

SEIU Local 503, OPEU  
ODHS/OHA Local 200  
OREGON DEPARTMENT OF HUMAN SERVICES/OREGON HEALTH AUTHORITY (NON-  
INSTITUTIONS)

CONSTITUTION & Bylaws

CONSTITUTIONBYLAWS

**ARTICLE I – Name**

The name of this organization shall be the Oregon Department of Human Services/Oregon Health Authority (ODHS/OHA) (Non-institutions), Local 200 of SEIU Local 503, Oregon Public Employees Union, hereafter to be referred to as the Statewide Local.

**ARTICLE II – Purpose**

The Statewide Local is a basic membership group of SEIU, established for the purpose of representation of its members as set forth in, and in accordance with, the Bylaws of SEIU Local 503, OPEU, hereafter referred to as SEIU.

**ARTICLE III – Membership**

Section 1. Employees Eligible for Membership

All ~~non-management~~bargaining unit employees of ODHS/OHA (Non-Institutions) who pay dues are eligible for membership in accordance with ~~Article IV and V~~ of the ~~Constitution and~~ Bylaws of SEIU.

Section 2. Members Eligible to Vote

All active and semi-active members, as defined by ~~Article III2~~ of the SEIU Bylaws, and employed by ODHS/OHA (Non- Institutions) are members of the Statewide Local and are eligible to vote. Non-management employees that do not pay dues, although represented by SEIU, are not eligible to vote in any union vote.

**ARTICLE IV – Structure**

Section 1. Primary Structure.

- a) The primary structure of Statewide Local shall be statewide.
- b) The business of the Statewide Local shall be administered by elected officers, as outlined in Article VI and VII of the Statewide Local BylawsConstitution.
- c) The Statewide Local shall be comprised of the structure designated in Section 2, referred to as Sublocals

Section 2. Sublocal Structure

- a) a) Sublocals of ODHS/OHA (Non-institutions) Local 200 shall be defined as indicated in the chartTable 1 below, and specified by worksite in Appendix OBJ

Table 1: Sublocals

Sublocal	Location	Sublocal	Location
201	Clatsop, Columbia, Tillamook	211	Klamath, Lake
202	Multnomah	212	Morrow, Umatilla
203	Yamhill, Polk, Marion field services (i.e., units which provide direct contact with the public), which are not co-housed with 217, 218, or 220, and are related by program area.	213	Baker, Union, Wallowa
204	Benton, Lincoln, Linn	214	Grant, Harney, Malheur
205	Lane	215	Clackamas
206	Douglas	216	Washington
207	Coos, Curry	217	Human services building and units in the Salem metro area that perform internal administrative functions of the agency.
208	Jackson, Josephine	218	Salem Metro area <u>units not connected to Sublocal 217, including all OIS-staff, and non-field service offices, not connected to Sublocal 217.</u>
209	Hood River, Gilliam, Sherman, Wasco, Wheeler	219	The Oregon Health Authority units in Multnomah and Washington county.
210	Crook, Jefferson, Deschutes	220	Virtual Eligibility Centers in the Salem Metro Area and Virtual Eligibility Center Operations
		<u>221</u>	<u>Centralized Screening (ORCAH, ORCAH Ops)</u>

- b) b) The business of each Sublocal shall be administered by the elected officers defined in Article IV Section 3. If a Sublocal has no elected officers, oversight with respect to carrying out governance and fiduciary duties shall revert to the Statewide Officers until such time as the Sublocal elects officers.
- c) c) The organization of Sublocals is intended to be both along geographic and program area lines, to facilitate member representation. ~~Location shall take precedence over program area where appropriate.~~
- d) d) With Statewide Executive Committee approval, SEIU Local 503 shall assign new worksites (from data provided by ODHS and OHA) to Appendix 1 as needed and the Executive Committee shall review the assignment of worksites to each sublocal between October 1st and December 31st of each year. The Executive Committee may vote on any changes to the worksite assignments, in accordance with the chart in Art. IV(a) and shall update Appendix 1 with any changes approved by the majority of the Executive Committee no later than December 31st of odd-numbered years.

~~d)~~

**ARTICLE V – Elections of Officers, General Council Delegates, Bargaining Delegates**

- a) Elected positions include A# Statewide and Sublocal officers, General Council At-Large Ddelegates and Aalternates, and Bargaining Delegates.

- a) ~~b)~~ All positions shall be elected by ~~May 1~~ May 31st in even-numbered years and will serve a 2- year term or fraction thereof, if the seat is vacated during the term.
- c) ~~All elections will be held in accordance with SEIU bylaws.~~
- d) Elections will be performed electronically.
- b) ~~e)~~ The ~~e~~ Elections will be held by secret ballot of all vote-eligible members of the Statewide Local.
- e) ~~f)~~ Candidates must receive a simple majority vote of the ballots returned to be elected. In case of ties, ~~and if neither party wishes to concede the election,~~ determination will be made by flipping a coin, ~~if neither party wishes to concede the election.~~ In the event there is a tie between more than two people, the elections committee shall determine the method to break the tie.
- e) ~~g)~~ Members shall be delivered a ballot for the sublocal identified for their worksite as reported by ODHS/OHA and defined in ~~Table~~ Appendix 1. It is the responsibility of members to contact ~~SEIU the Union~~ to request a replacement ballot if they receive a ballot which they do not believe matches the Sublocal for their worksite.
- e) ~~General Council At-Large positions (positions after all the automatic delegates outlined herein are filled) will be filled based on the highest number of votes received.~~

## ARTICLE VI – Officers

No Statewide Officer or Sublocal Officer<sup>1</sup> may hold more than one office at a time, as defined in Section 1 and Section 2:

### Section 1. (Local 200) Statewide Officers

- a) The Statewide Officers shall be the President, ~~two ODHS Vice Presidents,~~ one OHA Vice President, ODHS and OHA Secretary ~~and Treasurer, or Secretary-Treasurer.~~
- b) A quorum will be a simple majority of the elected officers.
- c) Vice Presidents and Secretaries for ODHS and OHA will be elected by the entire Local, but must be elected from candidates employed by their respective Agency. For example, – holding office as ODHS ~~ODHS~~ Vice President (~~ODHS~~) requires that the candidate be an ODHS employee, and ~~vice-versa for that the OHA Vice President be an employee of OHA (OHA).~~
- e) ~~–~~

### Section 2. Additional Officers

- a) Assistant Vice Presidents will be elected by the entire Local, but must be elected from candidates employed by their respective Agency.
- ODHS Assistant Vice Presidents
    - Program-Specific Assistant Vice Presidents will be for Child Welfare (CW), Aging and People with Disabilities (APD), Oregon Eligibility Partnership (OEP), and Self Sufficiency Programs (SSP), CW, APD, OEP, and SSP.
    - Two At-Large Assistant Vice Presidents shall be employed outside of any of the program-specific Assistant Vice President positions, and shall be from different programs (e.g. Office of Developmental Disabilities Services (ODDS), Vocational Rehabilitation (VR)) or agency functions (e.g. shared services, central services).
  - OHA Assistant Vice Presidents
    - Two At-Large Assistant Vice Presidents shall be from different divisions (e.g. Public Health Division (PHD), Health Policy & Analytics (HPA)) or agency functions (e.g. Office of Information

Services (OIS), central services).

- b) Statewide Chief Stewards for ODHS and OHA will be elected by Sublocal Chief Stewards- following sublocal chief steward elections to follow the same term as the other Statewide Officers.
  - Chief Stewards are elected concurrently with Statewide Officer elections in even-numbered years, or at interim elections when appropriate. Elections shall be completed by April 30th of even-numbered years, unless interim elections are needed.
  - Chief Steward elections will be coordinated by the elections committee.
  - Any Chief sSteward with more than one (1) full year of service as a steward and all SEIU and Local 200 trainings<sup>1</sup> completed may serve as a Statewide Chief Steward
  - These positions may serve in an advisory capacity to the Statewide Local Executive Committee and are non-voting.
- c) Membership growth lead and/or committee shall be appointed by the incoming Statewide Officers to follow the same term as the other Statewide Officers.
  - This position(s) may serve in an advisory capacity to the Statewide Local Executive Committee and are non-voting.

Section 32. Sublocal (201-2219) Officers-

- a) The Sublocal officers shall be a Chair, Vice-Chair, Secretary, Treasurer or Secretary-Treasurer.
- b) A quorum will be a simple majority of the elected officers.
- b)c) If either Secretary or Treasurer is vacant, the roles may be combined in lieu of holding another election.

## ARTICLE VII – Executive Committee

Section 1. Statewide Local Executive Committee

- a) The Statewide Local Executive Committee shall consist of the Statewide OfficersOfficers, as described in Article VI and the Sublocal Chairs or designees, which must be another Officer from the same Sublocalfrom each Sublocal.
- d) b) A quorum will be a simple majority of the Statewide Local Executive Committee.
- e)

b) Section 2. Sublocal

Section 2. Sublocal

The A Sublocal Executive Committee shall consist of the Sublocal Officers, and, A at the option of the Sublocal Executive Committee, Chief Steward(s) shallmay be advisory, non-voting members.

## ARTICLE VIII – Election of Officers, General Council Delegates, Bargaining Delegates

Section 1-

- a) Elections will take place in even-numbered years, and are 2-year terms or part thereof, if filling a vacancy
- b) All Statewide Local elections will be held in accordance with SEIU'S Bylaws.
- c) Voting will be by secret ballot.
- d) Candidates must receive a simple majority of the votes from the ballots returned. A tie-

<sup>1</sup> Local 200 trainings refers to trainings offered by SEIU Local 503 that Local 200 requires.

will be resolved by a coin toss. In the event there is a tie between more than two people, the elections committee shall determine the method to break the tie.

- e) General Council at Large positions (positions after all the automatic delegates outlined herein are filled) will be filled based on the highest number of votes received.

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<sup>1</sup> Note: Where the term “Statewide Local Executive Committee officer” is used in these Constitution and Bylaws, it refers to Local Representatives as defined under the SEIU Local 503, OPEU Bylaws. The term “officer” refers to elected leaders and the Statewide Local Executive Committee members. Local Representatives as defined under the SEIU Local 503 Bylaws shall be the Statewide Local Executive Committee.

## **ARTICLE IX – Amendments to the Constitution**

Amendments to the Constitution may be made as follows:

- a) Recommended amendments to the Constitution shall be submitted in writing to the Statewide Local Executive Committee, who will review them at a duly publicized Committee meeting, with this issue on the agenda, and decide whether or not to take them forward under the procedures of the Union’s Bylaws.
- b) If approved by a simple majority of the Statewide Local Executive Committee members, the amendments will be placed on a statewide mail or electronic ballot to all vote-eligible members.
- c) An amendment will pass if it receives a simple majority of the ballots returned.

Date of Ratification: October 8, 2021

## **Bylaws**

### **ARTICLE VIII – Duties of the Statewide Local**

The primary responsibilities of the Statewide Local Oregon Department of Human Services/Oregon Health Authority (Non-Institutions) Local 200 shall be:

- a) Meet as necessary, minimum monthly, to discuss and consider matters that affect the membership of the Local. Meetings shall include the President, Vice Presidents, Secretary, and Treasurer.
  - Assistant Vice Presidents, Statewide Chief Steward, and the Member Growth Lead/Committee may ~~join~~ attend as requested.
- a)b) Enforce collective bargaining agreements and support negotiations for the betterment of the wages, benefits, hours and working conditions of the members of the Statewide Local.
- b)c) Promote healthy membership and growth throughout the local.
- d) Develop a system of communication with the membership.
- e) Develop a Statewide Local strategic plan to be reviewed and approved by the Statewide Local Executive Committee.
- e)f) Develop a Statewide Local budget.
- e)g) Foster and protect the rights and goals of the membership in accordance with SEIU and Statewide Local ~~Constitution and~~ Bylaws.
- e)h) Work with management to resolve issues of concern brought forward by members through the Labor Management structure.
- i) Designate an elections committee during the biennial elections to accept nominations

and written acceptance of nominations by the nominees.

- j) Ensure Sublocal officers complete officer training. Coordinate additional training sessions as needed.
- k) Update the Contract Enforcement Team (CET)/Communications Standard Operating Procedure, utilizing the CET template, within 3 months of installation of officers. Update as needed.
- f)

## **ARTICLE IX – Duties of the Sublocal**

The following duties are minimally required. The Statewide Officers or the Statewide Local Executive Committee may determine additional duties to be fulfilled.

The Sublocal elected leadership shall:

- a) Meet as necessary, but at least quarterly, to discuss and consider matters that affect the membership of the Sublocal.
- a) Ensure regular, minimum quarterly, Sublocal member meetings occur. Coordinate these meetings in conjunction with SEIU organizers and Contract Specialists.
- b) Implement the Statewide Local strategic plan, and-
- c) Develop and implement a Sublocal strategic plan.
- d) Develop a Sublocal budget
- e) Work with management to resolve issues of concern brought forward by members through the Sublocal Labor Management structure.
- f) Designate an election committee to fill vacancies. Vacancies shall be filled according to Article XIV Section 2 and in accordance with the Statewide Local and SEIU Constitution and Bylaws.
- g) Foster and protect the rights of the membership, in accordance with the SEIU and Statewide Local Constitution and Bylaws.
- h) Update the CET/Communications Standard Operating Procedure, utilizing the CET template, within 3 months of installation of officers. Update as needed.
- i) Complete SEIU 503 officer-Local Representative training within the first year of the term. If training is not completed within the first year of the term, freezing of Sublocal funds shall occur until all officers have completed training.
- j) Maintain, at minimum, monthly communication with statewide officers including but not limited to submitting Labor-Management Committee (LMC) notes, responding to requests from L200, and escalating unresolved issues, generating a list of 100 managers to be given to DAS for immediate termination.
- k) Review Local Bylaws to become familiar with processes, duties, and responsibilities.
- l) Communicate statewide updates and news to Sublocal members.

## **ARTICLE X – Duties of the Statewide Local Executive Committee**

The following duties are minimally required. The Statewide Local Executive Committee may determine additional duties to be fulfilled.

The Statewide Local Executive Committee shall:

- a) Meet a minimum of four (4) times a year to transact necessary business of the Statewide Local that affects the statewide membership of the Local.
- b) Serve as the Labor Representatives of the Statewide Local at Statewide Labor Management meetings.
- c) Develop the Review and approve the Statewide Local's strategic plan, and implement the strategic plan.
- d) Work with the Bargaining Delegates to develop issues for bargaining that directly relate to

the Local membership.

- e) Work with the Bargaining Delegates to develop strategies for supporting the Bargaining Team.
- f) Local Communications: Issue timely reports, notes, and minutes from meetings and trainings to officers, stewards, and membership at-large as appropriate.

~~It is the duty of the Executive Committee (Statewide officers and all Sublocal Chairs) to timely issue reports, notes and minutes from meetings and trainings to stewards and to the Local's membership at-large as appropriate, and develop a statewide communication plan.~~

## ARTICLE XIV – Duties of the Statewide Officers

The following duties are minimally required. The Statewide Officers or the Statewide Local Executive Committee may determine additional duties to be fulfilled.

### Section 1. President

The President shall:

- a) Preside over all meetings of the Statewide Local and the Statewide Local Executive Committee.
- b) Designate the presiding Vice President when unable to attend meetings of the Statewide Local and/or Statewide Local Executive Committee, as appropriate.
- c) Maintain communication between the Statewide Local Executive Committee and the Sublocal Officers.
- d) Serve on the Statewide Labor Management Committee.
- e) Serve as an automatic General Council Delegate.
- f) Assist Sublocals in resolving Sublocal governance issues at the Sublocal level.
- g) Past presidents will may continue to act in an advisory role for the first six months of the newly elected president's term for the purposes of transition and continuity at the discretion of the incoming Statewide Officers.

### Section 2. Vice Presidents (OHA) and (ODHS)-

~~The~~ Vice Presidents (OHA) and (ODHS) shall:

- a) Preside over meetings of the Statewide Local and the Statewide Local Executive Committee when the President is absent, as designated by the President.
- b) Serve on the Statewide Labor Management Committee.
- c) Serve as an automatic General Council Delegate.
- d) ~~Jointly o~~Qversee the Statewide Local's communication system, including specifically but not limited to, working/coordinating with the Local's Contract Specialists.
- e) Assist Sublocals in resolving Sublocal governance issues at the Sublocal level.
- f) For Sublocals with no elected officers, the Vice President from the appropriate Agency will oversee Sublocal operations including but not limited to fulfilling the duties of the Sublocal Chair with respect to providing leadership and fiduciary authority.
- g) Regularly communication, at minimum monthly, with respective Assistant Vice Presidents.
- h) Collaborate with respective Assistant Vice Presidents.
- fj) In the event of a vacancy in an Assistant Vice President position, the Vice President of the appropriate Agency shall fulfill the duties.

### Section 3. Secretary

The Secretary shall:

- a) Record and distribute minutes and agendas for all meetings of the Statewide Local Executive Committee and the Statewide Local.
- b) Serve on the Statewide Labor/Management Committee.
- c) Serve as an automatic General Council delegate.
- d) Maintains a matrix-committee tracker of all the committees which have with Local 200 representatives participating. This tracker/matrix is reviewed by Sstatewide Oofficers regularly, minimally annually, for viability and active participation by the Local's appointed representatives member(s).
- e) Assist the Vice President(s) with duties outlined in Section 2(d), 2(e), and 2(f) as appropriate.

- f) Coordinate with CET to ensure training records are maintained and regular reports are provided to the statewide officers. Maintain training records for stewards of the Statewide Local, coordinating with the Local's Contract Specialists and with SEIU-Local 503, OPEU.

#### Section 4. Treasurer

The Treasurer shall:

- a) Maintain the financial records of the Statewide Local. Specifically including but not limited to preparing an annual budget no later than March 1 of each year, providing a Treasurer's report to the Statewide Local Executive Committee as a standing agenda item, and maintaining copies of Sublocal budgets submitted.
- b) Be responsible for all requests for disbursement of funds on behalf of the Statewide Local and oversee disbursement of funds on behalf of Sublocals.
- c) Submit Statewide Local requests for disbursement of funds to SEIU Local 503, OPEU Headquarters in care of the SEIU Treasurer or Secretary-Treasurer, who shall comply with the request when they are in compliance with the SEIU Bylaws.
- d) Serve on the Statewide Labor/Management Committee.
- e) Serve as an automatic General Council Delegate.
- f) In Sublocals with no elected officers, the Treasurer will work with the appropriate Vice President to oversee operations and provide fiduciary authority for Sublocal expenditures.
- g) Assist Sublocal Treasurers at their request with budget preparation and Treasurer reports. If Sublocals do not have an elected Treasurer or have not submitted a budget by the deadline, the Statewide Treasurer will prepare a Sublocal budget on the Sublocal's behalf.

#### Section 5: Assistant Vice Presidents

The Assistant Vice Presidents shall:

- a) Serve as an automatic General Council delegates.
- b) Serve on the Statewide Local Executive Committee.
- c) Participate in meetings associated with the program or agency function they are elected to represent.
- d) Provide expertise or coordinate with a subject-matter expert in the program or agency function they are elected to represent.
- e) Resolve program-related issues in coordination with Local 200 and SEIU entities, including but not limited to Contract Specialists, Organizers, Sublocal Officers, Statewide Officers, Statewide Local Executive Committee, and other Assistant Vice Presidents.
- f) Regularly communicate, at minimum monthly, with respective Vice President.
- g) Communicate and be available to members they at you were elected to represent.

#### Section 6: Statewide Chief Stewards

The Statewide Chief Stewards shall:

- a) Complete all chief steward training within 4one (1) year of term if not completed prior to a term.

- b) Track issues and grievances for escalation.
- c) Coordinate cross-Sublocal and group grievances
- d) Collaborate with CET on grievance tracking and consult with CET on potential grievances
- e) Track classification studies and group reclassification requests, and monitor Agency implementation.
- ~~— Communicate with Statewide Officers.~~
- f) Recruit and mentor Sublocal Chief Stewards in collaboration with CET, Organizers, and Contract Specialists.
- ~~— Collaborate with CET on grievance tracking, consultation on potential grievances~~
- g) Coordinate cross-Sublocal and group grievances.
- h) Facilitate Chief Steward meetings, at minimum quarterly.
- ~~— Track classification studies and group reclassification requests, and monitor Agency implementation.~~
- ~~— Complete all chief steward training within 1 year of term if not completed prior to a term.~~
- i) Oversee Stewards Council.
- j) Oversee Steward Oversight Committee.
- k) Communicate with Statewide Officers.
- l) \_\_\_\_\_

Section 75. Officer Transition

Outgoing officers will make themselves available to incoming officers to the best of their ability and do their due diligence to ensure a smooth transition into their new positions.

**ARTICLE XIV – Duties of the Sublocal Officers**

The following duties are minimally required. The Statewide Officers or the Statewide Local Executive Committee may determine additional duties to be fulfilled.

Section 1. Sublocal Chairs

The Sublocal Chair shall:

- a) Preside over Sublocal-wide meetings and the Sublocal Executive Committee.
- b) Serve on the Statewide Local Executive Committee ~~and~~
- b)c) Maintain communication between Statewide Local Executive Committee and the Sublocal Officers and Stewards.
- e)d) Serve on the Statewide Labor Management Committee.
- e)e) Serve as an automatic General Council Delegate.
- f) Serve as labor co-chair on the Sublocal Labor -

Management Committee(s):-

e) Section 2. Sublocal Vice Chair:

The Sublocal Vice Chair shall:

- a) Preside over Sublocal-wide meetings and Sublocal Executive Committee in the absence of the Sublocal Chair.
- b) Serve on the Statewide Local Executive Committee in the absence of the Sublocal Chair.
- ~~b)c) Co-chair sublocal labor management committee(s) in the absence of the Sublocal Chair.~~
- e)d) Serve on the Sublocal Executive Committee.
- e)e) Serve as an automatic General Council Delegate.
- e)f) Oversee the Sublocal communication system to members including but not limited to, working/coordinating with the Locals' Contract Specialists and Organizers.

Section 3. Sublocal Secretary

The Sublocal Secretary shall:

- a) Preside over meetings in their Sublocal in the absence of both the Sublocal Chair and the Sublocal Vice Chair.
- ~~b) Be responsible for recording and disbursing the Sublocal and Sublocal Executive Committee meeting minutes to the Sublocal members and Statewide Officers.~~
- e)b) Serve on the Statewide Local Executive Committee and the Statewide Labor Management Committee in the absence of the Sublocal Chair or Vice Chair.
- e)c) Serve on the Sublocal Executive Committee.

Section 4. Sublocal Treasurer

The Sublocal Treasurer shall:

- a) Maintain the financial records of the Sublocal and shall be responsible for all requests for disbursement of funds on behalf of the Sublocal.
- b) Submit all requests for disbursement of funds to the SEIU ~~Local 503, OPEU~~ Headquarters in care of the SEIU ~~Treasurer or Secretary~~ Treasurer, who shall comply with such requests when they are in compliance with the SEIU Bylaws.
- c) Serve on the Statewide Local Executive Committee in the absence of the Sublocal Chair or Vice Chair.
- d) Serve on the Sublocal Executive Committee.
- e) Prepare an annual Sublocal budget no later than March 15 of each year and submit it to the Statewide Treasurer.

Section 5. Sublocal Secretary-Treasurer

At the option of the Sublocal, Sublocal Secretary and Sublocal Treasurer may be combined into one position, combining the same duties as in Article V Sections 3 & 4 of the Statewide Local Bylaws.

**ARTICLE XVIII - Sublocal Stewards**

The following duties are minimally required. The Statewide Officers, the Statewide Local Executive Committee, the Statewide Chief Stewards, the Stewards Council, or the Stewards Oversight Committee may determine additional duties to be fulfilled.

Section 1. Elections

Stewards shall be nominated and elected by the vote-eligible members present at an announced worksite meeting or by secret ballot. Stewards shall be nominated and elected by members. Elections may be conducted at an announced worksite meeting, or by secret ballot. Elections held by secret ballot and results shall be certified directly by the respective sublocal officer or a Statewide Officer acting in their stead.

## Section 2. Duties of Stewards

- a) Stewards must successfully complete training identified by the Statewide Local Executive Committee, both in their initial 9 ~~nine (9)~~ months ~~year~~ of service and in accordance with SEIU 503 bylaws ~~Bylaws (and any subsequent changes)~~, and an ongoing basis, as identified by the Statewide Local Executive Committee. The sublocal executive team may require that candidates for steward complete reasonable training prior to running for a steward position.
- b) Process and resolve worksite issues and grievances through all steps of the grievance procedure as outlined in the Collective Bargaining Agreement.
- c) Serve as the main communication channel between Sublocal leaders, staff and the general membership in worksite. Communicate about worksite issues with sub-local leadership and Chief Stewards as applicable.
- d) Educate and organize around bargaining, politics, and worksite issues and explaining how these issues are interrelated.
- e) Notify CET of grievances (dhsagencies@seiu503.org)<sup>2</sup>

## Section 3. Chief Stewards

Chief Stewards serve for up to a two-year term at a time, and are elected concurrently with Officer Representative elections in even-numbered years, or at interim elections when appropriate, by the stewards in the Sublocal from among the stewards in the Sublocal. Elections shall be completed by April 30<sup>th</sup> of even-numbered years, unless interim elections are needed. Chief Steward elections will be coordinated by the Sublocal Executive Committee. If the Sublocal Executive Committee is unable/unwilling/conflicted, the statewide officers will assist. In the event of a vacancy in a Chief Steward position, an election may be held at any time to fill the position. Any steward with more than one (1) full year of service and all SEIU and Local 200 trainings completed may serve as a Chief Steward. Sublocal stewards may elect more than one Chief Steward at a time.

The Chief Steward's duties include, but are not limited to:

- a) Completing all chief steward training within 4 ~~one (1)~~ year of term if not completed prior to a term.
- b) Directing and coordinating the efforts of Stewards in their Sublocal.
- c) Recruiting, mentoring and assisting Stewards as necessary.
- d) Monitoring grievances filed by stewards on behalf of the membership and report to the leadership areas needing bargaining action.
- e) At the option of the Sublocal, serving as advisory, non-voting members of the Sublocal Executive.
- f) Working with the Local's Contract Specialists to provide support and training in carrying out the above duties.
- g) Communicating training reports to Statewide Chief Steward.
- h) //add in GC resolution requirements Other duties as described in SEIU 503 bylaws.

## ARTICLE XIV – Vacancies and Removal of Officers and Stewards

<sup>2</sup> The email address listed is not a part of the Bylaws and is included for ease of reference. This may be edited without going through the amendment process in these Bylaws if this email address changes.

## Section 1. Statewide Local Vacancies

- a) In the event of a vacancy of the Statewide President, Vice President(s), Secretary, or Treasurer within or prior to the first 30 days of the term of office, the recipient of the next highest number of votes in the election shall assume the position. The following subsections shall apply to vacancies occurring after the first 30 days of the term of office.
- b) In the event of a vacancy in the office of President, the Vice President from the same agency as the outgoing President shall assume the office of the President.
- c) In the event of a vacancy in the office of Vice President, Secretary or Treasurer, an interim will be elected by a vote of the Statewide Local Executive Committee until such time as a vote of the membership can be held. The office of Secretary-Treasurer may be combined.
- e)d) All changes shall be reported to the Statewide Local Executive Committee.

## Section 2. Sublocal Vacancies

- a) In the event of a vacancy of the Chair, Vice Chair, Secretary, or Treasurer within or prior to the first 30 days of the term of office, the recipient of the next highest number of votes in the election shall assume the position.-
- a)b) The following subsections shall apply to vacancies occurring after the first 30 days of the term of office.
  - b)\* In the event of a vacancy of the Chair, the Vice Chair shall assume the office of the Chair.
  - \* In the event of a vacancy in the Vice Chair, ~~Secretary, or Treasurer,~~ the remaining officers may vote to appoint an interim. If there is more than one candidate the Sublocal may choose to open nominations and hold an election by all vote-eligible members as soon as possible. ~~The office of Secretary-Treasurer may be combined. In the event of a vacancy in a Chief Steward position, an election may be held at any time to fill the position.~~
  - \* The Secretary-Treasurer shall be combined in the event of a vacancy in one of the positions. No interim vote shall occur.
  - \* The office of Secretary-Treasurer may be combined. In the event of a vacancy in a Chief Steward position, an election may be held at any time to fill the position.
- c) All changes shall be reported to the Statewide Officers.

## Section 3. Removal of a Statewide Local Officer, Sublocal Officer, or Steward

- a) In the event that any elected Officer or ~~S~~steward is not actively carrying out the duties and responsibilities of the position, they may be removed ~~from the position by a simple majority vote of the membership eligible to vote for the office.~~
- b) Any member may Before petitioning for the removal of an Officer or Steward
  - \* For Sublocal Officers, ~~and Stewards,~~ and Assistant Vice Presidents, the ~~petition~~ sublocal officer or steward, the issue shall be taken to the ~~Statewide Officers~~ or their designees for investigation, ~~and possible mediation, other strategies, etc. to resolve the situation.~~ Following ~~unsuccessful efforts at the statewide officer level and at the discretion of the statewide officers,~~ the matter will be forwarded to the Member ~~Representation Committee~~
  - b) For Statewide Officers, the petition shall be taken to the Member ~~Representation Committee.~~
- c) In the event mediation is not successful, ~~e~~a recall election may be held. Balloting will occur when called for by a petition bearing signatures of 30 percent (30%) of the

~~Statewide Local's, Sublocal's, or worksite's vote-eligible members depending on the role of the person being removed. Petitions will be delivered to the Statewide Local Executive Committee, who will validate membership standing of the petitioners. In the event that mediation or other solutions are unsuccessful, removal may be achieved through a petition and vote. A petition bearing signatures of at least 10% of the sublocal's members who are eligible to vote will result in a recall vote. The Statewide Local Executive Committee will validate membership standing of the petitioners. An officer or steward will be removed with a simple majority of that recall vote.~~

e)

- d) The Statewide Local Executive Committee shall order an election to be held, if appropriate, within 45 days of receipt of the petition.
- e) ~~If the person removed wishes to appeal, an appeal shall be made to SEIU 503 OPEU, Board of Directors who will hear the appeal and will make a binding ruling.~~
- f) The vacant position, if necessary, will be filled by a majority vote of the ballots returned from vote-eligible members of the Statewide Local or Sublocal or worksite. If an election is ordered, the vacancy must be filled by election and not by direct appointment.

~~\*Elected leaders and stewards on duty-station/admin leave or protected leave shall coordinate with their Sublocal and Statewide Officers and Chief Steward(s), CET, and Organizers as appropriate, to ensure coverage of existing cases and duties. No new cases and duties may be assigned or taken on while on duty-station/admin leave or protected leave. However, they can attend SEIU-sponsored events on personal time as long as it is not in violation of their duty-station restrictions.~~

## **ARTICLE VIII — Election of Officers, General Council Delegates, Bargaining Delegates**

### Section 1.

- a) ~~Elections will take place in even-numbered years, and are 2-year terms or part thereof, if filling a vacancy.~~
- b) ~~All Statewide Local elections will be held in accordance with SEIU'S Bylaws.~~
- c) ~~Voting will be by secret ballot.~~
- d) ~~Candidates must receive a simple majority of the votes from the ballots returned.~~

### Section 2. Local Election Guidelines

~~The Statewide or Sublocal Executive Committee shall appoint a Nomination/Election Committee, made up of at least three (3) active members of the Statewide Local or Sublocal and/or the Retiree Local, to certify the election results and perform any other task required for conducting elections. Elections shall be conducted in accordance with the Union's governing documents.~~

## **ARTICLE IX — Funding**

### Section 1. Statewide Local

- a) An account for the Statewide Local shall be maintained at SEIU in the Central Ledger System.
- b) Per the quarterly rebate structure, thirty percent (30%) of per capita shall be disbursed by Headquarters to the Statewide Local 200 account. Funds to be used for, but not limited to:

1. Statewide Local elections,
  2. Statewide communications,
  3. Sublocal funding, as needed, and
  4. Development of steward and member training.
- c) Funds will be disbursed by SEIU to the Statewide Treasurer for all written requests signed by two (2) Statewide Local Officers, as long as the Statewide Local's account has funds available.
- d) Once a sub-local reaches the maximum rebate amount as defined in SEIU Local 503 Bylaws, the excess rebates will be deposited in the statewide Local account on a quarterly basis.

## Section 2. Sublocals

- a) Accounts for the Sublocals shall be maintained at SEIU in the Central Ledger System.
- b) Per the quarterly rebate structure seventy percent (70%) of the per capita shall be disbursed by Headquarters to the Sublocal accounts, on a per capita basis.
- c) Funds will be disbursed by SEIU to the Sublocal Treasurer for all written requests signed by two (2) Sublocal Officers, as long as the Sublocal's account has funds available.
1. If fiduciary governance is being conducted by the Statewide Officers, funds will be disbursed with a written request signed by the Statewide Treasurer and another Statewide Officer, as long as the Sublocal's account has funds available.
- d) All requests, by a Sublocal for extra funds, shall be presented to the Statewide Treasurer of the Local, who shall then present the request to the Statewide Local Executive Committee for approval.
- e) Funds are to be used for, but are not limited to:
1. Sublocal meetings,
  2. Training events, and
  3. SEIU promotions/activities.

## ARTICLE XVI – General Council Resolutions

Any member of the Local may author resolutions to General Council and submit the resolution for endorsement by the Local in accordance with the Union's governing documents.

## ARTICLE XVII – General Council Delegates

- a) All Statewide Officers, Sublocal Chairs and Sublocal Vice-Chairs shall be automatic General Council Delegates. All Sublocal Secretaries and Treasurers shall be considered alternate General Council Delegates for the Chair and Vice-Chair in their Sublocals. The Secretary shall serve as the Sublocal's first alternate and the Treasurer shall be the second alternate.
- a)b) If there are more automatic delegates to General Council than the number of delegates that the Local is allotted, delegate positions shall first be awarded statewide officer positions in the order that they are listed in Art. XI of these Bylaws, followed by Sublocal Officers in the order they are listed in Art. XII of these Bylaws. If there are delegate positions for some of the positions (e.g. sublocal Vice Chairs) but not all of the members in that role, the delegate positions shall be awarded in the order of votes received.
- b)c) Additional delegates allotted to the Statewide Local shall be designated as At-Large Delegates, and will be elected during the biennial elections.
- e)d) Candidates not elected to At-Large Delegate slots will be Statewide General Council Alternates, according to the number of votes they receive.

- e) Should a Sublocal not be able to fill its two General Council Delegate slots by either automatic delegates or General Council Alternates, General Council Delegate slots will be filled from the Statewide At-Large Alternate pool, according to votes they receive.
- f) Lead General Council Delegate
- Lead General Council Delegate must be one of the elected or automatic General Council Delegates, serve for up to a two-year term at a time, and is elected by the incoming General Council Delegates in even-numbered years.
  - Lead General Council Delegate election shall be completed by May 30th of even-numbered years unless interim elections are needed.
  - Lead General Council Delegate election shall be coordinated by the Elections Committee.
  - Lead General Council Delegate must have prior General Council experience within the previous five (5) years.
- g) The Lead General Council shall:
- Review SEIU and Local Governing Documents related to General Council.
  - Train and coordinate the General Council Delegates in preparation for next General Council.
  - Shall, wWith the assistance of all General Council Delegates, solicit members' resolution suggestions at least 30 days prior to the submission deadline.
  - Work with resolution authors and SEIU throughout resolution development.
  - Work with resolution authors and SEIU to put resolutions into the approved format.
  - Work with Statewide Local Executive Committee to schedule a Sponsorship Meeting.
- d) Shall, iIn collaboration with all General Council Delegates, organize a report back to the general membership by October.

## ARTICLE XV~~II~~ – Bargaining Delegates

Bargaining Delegates shall:

- a) Be elected during the biennial officer elections. Slots will be filled by the recipient of the highest number of votes, and other candidates will be alternates according to the number of votes they receive.
- b) Represent the Statewide Local in bargaining at the Central Tables, and/or at the Coalition Bargaining Table.
- c) Work with the Statewide Local Executive Committee to develop issues for bargaining that directly relate to the membership of the Statewide Local.
- d) Attend ~~B~~bargaining ~~c~~onferences and bargaining sessions.
- e) Report back to the Statewide Local Executive Committee about what is happening at the bargaining table to enable the Statewide Local to develop strategies for supporting the Bargaining Team.

## ARTICLE XIX~~II~~ – Local Committee Representation Appointments

Section 1. Under the Collective Bargaining Agreement (CBA) Article 106 Labor-Management Committees (LMC) and 106.1M, the Department and the Union may mutually agree to establish joint subcommittees to improve labor-management relationships, work processes, efficiencies, and client service delivery. These sub-committees will be composed of equal numbers of bargaining unit members and management unless mutually agreed otherwise.

There are standing committees described elsewhere in the ~~contract CBA~~ including LMC's at the Sublocal and ~~s~~Statewide level ~~and Hardship Transfer Review Committee~~. Participation in these committees is on paid time.

Section 2. The Local has standing committees known as the Stewards Council and the Stewards Oversight Committee. Both of these committees are overseen by the ~~Statewide Chief Stewards~~. These committees may be combined by majority vote of the Executive Committee of Local 200. If combined, the single committee shall perform the duties of both committees.~~Executive Committee of Local 200.~~

a) Stewards Council

- The purpose of the Stewards Council is to track:
  - i. Issues and grievances across Sublocals to identify trends and determine if statewide action is needed.
  - ii. Ineffective CBA language to be passed on to the Bargaining Team by September 30 of even years, with suggestions for improvement.
- Members of the Stewards Council must be stewards and shall serve for up to a two-year term at a time.
- The Statewide Chief Stewards shall determine the number of Stewards Council members, and the election or appointment process in consultation with the Statewide Officers.
- The Stewards Council shall:
  - i. Meet, at minimum, quarterly.
  - ii. Make recommendations to the Statewide Local Executive Committee.
  - iii. Collaborate with the Contract Enforcement Team, Contract Specialists, and Organizers.
  - iv. Report out to the Statewide Executive Committee.

b) Stewards Oversight Committee

- The purpose of the Stewards Oversight Committee is to:
  - i. Track all Sublocal Steward and Chief Steward training are completed. Coordinate or provide trainings as needed.
  - ii. Determine additional training needs, make recommendations to the Statewide Local Executive Committee for approval, and implement.
  - iii. Develop onboarding and mentorship plans, make recommendations to the Statewide Local Executive Committee for approval, and implement.
- Members of the Stewards Oversight Committee must be stewards and shall serve for up to a two-year term at a time
- The Statewide Chief Stewards shall determine the number of Stewards Oversight Committee members, and the election or appointment process in consultation with the Statewide Officers.
- The Stewards Oversight Committee shall:

- i. Meet, minimum quarterly.
- ii. Make recommendations to the Statewide Local Executive Committee.
- iii. Collaborate with the Contract Enforcement Team, Contract Specialists, and Organizers.
- iv. Report out to the Statewide Local Executive Committee.

Section 3. Additionally, ODHS/OHA management occasionally invites labor representative(s) to participate in work related committees on paid time. Management traditionally specifies the number of representatives they perceive appropriate for the committee or project.

a) The Sstatewide Oeofficers appoint the representatives to the committees<sup>3</sup> on an as needed basis with preference to Chairs and other Sublocal Oeofficers, Sstewards and activists while considering balance geographically and programmatically over all appointments. Recruitment is done through an e-mail request to all the chairs for nominees.

- The chosen nominee is contacted by one of the officers and given written information on the duties of being a SEIU Local 200 representative on a committee.
- If the nominee accepts the position and agrees to the duties, the Secretary and/or Treasurer informs the Sstatewide Oeofficers, SEIU Organizer(s), updates the committee tracker, and provides official notification to management.
- To provide representation opportunity to the maximum number of members, the officers will recruit and appoint replacement SEIU committee representatives as appropriate.

b) Labor representatives shall:

- Actively participate in the committee selected for.
- Report out to the Statewide Local Executive Committee.

~~The chosen nominee is contacted by one of the officers and given written information on the duties of being a SEIU Local 200 representative on a committee. If the nominee accepts the position and agrees to the duties, the Secretary and/or Treasurer inform the statewide officers, SEIU Organizer(s) and provides official notification to management.~~

~~The statewide secretary or Secretary Treasurer maintains a matrix of all the committees which have Local 200 representatives participating. This matrix is reviewed by statewide officers annually for viability and active participation by the Local's appointed member(s).~~

~~To provide representation opportunity to the maximum number of members, the officers will recruit and appoint replacement SEIU committee representatives as appropriate.~~

## **ARTICLE XXIV – Amendments to the Bylaws**

Amendments to the Bylaws may be made as follows:

- a) Recommended amendments to the Bylaws shall be submitted in writing to the Statewide Local Executive Committee, who will review them at a duly publicized Committee meeting, with this issue on the agenda, and decide whether or not to take them forward under the procedures of the SEIU Union's Bylaws.

<sup>3</sup> This applies to committees that affect the agencies of ODHS and OHA only. Committees that affect additional state agencies are selected according to the policies set forth in SEIU's Administrative Policies and Procedures. (Comment: Added language approved. May be added to main text.)

- b) ~~Changes are If~~ approved by a simple majority of the Statewide Local Executive Committee members, ~~the amendments will be placed on a statewide mail or electronic ballot to all vote-eligible members.~~
- c) ~~An amendment will pass if it receives a simple majority of the ballots returned.~~

Date of Latest Revision: June 125, 2025

Date of Ratification: ~~October 8, 2024~~

### Appendix 1

The following outlines the worksites assigned to each sublocal identified in Art. IV.

Sublocal	ODHS/OHA Worksites
ODHS/OHA SDA 201 - Clats./Colum./Till.	Astoria   DHS
	Saint Helens   DHS   Suite 210
	Saint Helens   DHS   Suite 220
	Tillamook   DHS
	Saint Helens   DHS   Suite 230
	Saint Helens   DHS   Suite 240
	Warrenton   DHS   Vocational Rehab
	Seaside   DHS   SSP/OEP
	Seaside   DHS   CW
	ODHS/OHA SDA 202 - Multnomah
Portland   DHS   102nd Avenue	
Portland   DHS   26th Avenue	
Portland   DHS   2ND Avenue	
Portland   DHS   Broadway	
Portland   DHS   E Burnside - Gateway CW	
Portland   DHS   Glisan Street	
Portland   DHS   Interstate Avenue	
Portland   DHS   Irving	
Portland   DHS   Ladd Avenue 2475	
Portland   DHS   Lombard	
Portland   DHS   Malden Street	
Portland   DHS   Webster Street	
Portland   DHS   Oregon Street Suite 730	

ODHS/OHA SDA 203 - Marion/Polk/Yamhill	Dallas   DHS
	McMinnville   DHS   Norton Lane 368
	McMinnville   DHS   Norton Lane 384
	Salem   DHS   1600 Oak Street
	Salem   DHS   25th Avenue - Suite 110
	Salem   DHS   Cherry Ave 3402 - VOC Rehb
	Salem   DHS   Cherry Ave 3420 - STE 110
	Salem   DHS   Cherry Ave 3420 - STE 140
	Salem   DHS   Lancaster Drive
	Salem   DHS   VR South
	Salem   DHS   Winema Place
	Sublimity   DHS   Stayton
	Woodburn   DHS
ODHS/OHA SDA 204 - Benton/Linn/Lincoln	Albany   DHS   2ND Avenue
	Albany   DHS   Queen Avenue
	Corvallis   DHS   Research Way - STE 100
	Corvallis   DHS   Research Way - STE 120
	Lebanon   DHS   Industrial Way
	Newport   DHS   4TH Street
	Newport   DHS   Avery Street
	Corvallis   DHS   Research Way - STE 130
	Corvallis   DHS   Research Way - STE 140
ODHS/OHA SDA 205 - Lane	OHA - Springfield   OHA
	Cottage Grove   DHS
	Eugene   DHS   11Th Avenue
	Eugene   DHS   Chad Drive
	Florence   DHS
	Springfield   DHS   30th Street
	Springfield   DHS   Harlow Road
ODHS/OHA SDA 206 - Douglas	Myrtle Creek   DHS
	Roseburg   DHS   Harvard Avenue
	Roseburg   DHS   Newcastle
	Reedsport   DHS
ODHS/OHA SDA 207 - Coos/Curry	Brookings   DHS
	Gold Beach   DHS
	North Bend   DHS   Airport Lane
	North Bend   DHS   Colorado Avenue

ODHS/OHA SDA 208 - Jackson/Josephine	Ashland   DHS
	Cave Junction   DHS
	Grants Pass   DHS   7TH Street
	Grants Pass   DHS   Hawthorne
	A Medford   DHS   6TH Street - Suite
	Medford   DHS   Market Street
	Medford   DHS   Royal Court
	Medford   DHS   State Street
	Medford   DHS   Town Centre Drive
	White City   DHS
	Medford   DHS   6TH Street - Suite D
	DHS - Medford   DHS   Main Street
	ODHS/OHA SDA 209 - HR/Gill./Sherm./Wasc./Wheeler
Hood River   DHS	
The Dalles   DHS   Klindt Drive 3591	
The Dalles   DHS   Klindt Drive 3641	
The Dalles   DHS   Union Street	
ODHS/OHA SDA 210 - Crook/Deschutes/Jeff.	Bend   DHS   Forbes Road
	Bend   DHS   Wall Street
	LA Pine   DHS
	Madras   DHS
	Prineville   DHS
	Redmond   DHS   College Loop
	Redmond   DHS   Highland
	Warm Springs   DHS
	Bend   DHS   Emkay Drive
ODHS/OHA SDA 211 - Klamath/Lake	Klamath Falls   DHS   Timbermills Shores
	Lakeview   DHS
ODHS/OHA SDA 212 - Morrow/Umatilla	OHA - Pendleton   OHA   Emigrant Ave
	Boardman   DHS
	Hermiston   DHS   940 Columbia
	Hermiston   DHS   950 Columbia
	Milton Freewater   DHS
	Pendleton   DHS   Emigrant Ave
	Pendleton   DHS   Southgate Place
ODHS/OHA SDA 213 - Baker/Union/Wall.	Baker City   DHS
	Enterprise   DHS
	LA Grande   DHS

ODHS/OHA SDA 214 - Grant/Harney/Mal.	Burns   DHS
	John Day   DHS
	Ontario   DHS
ODHS/OHA SDA 215 - Clackamas	Canby   DHS
	Clackamas   DHS
	Estacada   DHS
	Milwaukie   DHS   International Way
	Oregon City   DHS   Beaver Creek Road
	Oregon City   DHS   Molalla Avenue
	Clackamas   OHA
ODHS/OHA SDA 216 - Washington	Beaverton   DHS   Greenbrier Parkway
	Beaverton   DHS   Griffith Drive
	Beaverton   DHS   Nimbus Avenue
	Hillsboro   DHS   Elam Young Pkwy 5240
	Hillsboro   DHS   Elam Young Pkwy 5300
	Tigard   DHS   Cascade
	Tigard   DHS   Durham Road
Hillsboro   DHS   Elam Young Pkwy 5350	
ODHS/OHA SDA 217 - Salem Central	OHA - Salem   OHA   Summer Street
	Salem   DHS   Capitol Street 550
	Salem   DHS   High Street
	Salem   DHS   Summer Street
	OHA @ Salem   DHS   Summer Street

ODHS/OHA SDA 218 - Salem Parkway	DHS - Hillsboro   OHA   Elam Young Parkway
	DHS   Springfield   Harlow RD
	North Bend   OHA   Airport Lane
	OHA - Albany   OHA
	OHA - Baker City   OHA
	OHA - Beaverton   OHA   Greenbrier Parkway
	OHA - Bend   OHA   Wall Street
	OHA - Eugene   OHA   Chad Drive
	OHA - Klamath Falls   OHA   Klamath Avenue
	OHA - LA Grande   OHA
	OHA - Medford   OHA   Royal Court
	OHA - Ontario   OHA
	OHA - Portland   OHA   Irving
	OHA - Roseburg   OHA   Harvard Avenue
	OHA - Saint Helens   OHA
	OHA - Salem   OHA   25th Avenue
	OHA - Salem   OHA   Capitol Street
	OHA - Salem   OHA   Cherry Avenue 3406
	OHA - Salem   OHA   Fairview Industrial Drive 3990
	OHA - Salem   OHA   Fairview Industrial Drive 3991
	OHA - Salem   OHA   Tandem Avenue 1430
	Portland   OHA   Glisan Street
	Salem   DHS   Aumsville HWY
	Salem   DHS   Cherry Ave 3402 - Self SFC
	Salem   DHS   Cherry Ave 3402 - Learn
	Salem   DHS   Cherry Avenue 3406
Salem   DHS   Tandem Avenue 1410	
Salem   DHS   Tandem Avenue 1430	
ODHS/OHA SDA 219 - PSOB	OHA - Hillsboro   OHA   Evergreen Parkway
	OHA - Portland   OHA   Oak Street
	OHA - Portland   OHA   Oregon Street
	Portland   DHS   Oregon Street
ODHS/OHA SDA 220 - Processing Center Marion	Salem   DHS   25th Avenue - Suite 100
	Salem   DHS   25th Avenue - Suite 150
	Salem   DHS   25th Avenue - Suite 170
	Salem   DHS   25th Avenue - Suite 175
	Salem   DHS   Cherry Ave 3402 - Procssng
ODHS/OHA SDA 221 - ORCAH	Portland   DHS   78th Court

Last updated September 2025