay central labor council per capita tax on behalf of each district for the members from whom such dues payment was received. All per capita tax payments shall be made no later than the 15th day of the month following the month in which the dues payment is received by UDW.

**Section 8.** Membership dues shall be payable monthly to the UDW Secretary-Treasurer and shall be paid no later than the 15th day of the month in which they are due. Any member who fails to pay dues by the 15th day of the month in which they become due shall be considered delinquent, and upon failure to pay dues for two successive months shall lose their good standing status and stand suspended. Provided, however, that any person who is paying dues through a system of regular payroll deduction, bank draft, or similar system, shall, for so long as such person has sufficient earnings and continues to pay by such method, be considered in good standing.

## **Article VIII Obligations of Membership**

**Section 1.** Every member shall abide by the constitution, laws, rules, regulations, policies and decisions of the Union.

**Section 2.** Members receiving Union benefits must pay their fair share of the costs of collective bargaining and representation because dues and assessments are the lifeline of a Union.

**Section 3.** Every member shall make every effort to show solidarity with other Unions and respect Union picket lines.

**Section 4.** A member must refrain from conduct that interferes with the performance of the lawful contractual obligations of the Union, or with the proper business of the organization.

**Section 5.** A member must observe reasonable rules established for the conduct of meetings, and refrain from willfully and intentionally disrupting them.

### **Article IX Convention**

**Section 1.** Except as otherwise provided in this constitution, all sovereign powers and authority of the Union shall be vested in the regular and special conventions of the Union.

**Section 2.** The regular convention of this Union shall be held between June 1 and August 31 every three years, beginning in 2018, at a place to be fixed by the executive board of the Union.

**Section 3.** Special conventions of this Union may be called by the UDW Executive Director or the UDW Executive Board by majority vote. One-third of the districts of UDW representing at least one-third of the membership may at any time require a special convention by filing a request with the UDW Executive Director which petition shall name the purpose of the convention and set its date. Special conventions may also be called by the International President or an authorized representative of the International President.

**Section 4.** At least ninety days prior to each regular convention and at least thirty days prior to each special convention, the UDW Secretary-Treasurer shall send to each district a copy of the convention call, accompanied by the appropriate number of credential forms.

**Section 5.** Properly executed and signed credential forms, together with a District Delegate Certification Form designating the chairperson of the district's delegation should the district elect two or more delegates, must be postmarked and returned to the UDW office no later than twenty days prior to the opening of the convention. Any delegate whose credential was postmarked after the twentieth day prior to the convention shall be deemed irregular and shall not be included in the initial report of the credentials committee.

**Section 6.** A quorum for the transaction of business at any regular or special convention shall consist of delegates representing not less than one-third of the districts having at least one-third of the membership.

### **Article X Representation**

**Section 1.** Districts shall be entitled to UDWA convention delegates on the basis of membership as follows: one delegate per 1,000 member or fraction thereof; districts may elect two alternate delegates per district. All districts will be entitled to no less than 10 delegates.

**Section 2.** Delegates to the AFSCME International Convention, shall be determined in the following manner:

- (a) Pursuant to Article XII, Section 1(b), the President shall be an auto-delegate; and
- (b) For the remaining allotment of delegates, each district shall be allocated one delegate for each 1,000 members, provided that if there are any remaining unallocated delegates, one delegate shall be allocated to each of the districts based on their membership, starting with the largest district, until all remaining delegates are allocated.

**Section 3.** Regardless of the number of delegates, districts shall be entitled to vote on the basis of one vote for each member in all roll-call votes coming before the convention. A

request for a roll-call vote shall require the support of one-third of the accredited delegates.

**Section 4.** Districts entitled to more than one delegate may send fewer than their quota of delegates upon a majority vote of the District Executive Board, and the delegates present may cast the entire vote of the district on the basis of one vote for each member in all recorded votes coming before the convention. The number of votes shall be divided equally among the delegates, with any remaining votes to be cast by the chair of the delegation, as designated by the district. No fractional votes shall be permitted. Delegates registered for a convention have a responsibility to their membership to attend and participate in all convention activities and must be present to vote on any convention business.

**Section 4.** The basis of representation at any UDW Convention shall be the average number of members for whom dues were actually paid to UDW by each affiliated district during the twelve-month period ending with the fourth full month prior to the opening of the convention. In the case of any district organized or affiliated after the beginning of the twelve-month period, the basis of representation shall be the average number of members for whom dues were actually paid to UDW for the full number of months for which dues have been paid by members of the district.

**Section 5.** Duly elected Statewide officers and members of the UDW Executive Board who are not elected as delegates representing their district shall nevertheless be entitled to all the rights and privileges of a delegate, except the right to vote.

**Section 6.** No district shall be entitled to representation in any convention of the Union unless all of its just obligations to the Union have been paid in full by or on the day credentials are presented at the convention.

**Section 7.** To be accredited, delegates must be on the floor when the vote is taken, and voting by proxy shall not be permitted. All issues shall be decided by a majority vote of the accredited delegates voting, except as otherwise specifically provided in this constitution.

**Section 8.** All delegates to any regular or special convention of the Union shall be elected in accordance with the AFSCME Elections Code (Appendix D of the International Constitution). They shall be in good-standing in their district and the names of such delegates shall be certified by the proper officers of the districts, Chair of the Credential Committee and to the UDW Secretary-Treasurer.

**Section 9.** Expenses of delegates attending regular and special conventions shall be the responsibility of UDW.

**Section 10.** Translation facilities shall be provided at all conventions in Spanish, Vietnamese and such other languages as the executive board shall determine to be appropriate and necessary.

## **Article XI Officers, Nominations, and Elections**

**Section 1.** Commencing with the 2019 election of officers, the principal officers of this Union shall be a president, an executive vice president and a secretary-treasurer, no more than one of whom may be elected from a single district. In addition, the chairpersons, and vice chairs in districts with more than 10,000 members, elected by each district shall serve as vice presidents on the executive board by virtue of their election to their district office. In the case of any district in which the chairperson or vice chair who serves on the Statewide Executive Board is elected to fill a vacancy in one of the three principal officer positions in UDW, the district seat shall be declared vacant and filled in accordance with Section 9 of this Article. All officers shall be elected for a term of three years.

Districts where membership is greater than 10,000 members, the local district vice-chair shall serve as a vice president on the UDW Executive Board.

**Section 2.** An election committee shall be appointed by the UDW President, subject to the approval of the executive board, which shall consist of one representative from each of the districts. The election committee shall elect from among its members, by majority vote, a chairperson and vice chairperson and shall have general responsibility for the conduct of the election.

**Section 3.** Nominations of the officers of UDW and its districts shall be conducted by

mail. A notice of the offices to be elected and the procedure for submitting nominations shall be mailed to each member, at the member's last known home address, not later than thirty (30) days prior to the deadline for the receipt of nominations. Any member in good standing of UDW may nominate candidates for one or more of the three principal offices, as well as candidates for the UDW Executive Board representing the member's district and for the officers of such district. The election committee shall have authority to establish the procedures for nominations to be submitted and accepted by mail, and such procedures shall provide for an opportunity for members to challenge the eligibility of any nominee. All regular elections shall be completed by May 31 of the year in which the election is held.

**Section 4.** To be eligible for UDW Officers and Statewide Executive Board, a member must be in good standing for two years immediately preceding the election and, if employed as a home care provider, must have worked at least 40 hours per month for the three months preceding the election; provided, however, that no retired member shall be a candidate for office. To be eligible for convention delegate or district office that does not serve on the Statewide Executive Board, a member must be a member in good standing of UDW and the district in which the member seeks office for at least one year immediately preceding the election. Provider staff employees of UDW are not eligible for elected office in UDW or its districts. However, any provider staff member who has been duly elected and currently serving on the executive board prior to 2009 shall be allowed to be elected and serve on the executive board as long as he/she meets the required election criteria.

Section 5. Acceptance of nomination. "Those nominated shall have the opportunity to decline and, the name of any nominee who declines shall not appear on the ballot.

Note that it is "the opportunity to decline," not "the opportunity to accept" that is guaranteed. If a nominee is eligible for the office and if the nominee does not take a positive action of declining, that nominee's name must go on the ballot.

If the nominee declines, that nominee is not a candidate.

If the nominee accepts, that nominee is a candidate.

If the nominee does neither, that nominee is assumed to be a candidate.

The election committee Chairperson will attempt to contact each nominee to ask the nominee to indicate acceptance or declination in writing to the election committee. However, if the nominee cannot be contacted or fails to respond when contacted, the nominee is assumed to have accepted the nomination.

No members may be a candidate for more than one local union office at the same time. If a member is nominated for two or more offices in the same election, the member must decline all except one such nomination. If the member fails to indicate which office the member wishes to seek, the Election Committee should assume that the member is running for the first office for which that member was nominated and has declined all other nominations.

**Section 6.** Officers of UDW and its districts shall be elected by secret mail ballot vote. At least fifteen days' advance notice shall be given to the membership prior to the holding of the election, and this requirement shall be deemed to be satisfied if the ballots are mailed to each member in good-standing, at the member's last known home address, not later than thirty days prior to the deadline for the receipt of ballots by the Union.

**Section 7.** All matters concerning nominations and elections in this Union shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution.

**Section 8.** Vacancies in the three principal offices of UDW shall be filled for the remainder of the unexpired term by vote of the UDW Executive Board.

Section 9. Vacancies for District Board members shall be filled for the remainder of the unexpired term by a recommendation of the District Board members in consultation with the Regional Manager and final approval of the UDW Executive Board.

**Section 10.** A statewide officer or executive board member/vice president shall be removed from office if such member misses three consecutive regular or special board or membership meetings without an acceptable excuse.

**Section 11.** Every officer of UDW and its districts shall, upon assuming office, subscribe to the following pledge:

"I do hereby solemnly and sincerely pledge on my honor, in the presence of the



witnesses here assembled, to perform the duties of my office, as provided in the constitution of the United Domestic Workers of America and to bear true allegiance to this Union.

To the best of my ability, I pledge to fight for a society where all workers can seek economic and social justice through participation in their union and our democracy. I will work for these goals by organizing unorganized workers, mobilizing workers to participate in the political process, and fighting to gain and defend the best possible working standards through contracts and legislation.

I acknowledge that it is a privilege to serve in this office and I promise that I will deliver to my successor in office all books, papers and other property of this union which are in my possession at the close of my official term.”

## **Article XII Duties of UDW Officers and Executive Board**

**Section 1.** The president shall Preside at all meetings of the Union and of the executive board in the absence of the executive director.

- a. Serve as the first delegate to the conventions and meetings of all organizations with which the Union is affiliated.
- b. Be a member of all committees except election committees.
- c. Countersign all checks drawn against the funds of the Union.
- d. Appoint all standing committees and all special committees of UDW, subject to the approval of the UDW Executive Board.
- e. Report at least quarterly to the executive board, the districts and the members in good standing regarding the progress and standing of the Union and regarding the president's official acts.
- f. Keep all other officers and executive board members, the districts and membership informed as to significant developments affecting UDW and its membership and, in conjunction with the executive director, establish procedures designed to ensure that adequate information concerning developments and issues in UDW's districts is communicated by the districts to the leaders of UDW.
- g. Report to each regular convention of UDW on significant actions and developments since the last convention.

**Section 2.** The executive vice president shall:

- a. Assist the president in the work of the president's office.
- b. In the absence of the president or in the president's inability to serve, perform all duties otherwise performed by the president.
- c. Upon approval by the UDW Executive Board, The Vice President shall be authorized to act as co-signer of checks drawn on the funds of UDW in place of either the president or the secretary-treasurer.
- d. Shall serve as advisor to the UDW Councils and consult with the District Chair and Regional Manager.

**Section 3.** The secretary-treasurer shall be responsible for:

- a. Receiving and receipting for all monies of the Union.
- b. Depositing all money so received in the name of the Union in a bank or banks insured by the FDIC and selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the secretary-treasurer, except as provided in Section 2c of this article.

- c. Preparing and signing checks for such purposes as are required by the constitution or are authorized by the convention or the executive board.
- d. Preparing and submitting the monthly membership report to the International Secretary-Treasurer and preparing and signing a check in payment of UDW's per capita taxes to AFSCME and causing such payment to be made in a timely manner in accordance with the constitution of AFSCME.
- e. Keeping an accurate record of receipts and disbursements of the Union and, at least quarterly, submit to the executive board and the districts an operating statement of the financial transactions of the Union for the previous period. Each UDW member shall receive annually an operating statement of the financial transactions of the Union.
- f. Keeping a record of the proceedings of all conventions and of all executive board meetings.
- g. Acting as custodian of all properties of the Union.
- h. Giving a surety bond for an amount to be fixed by the UDW Executive Board, at the expense of UDW and through the International Union.
- i. Seeing that any financial reports required by the International Union Constitution are submitted to the International Union in accordance with the International Constitution.
- j. Seeing that an audit of the Union's financial statements is conducted annually by an independent Certified Public Accountant selected by the executive director.

**Section 4.** The vice president/district chair shall:

- a. Provide regional reports to the UDW Executive Board at least quarterly.
- b. Keep the district membership informed as to significant developments affecting UDW and its membership and, establish procedures designed to ensure that adequate information concerning developments and issues in UDW is communicated to the leaders of the district in which they are elected.
- c. Serve on committees in which the UDW President appoints.
- d. Shall serve as advisor to the UDW Councils

**Section 5.** Vice President "District Vice Chair" in Districts exceeding 10,000 members shall be responsible for:

- a. Report at least quarterly or as required by the President, in writing or by e-mail, on their involvement in the business of the district.
- b. Attend trainings within the district and consult with the District Chair and Regional Manager
- c. Serve on committees in which the President appoints
- d. Participate and support UDW initiatives in coordination with District Chair and Regional Manager

**Section 6.** The executive board shall be the governing body of the Union except when conventions of the Union are in session. All matters affecting the policies, aims and means of accomplishing the purposes of UDW not specifically provided for in this constitution or by action of the convention at a regular or special meeting shall be decided by the executive board.

**Section 7.** The UDW Executive Board shall meet no less than quarterly at a time and place to be fixed by the members of the executive board. Special meetings of the UDW Executive Board may be called by the president, executive director, or a majority of the members of the board. A special meeting of the executive board may also be called by the International President or an authorized representative of the International President. A report on all actions taken by the executive board shall be made to the next following convention, and such reports shall also be provided to the districts promptly after each meeting of the executive board. A majority of the members of the executive board shall be required for a quorum.

**Section 8.** All officers and executive board members of UDW shall have an obligation to use their best efforts to keep the other officers and executive board members informed as to all matters of concern to the Union and its membership.

**Section 9.** The executive board shall have the authority to establish a written policy to provide for compensation to officers and executive board members for income lost and expenses incurred as a direct result of their constitutional responsibilities and participation in activities as members of the UDW Executive Board. Executive board members who receive such compensation shall not be eligible to receive any additional compensation, other than approved expenses incurred, that may be offered to the membership for participation in other UDW activities and programs.

### **Article XIII Executive Director**

**Section 1.** There shall be appointed by the UDW Executive Board an executive director who shall sit on the executive board with a voice but no vote. The executive director shall serve at the discretion of the board, and the compensation, expenses and benefits of the executive director shall be determined by the executive board.

**Section 2.** The executive director is UDW's chief administrative and executive officer, and must give full time to UDW. The executive director shall, under policies established by the executive board, employ, terminate, fix the compensation and expenses, and direct the activities of such staff as are required to carry out effectively the functions of UDW. The executive director shall, with the approval of the executive board, engage such technical and professional services, including legal counsel and independent auditors, as may be required. The executive director shall be UDW's official spokesperson, and shall be responsible for the contents of UDW's publications. The executive director shall be an ex-officio member of all committees of the union. The executive director shall preside at all meetings of the UDW Executive Board and Convention and shall carry out such other duties as are provided in this constitution or as the executive board may direct. The Executive Director may appoint as a proxy for committees.

**Section 3.** No later than the final executive board meeting of each year, the executive director shall submit in writing to the executive board a proposed budget for the coming year. The proposed budget shall set forth the anticipated income and its sources and the anticipated expenditures of UDW and its districts and their purposes. The proposed budget may be revised by the executive board, which must approve a final budget no later than the last regular executive board meeting of the year, except that, if necessary, a special meeting of the executive board may be called after the final regular meeting in a year for the sole purpose of acting on the proposed budget for the coming year. The executive director shall promptly report to the executive board any major deviation of 10% or more of a line-item from the budget approved by the board, and such deviation shall be subject to approval by the board. The fiscal year for this Union shall begin on the first day of January and end on the last day of December.

### **Article XIV Districts**

**Section 1.** This Union shall have the following Districts:

- District 1. San Diego
- District 2. Orange
- District 3. Riverside
- District 4. Alpine, Madera, Mariposa, Merced, Mono, Stanislaus, Tuolumne
- District 5. Kern, San Luis Obispo, Santa Barbara
- District 6. Butte, El Dorado, Nevada, Placer, Plumas, Sierra, Sutter
- District 7. Imperial
- District 8. Childcare

There may be formed, on the recommendation of the executive director and with the approval of the executive board, such new districts which may include non-IHSS membership, or certain related workers within UDW's jurisdiction as are deemed necessary and proper.

**Section 2.** The chairperson of each district shall appoint, in consultation with UDW Regional Manager, delegates to the AFL-CIO central labor councils having jurisdiction over its counties.

**Article XV  
Membership Meetings**

**Section 1.** The membership meetings of this Union shall be held in the respective districts of UDW as provided in this constitution. Membership meetings may be held virtually in accordance with Article IX, Section 51 of the International Constitution

**Section 2.** The districts of this Union shall meet at least once each quarter at a time and place fixed by the district chairperson.

**Section 3.** Special meetings of a district may be called by the UDW president, the UDW Executive Board, the district chairperson, the district executive/advisory board or by petition filed with the chairperson of the district and signed by thirty percent (30%) of the members of the district. Special meetings of a district may also be called by the International President or by an authorized representative of the International President.

**Section 4.** Each district shall adopt rules for the conduct of its meetings that are not inconsistent with this constitution, including rules requiring that meetings of the district are held at various locations within the district's geographic area designed to maximize membership participation and provide to all members of the district a reasonable opportunity to attend such meetings.

**Section 5.** Quorum.

a. The quorum for meetings of each district within UDW at which formal actions requiring a membership vote are to be taken shall be determined as a percentage of the district membership in good-standing, based on the size of the district, as provided in this section; provided that each district shall have the authority to establish a lower quorum as needed and based upon prior membership meeting participation, subject to the approval of the UDW Executive Board.

District Members	District Quorum as Percentage of Membership
0 - 500	10%, but not less than 20 members
501 – 1,000	9%, but not less than 50 members

b. No quorum shall be required for informational meetings.

**Article XVI  
Duties of District Officers**

**Section 1.** The district chairperson shall:

a. Preside at all meetings of the district membership and report on actions of the UDW Executive Board.

b. Be a member of all district committees and councils.

c. Prepare, in consultation with the District Advisory Board and UDW Regional ~~Coordinator~~ Manager, a proposed district budget to be submitted to the UDW President no later than August 31 of each calendar year.

d. Appoint, in consultation with UDW Regional ~~Coordinator~~ Manager, all advisory councils, standing committees and all special committees of the district.

e. Report at least quarterly to the members in good-standing regarding the progress and standing of the district and regarding the chairperson's official acts.

f. Report at least monthly or as required by the UDW President, in writing or by e-mail, on the business of the district.

g. Participate and support all UDW initiatives and consult with the District Chair and Regional Manager.

**Section 2.** The district vice chairperson shall:

- a. Assist the chairperson in the work of the chairperson's office.
- b. In the absence of the chairperson or in the chairperson's inability to serve, preside at all meetings and perform all duties otherwise performed by the chairperson.
- c. Upon approval by the district executive board, be authorized to act as a co-signer on requests for the release of district funds in place of either the chairperson or the district recording secretary.
- d. Participate and support UDW initiatives and consult with the District Chair and Regional Manager.

**Section 3.** The district recording secretary shall:

- a. Assist the chairperson in the work of the chairperson's office.
- b. Act as custodian of all properties of the district.
- c. Keep a record of the proceedings of all district membership meetings.
- d. Perform such other duties as the district chairperson or UDW President may require.
- e. Co-sign, with the district chairperson, for the release of district funds.
- f. Provide meeting minutes for members translated in languages approved by the Statewide Executive Board.
- g. Participate and support UDW initiatives and consult with the District Chair and Regional Manager.

**Section 4.** County Representative (post-2016 election of UDW officers) shall:

- a. Assist the district chairperson's ability to serve at all meetings.
- b. Serve as county representative to district executive/advisory board.
- c. Identify committee and advisory council members.
- d. Serve on all advisory councils within county.
- e. Preside over local county meetings when the district chair is not available.
- f. Participate and support UDW initiatives and consult with the District Chair and Regional Manager.

**Section 5.** The district executive/advisory board shall meet no less than quarterly at a time and place to be fixed by the district chairperson in consultation with the regional ~~coordinator~~ Manager. Special meetings of the district executive/advisory board may be called by the chairperson, or a majority of the members of the board. A special meeting of the district executive/advisory board may also be called by the International President, an authorized representative of the International President or the UDW Executive Director. A report on all actions taken by the district executive/advisory board shall be made to the membership of the district at the next following meeting. A majority of the members of the district executive/advisory board shall be required for a quorum.

## **Article XVII Advisory Councils**

**Section 1.** Upon the election of UDW and district officers in 2013, the following advisory councils shall be established in each district to carry out the stated objectives:

- a. Health & Welfare Council Members shall;
  - i. Seek and develop resources for other members of the Union and their

families, e.g., rental assistance, utilities assistance, food distribution programs, social services.

- ii. Gather information on clients' programs and organizations.
  - iii. Run a food bank for the members and their families of the Union in the county.
  - iv. Develop a team of volunteers to help members in distress.
  - v. Participate and support UDW initiatives and consult with the District Chair and Regional Manager.
- b. Political Council Members shall;
- i. Provide PEOPLE presentations.
  - ii. Conduct member voter registration drives.
  - iii. Participate in elected office lobby visits.
  - iv. Walk and call members regarding upcoming elections.
  - v. Testify before state and local boards and committees.
  - vi. Recruit political council members.
  - vii. Participate in UDW initiatives and consult with the District Chair and Regional Manager.
- c. Civil & Human Rights Coalition Council Members shall;
- i. Research different social justice, civil and human rights organizations.
  - ii. Identify members who may be involved in civil and human rights organizations.
  - iii. Identify senior, disability, religious, labor groups, environmental organizations, chamber of commerce, community organizations to empower members and their families.
  - iv. Participate in and support UDW initiatives and consult with the District Chair and Regional Manager.

**Section 2.** Additional advisory councils may be established in any district upon the request of the district chairperson and approval of the UDW Executive Board.

**Section 3.** The chairperson of each advisory council shall be elected from among and by the council's members.

**Section 4.** Each council shall meet not less than quarterly. The council chairperson shall be responsible for submitting to the district chairperson a written report on their activities prior to each district membership meeting. Attend trainings offered by UDW or UDW sponsored trainings.

## **Article XVIII**

### **Charges against Members, Officers and Representatives**

#### **Election Protests and Challenges**

#### **Section 1. Charges**

- a. Except as provided in the AFSCME International Constitution, a member of UDW shall have the right to bring charges against another member, officer, or representative of UDW or AFSCME.
- b. The following and no other shall constitute the basis for the filing of charges:

- i. Violation of this constitution or of any provision of the AFSCME Constitution.
  - ii. Misappropriation, embezzlement, or improper or illegal use of union funds.
  - iii. Any action by any officer or employee of UDW which results in the expenditure by UDW of money which is the property of AFSCME.
  - iv. Acting in collusion with management to the detriment of the welfare of the union or its membership.
  - v. Any activity which assists or is intended to assist a competing organization within the jurisdiction of UDW or AFSCME.
  - vi. Refusal or deliberate failure to carry out legally authorized decisions of the International Convention, the International President, the International Executive Board, the Judicial Panel, or of the convention or executive board of UDW.
  - vii. Willful violation of a legally negotiated and approved collective bargaining agreement.
  - viii. Using the name of AFSCME or of a subordinate body in an unauthorized manner or for an unauthorized purpose.
  - ix. Obtaining membership through fraud or misrepresentation.
  - x. Deliberately interfering with any official of AFSCME or of a subordinate body in the discharge of such official's lawful duties.
  - xi. The solicitation or acceptance of a bribe or the acceptance of any gift of more than nominal value from any employer, member, group of members or employee of the union, or from any person or firm which has or is seeking to establish a business relationship with AFSCME or any subordinate body.
  - xii. Conviction of a crime, the nature of which is such as to bring the union as an organization into disrepute.
  - xiii. Knowingly submitting a false per capita tax or other financial report to the International Union, any subordinate body or knowingly and intentionally making any false financial report or statement to any lawfully constituted body at any level of the union.
  - xiv. Crossing an authorized picket line established by members of UDW, or remaining at work during an authorized strike.
  - xv. Wrongfully taking or retaining, destroying or concealing any books, bills, records, vouchers or other property of the Union.
- c. Charges shall be filed and heard in accordance with the AFSCME International Constitution.

## **Section 2. Election Protests and Challenges**

- a. Any member may challenge the eligibility of any nominee by filing such challenge with the UDW Election Committee prior to the holding of the election. The election committee shall make a determination regarding the challenge, and shall report its ruling to the membership of UDW or, in the case of a challenge to the eligibility of a nominee for district office, to the membership of such district.
- b. Any protest concerning the conduct of the election may be filed, in writing, with the UDW Election Committee, or the UDW Secretary-Treasurer if the committee has been discharged. If the election committee has been discharged prior to the filing of the protest, it shall be reactivated for the sole purpose of hearing and deciding such protest. Protests must be filed no later than ten days following the election. All interested parties shall be afforded an opportunity to be heard. Such protests shall be decided by the election committee not later than thirty (30) days after the filing of the

protest, and the decision shall be reported to the membership of UDW or, in the case of a protest of an election for district office, to the membership of such district.

c. If the election committee determines that there were violations which may have affected the outcome of the election, it may order such election or any part thereof set aside, and a new election held. Any officers who have been installed prior to such determination shall remain in office pending the outcome of any new election or of a future appeal.

**Section 3.** Appeals. Appeals of decisions of the UDW Trial Body, which shall be comprised of its executive board, the UDW Election Committee or the membership, may be filed with the AFSCME Judicial Panel in accordance with and Article X and Article XI and Appendix D of the AFSCME International Constitution.

### **Article XIX Collective Bargaining and Contract Ratification**

**Section 1.** UDW shall be the sole collective bargaining agent of the members of the Union.

**Section 2.** Collective bargaining shall be conducted under the direction of the executive director and all contracts shall bear the signature of approval of the executive director or an authorized representative of the executive director.

**Section 3.** Collective bargaining proposals shall reflect the will of the membership. The Union shall establish such procedures and committees, including negotiating committees, as in its judgment will best insure that all segments of the bargaining unit membership are fully consulted and represented in contract negotiations.

**Section 4.** Members in good-standing of each district shall ratify, by mail ballot vote or virtual vote, all collective bargaining agreements, renewals and extensions thereof, other than temporary extensions, in which they are involved. Temporary extensions are defined as one year or less.

**Section 5.** Any strike, or proposed settlement or termination thereof, shall be approved by the members involved in a mail ballot vote.

**Section 6.** All collective bargaining agreements covering members of this Union shall be entered into in the name of UDW and upon ratification of such an agreement, it shall be executed by the appropriate officers of the Union and of the district whose members are covered by the agreement.

### **Article XX Referendum**

**Section 1.** The executive board shall submit to a referendum vote of the membership:

- a. Any matter on its own initiative that it deems necessary.
- b. Any matter initiated by a petition which bears the signature of twenty-five percent of the membership of the Union.
- c. Any proposed assessment.

**Section 2.** All matters that are to be submitted to a referendum of the membership of the Union or a district shall be printed in the official publication of the Union with the exact text prepared by the executive board at least thirty days before the commencement of balloting on the question.

**Section 3.** Whenever a referendum is authorized or required under the provisions of this constitution, it shall be held in the manner prescribed by this Article.

**Section 4.** All referenda shall be held under the general supervision of the executive board which shall adopt rules and provide the necessary means to carry out the rules governing the conduct of referenda.



**Section 5.** The secretary-treasurer of the Union shall be responsible for preparing the referendum ballots and submitting them in appropriate number to the membership with notice of the referendum setting forth clearly the matter or matters to be voted upon.

**Section 6.** All voting shall be by secret ballot. Only members in good standing as defined in this constitution shall be eligible to vote.

**Section 7.** The ballots shall be opened and counted and the tally recorded in the manner prescribed by the executive board and under its auspices and all ballots and tally sheets shall be turned over to the Union. All questions arising out of or in the course of a referendum shall be determined by the executive board.

**Section 8.** All referenda shall be determined by a majority of the votes cast.

**Section 9.** The results of a referendum shall be announced by written notice to the districts and by printing same in official publication of the Union in the first issue following the tabulation of the ballots.

**Section 10.** The chairperson of a district shall submit to a referendum vote of the district's membership:

- a. Any matter on its own initiative that it deems necessary.
- b. Any matter initiated by a petition which bears the signatures of 25 percent of the membership of the district.
- c. District referenda shall be conducted under such rules and procedures as are established by the UDW Executive Board.

#### **Article XXI Trustees for Employee Benefit Programs and Union Service Programs**

**Section 1.** Whenever the Union negotiates a health and welfare, pension, legal services, day care or other employee benefit program, which is to be funded by employer contributions and governed by a trust or non-profit corporation composed of employer and Union representatives, or solely by Union representatives, it shall be the duty and obligation of the executive board to appoint the Union trustees, directors or other representatives to serve without compensation in such capacity.

**Section 2.** The Union shall ensure that its general funds or benefit program funds shall be invested only with entities which are socially responsible and beneficial, and which do not engage in or promote activities that are against the interests of labor and workers.

#### **Article XXII Miscellaneous Provisions**

**Section 1.** This Union and its districts shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

**Section 2.** Except to the extent specified in this constitution, no officer of UDW or its districts shall have the power to act as agent for or otherwise bind UDW or its districts in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind UDW or its districts except to the extent specifically authorized in writing by the UDW Executive Director or by the UDW Executive Board; provided that, under appropriate circumstances, authorization to act on behalf of or otherwise bind a district may be given by the UDW Executive Director.

**Section 3.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Union in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this Union or of the American Federation of State, County and Municipal Employees.

**Article XXIII  
Amendments**

**Section 1.** This constitution may be amended, revised, or otherwise changed by a majority vote of the members in good-standing voting on such proposed change by mail ballot vote. A proposed amendment to this constitution must be supported by a vote of a district's membership to introduce such an amendment and must be submitted in writing to the UDW Secretary-Treasurer who shall transmit such proposed amendments to the UDW Executive Board at its next regular meeting. The UDW Executive Board shall review and make a recommendation to the membership on any proposal to amend this constitution. Within thirty days after such meeting of the UDW Executive Board, a written copy of such proposed amendment and the recommendation of the UDW Executive Board on such proposal shall be mailed to each member, with a ballot to be used by the member in voting on such proposed amendment and a postage-paid, pre-addressed return envelope to be used by the member to return the ballot. The deadline for the return of such ballot shall be not less than twenty days after the date on which the amendment package is mailed to the membership.

**Section 2.** This constitution, except for those provisions pertaining to the dues rate, fees and assessments payable by members of this Union, may also be amended, revised or otherwise changed by a vote of a duly constituted convention of UDW. Such amendments must be submitted to the UDW Secretary-Treasurer at least thirty days before the opening of such convention and must be approved by a two-thirds vote of the convention; provided that any amendment submitted to the secretary-treasurer at least ninety days before the opening of a convention and mailed to each district at least sixty days before the opening of the convention may be approved by a majority vote of the convention. The UDW Executive Board shall review and make a recommendation to the convention on any proposal to amend the constitution submitted for consideration by that convention.

**Section 3.** This constitution and any subsequent amendments to this constitution shall take effect only upon written approval thereof by the International President.

Approved by:

A handwritten signature in black ink that reads "Lee Saunders". The signature is written in a cursive, flowing style.

LEE SAUNDERS  
President

Approval date: March 29, 2021

## **Appendix A**

The UDW Constitution provides that the Union will have a regular convention every three (3) years and that special conventions may be called under certain circumstances. A convention call must be issued to each district of UDW at least ninety (90) days before a regular convention and at least thirty (30) days before a special convention. The convention call notifies each district of the date, time and place of the convention, the number of delegates the district is entitled to elect and the procedures to be followed in electing those delegates.

A regular convention has the power to decide upon the credentials of delegates, to establish Union policies, to amend the constitution, except with respect to the rates of dues, fees, or assessments provided for in the constitution, and to do all things necessary to the proper disposition of any matter that may come before the convention for consideration. A special convention may act on only those matters that are specified in the call for such convention and such other matters as may be necessary for the proper disposition of those matters.

The convention consists of delegates elected by the respective districts of the Union. In addition, officers of UDW or members of the UDW Executive Board who are not elected as delegates from their district are entitled to all the rights and privileges of delegates, except the right to vote.

The number of delegates and voting strength of each district is based on the number of members of that district for whom dues are paid to UDW for a twelve (12) month period specified in the UDW Constitution. Once a district elects its delegates, the district is required to submit their names to the UDW Secretary-Treasurer on a credential form that will be provided to the districts with the convention call.

Each delegate has one vote on all matters coming before the convention, except when a roll-call vote is called in accordance with the rules of the convention. When a roll-call vote is held, the voting strength of each district is divided equally among the delegates from that district attending the convention, with any remaining votes cast by the chair of the district's delegation.

The UDW President appoints all convention committees, subject to the approval of the UDW Executive Board. The convention committees appointed will include a credentials committee, a committee on rules and order of business, a resolutions committee, a constitution committee and such other committees as may be determined to be appropriate. The president may also appoint one or more members to serve as sergeant-at-arms. The UDW Secretary-Treasurer serves as secretary to the convention.

Any district or delegate may submit resolutions by submitting them in writing to the UDW Secretary-Treasurer prior to the opening of the convention. Proposed amendments to the UDW Constitution must be submitted at least thirty (30) days before the opening of the convention. Proposed constitutional amendments submitted to the UDW Secretary-Treasurer at least ninety (90) days before the convention and mailed to each district at least sixty (60) days before the convention may be adopted by majority vote. Otherwise, constitutional amendments require a two-thirds (2/3) vote to be adopted.

The UDW Convention is governed by the following permanent rules.

### **Permanent Rules Governing Conduct at UDW Conventions**

#### **1. Source of Rules**

The UDW Convention shall be conducted in accordance with these rules and the UDW Constitution and if these rules and the UDW Constitution do not specifically cover a matter, Robert's Rules of Order Newly Revised shall apply.

## **2. Hours of Convention**

The Convention shall be called to order at the hour specified in the Convention Call. The hours of the Convention, recesses and other arrangements relating to the Convention shall be established by a resolution or motion by each Convention.

## **3. Conduct During the Convention**

The Chairperson shall be responsible for maintaining order in the Convention. The Chairperson may request the Convention to act on the question of expelling a person for misconduct. A delegate may request the Chairperson to have the Convention act on expelling a person for misconduct. A majority of delegates voting shall decide the question of expulsion for misconduct.

## **4. Order of Business**

The Order of Business at a Convention shall be as follows:

1. Call to Order;
2. Report on Credentials;
3. Reading of Convention Rules;
4. Reports of the President, Secretary-Treasurer, and Executive Board of the Union;
5. Report of Committees;
6. Unfinished Business;
7. New Business;
8. Adjournment.

The order of business may be suspended by a two-thirds vote of the delegates present.

## **5. Delegates to the Convention Section**

### **1. Election and Certification**

Delegates shall be elected and certified as provided in the constitution.

### **Section 2. Seating of Delegates**

Delegates shall be seated upon accepting the Credentials Committee Report. In the case of a credentials challenge, the delegates under dispute shall not vote on the question of their seating.

## **6. Procedures for Delegates Wishing to Speak**

(a) Delegates desiring the floor must announce their names and the district they represent in order to be recognized by the Chair. If a delegate, while speaking, has to be called to order, the delegate shall, at the request of the Chair, be seated until the question of order is decided.

(b) No delegate shall speak more than once on the same question, until all who desire to speak on that question shall have been heard, nor more than twice on the same question, except by consent of the majority. Speeches of delegates on the debate of any question shall be limited to three (3) minutes, but the time of speaking may be extended by majority vote of the Convention.

(c) Should two or more delegates rise at the same time to speak, the Chair shall decide who is entitled to the floor.

(d) Any delegate may appeal from a decision of the Chairperson without waiting for recognition by the Chairperson, even though another delegate has the floor. No appeal is in order when another is pending or when the business at issue has been transacted by the Convention and the Convention has taken up other business prior to the appeal being taken.

## **7. Motions and Debate**

- (a) When a motion to table is made, the motion shall not be put until the introducer of the original motion is given an opportunity to speak on the question.
- (b) No delegate shall interrupt another delegate's remarks, except to raise a point of order.
- (c) A motion shall not be open to discussion until it has been seconded and stated from the Chair.
- (d) A motion to lay on the table shall not be debatable except as limited by Robert's Rules of Order. When such a motion is made and amendments are pending to the original motion before the Convention, the motion to table shall apply to the amendments, and it shall require a new motion to table the original motion.
- (e) A motion to reconsider shall not be entertained unless made by a delegate who voted with the majority on the original question and shall require a majority vote.
- (f) No motion or resolution shall be voted upon until the mover or introducer has had an opportunity to speak upon it if desired.

## **8. Precedence of Motions During Debate**

When a question is under debate or before the Convention, no motion shall be received but the following, which shall take precedence in the order named:

- First: To adjourn;
- Second: To recess to a given time;
- Third: To raise a point of order;
- Fourth: For the previous question;
- Fifth: To postpone to a definite time;
- Sixth: To postpone indefinitely;
- Seventh: To refer to committee;
- Eighth: To divide or amend;
- Ninth: To set a special order of business.

## **9. Voting at Convention**

A delegate in the Convention shall vote as follows:

- (a) Each delegate shall have 1 vote in the Convention, except on a roll-call vote.
- (b) A roll-call vote may be had on any question before the Convention at the request of one-third of the accredited delegates.
- (c) Voting by roll-call shall be by per capita vote with the votes of each district divided equally among the registered delegates from such district and any odd votes cast by the chair of the district's delegation. The number of votes assigned to each district shall be determined by the Credentials Committee and the Convention.
- (d) When a roll-call has been taken and all delegates present have had an opportunity to record their votes, the ballot shall be declared closed.
- (e) When a roll-call has been ordered, no adjournment shall take place until the result has been announced.

## **10. Convention Committees, Reports & Resolutions**

- (a) A majority of the committee members shall constitute the quorum for the transaction of its business.

(b) At least a majority of all members present and voting shall be required to adopt a recommendation, a report or a resolution.

(c) All resolutions shall bear the signature of the introducer and the title of the district the introducer represents and shall be submitted in triplicate form.

(d) All committees shall report on all resolutions submitted to them.

(e) A majority of the delegates present and voting shall be required to act on a committee report or a resolution, except as otherwise provided in the Constitution.

(f) The reports of committees shall be subject to amendments and substitutes from the floor of the Convention, in the same manner as other motions and resolutions.

(g) The regular committees of the Convention established under the constitution and any other committee established by the Convention shall make themselves available between the hours of 2:00 p.m. and 6:00 p.m. on the day preceding the Convention for the purpose of establishing a schedule for delegates wishing to appear before such committees. All committees shall notify delegates who appear before them as to the results of the committee's action upon any suggestion or request the delegate made of the committee. This shall be done as expeditiously as possible by the committee.

#### **11. Visitors to the Convention**

Persons, other than delegates certified by the Credentials Committee and approved by the Convention, may be permitted to attend the Convention upon the following conditions:

(a) They present themselves to the Credentials Committee and secure approval of the Committee;

(b) They not be permitted in the section of the Convention reserved for voting delegates.

#### **12. General Information and Committee Booth**

There shall be a booth established in a convenient place within or on the premises of the Convention building to be known as the "General Information and Committee Booth," which shall be utilized by all delegates to seek information or ask questions with regard to any matter before the Convention. Each committee of the Convention shall have a representative in the Booth, or available to come to the Booth immediately upon request. The Booth shall be open during the Convention hours and also one hour before and after regular established Convention sessions where feasible.

#### **13. Suspension of Rules**

Any one or all of these rules may be temporarily suspended for any subject before the Convention by a majority of the delegates voting on the question.

#### **14. Amendment of Permanent Rules**

No permanent rule of the Convention, upon adoption, shall be amended except by an affirmative vote of a majority of the duly qualified delegates to the Convention, present and voting. No such amendment shall be considered until it shall have been referred to and reported by the Committee on Rules.

Amendments shall be effective immediately upon their adoption. In case of any conflict between these rules and the Constitution, the Constitution shall govern.