

CONSTITUTION

INSTITUTIONS POLICY COMMITTEE

ARTICLE 1. NAME AND PURPOSE

Section 1. The name of this Committee shall be the Institutions Policy Committee.

Section 2. Its purpose shall be to coordinate the activities of the local unions representing employees working in Institutions and to improve the wages and conditions of their employment by the State of Washington.

ARTICLE 2. MEMBERSHIP

Section 1. The membership of the Institutions Policy Committee shall include the members of all local unions affiliated with the American Federation of State, County and Municipal Employees, Council 28, who are employed at all State Institutions and include Juvenile Rehabilitation (JRA) Parole Workers. This Committee does not include Institutions of Higher Education or the Department of Corrections.

ARTICLE 3. ELECTION OF DELEGATES TO THE COMMITTEE

Section 1. The Policy Committee shall consist of delegates from local unions, in good standing that have members within the jurisdiction of this Policy Committee.

Section 2. No member of a local union shall participate in the election of delegates or alternate delegates to this committee unless the member is also a member of the Policy Committee as defined in Article 2.

Section 3. The number of delegates each local union may elect to serve on this Policy Committee shall be determined by the total number of members eligible to participate in the Policy Committee from that local union according to the most recent listing available from Council 28, in accordance with the following schedule:

Number of Members	Number of Delegates
1 - 10	1
11 - 50	2
Each additional 100 members or major fraction thereof	Add 1 Delegate

Section 4. Delegates and/or alternate delegates shall be elected at the local union level pursuant to Section 3 of this Article. No delegate or alternate delegate will be permitted to make motions or vote unless written certification of their election signed by the local union President or Secretary is received by Council 28 on or prior to the date of the meeting. Such notification shall

serve as certification to the Policy Committee.

Section 5. An alternate delegate may be seated as a delegate in the event the local union's full delegate strength is not represented at the meeting. In the event more alternate delegates are present than the number of absent delegates, those to be seated, as delegates shall be determined by the delegates present from that local union.

Section 6. Delegates and alternate delegates shall be elected to serve a term of two years, such term to begin with the first Policy Committee meeting held within 60 days of adjournment of the biennial Convention of Council 28 and ending upon adjournment of the next biennial Convention except that: the term of office of all Policy Committee delegates or alternate delegates elected or appointed prior to October 10, 2006 shall end on that date and new elections shall be held for a one-year term by October 21, 2006. This one-year term shall end upon adjournment of the 2007 biennial Convention.

Section 7. Local unions may elect, delegates or alternate delegates, to newly eligible positions or to positions vacated by a delegate or alternate delegate, either for the remainder of the two-year term or for a specific meeting of the Policy Committee.

Section 8. In the event of a reduction in a local union's delegate entitlement, the local union shall be responsible for notifying Council 28 in writing of the change in status of any delegate or alternate delegate affected by the change in entitlement. In the absence of any such written notice, the Policy Committee Chair shall determine the delegates and/or alternate delegates to be seated for the meeting.

ARTICLE 4. VOTING WITHIN THE POLICY COMMITTEE

Section 1. Voting on issues other than elections shall be by YEA or NAY vote of those present and eligible to vote, with the majority votes cast determining the issue.

Section 2. Twenty-five percent of the delegates present may call for a roll call vote by local unions, in which case each local union shall have the right to vote its entire membership strength regardless of the number of delegates present.

Section 3. In any roll call vote or election balloting process the delegates present from each local union shall evenly split the voting strength of the local, provided however, that the chair of the delegation from a local union shall cast any fractions of votes resulting from apportionment of the local union's votes.

Section 4. A secret ballot of delegates to this Policy Committee shall only be permitted in the case of elections.

Section 5. The election of Council 28 Executive Board members from this committee shall be in accordance with the Council 28 Constitution, the International Elections Code and Article 5

of this Constitution.

ARTICLE 5. OFFICERS AND ELECTIONS

Section 1. The officers of the Committee shall be the Chair, Vice-Chair and Secretary.

Section 2. The officers of the Committee shall be nominated, elected and installed in office at the regular meeting held within 60 days after adjournment of the biennial convention of Council 28.

Section 3. The term of office shall be for a period of two years from the date of the election, or until the successors have been elected.

Section 4. To be elected and serve as an officer of the Committee, the individual must be a delegate in good standing from their local and shall be entitled to a full vote as a local delegate.

Section 5. In conducting the election of Policy Committee officers, a nominee must receive a majority of all votes cast in order to be declared elected. If more than two delegates are nominated, and no one receives a majority of the votes cast, the names of all nominees except the top two will be dropped and a run-off election shall be held until such time as a nominee receives a majority of the votes cast.

Section 6. To be a candidate for office the nominee shall either be present at the election meeting or have previously given assurance that they will serve if elected.

Section 7. Vacancies occurring in any of the elected officers' positions shall be filled for the remainder of the term in the same manner in which the original elections were held.

ARTICLE 6. DUTIES OF OFFICERS

Section 1. The Policy Committee Chair shall: Preside at all meetings of the Policy Committee; Be a member of all committees except the election committee; Appoint members to all standing and special committees except where delegates act to elect members to such a committee; Report periodically to the delegates regarding any official acts.

Section 2. The Vice-Chair shall: Assist the Chair in the work of the office; In the absence or incapacity of the Chair to serve, to preside at all meetings and perform all duties otherwise performed by the Chair.

Section 3. The Secretary shall: Keep a record of the proceedings of all Policy Committee meetings including any motions approved or other actions by the Committee; Serve as custodian for any property of the Policy Committee; Perform such other duties as may be required by action of the delegates.

ARTICLE 7. MEETINGS

Section 1. The Policy Committee shall meet within 60 days of adjournment of the regular biennial convention of Council 28.

Section 2. Regular or special meetings of the Policy Committee shall be held on the call of the Policy Committee Chair with at least 10 days prior notice to the local unions, delegates and alternate delegates given by Council 28.

Section 3. A majority of local unions having members within the jurisdiction of this Policy Committee may call for a special meeting of the Policy Committee by filing written notice of the request for such a meeting with the committee Chair.

Section 4. All Policy Committee meeting times and places shall be determined by the Committee Chair in consultation with the Executive Director of Council 28.

Section 5. A quorum for the transaction of business at any regular or special meeting shall be no fewer than one-third of the currently accredited delegates of the Policy Committee, provided that delegates from at least one-third of the affiliated locals are present.

ARTICLE 8. RESOLUTIONS

Section 1. A resolution presented to the Policy Committee shall be approved by a local union, local union Executive Board or other constitution body within Council 28, and received by the Council 28 headquarters office at least 10 days prior to the meeting at which the resolution is to be considered. A resolution, other than a constitutional amendment, which meets these requirements, shall be subject to adoption by a majority affirmative vote.

Section 2. In the event a proposed resolution is not approved by a local union, local union Executive Board or other constitutional body within Council 28, or is received by the Council 28 headquarters office less than 10 days prior to the Policy Committee meeting, it shall require a two-thirds affirmative vote to be adopted. If, however, the resolution is later submitted and meets the requirements set forth in Section 1 of this Article, a motion to adopt shall only require a majority affirmative vote.

ARTICLE 9. SPECIAL COMMITTEES

Section 1. The delegates may establish and abolish special committees of the full committee for any purpose within the jurisdiction of this Policy Committee, as they deem necessary, at any time, and under the conditions or by the methods they determine necessary at the time.

Section 2. Expenses of such committees shall be governed by Article 10 of this Constitution or by the policies adopted by the Council 28 Executive Board, as the case may be.

Section 3. All special committee meeting times and places shall be determined by the special committee Chair in consultation with the Executive Director of Council 28 and the Chair of the Policy Committee.

ARTICLE 10. FINANCES

Section 1. Each local union shall be responsible for payment of any expenses of its own delegates and alternate delegates, subject to any reimbursement to locals provided for under the Council 28 Constitution.

Section 2. Expenses for special committees on which each affiliated local union is represented shall be borne by each local.

Section 3. Expenses for special committee members who are selected to represent more than one local shall be reimbursed by Council 28 in accordance with the policies established by the Council 28 Executive Board.

Section 4. All costs associated with full meetings of the Committee, other than local union delegates and alternate delegates, shall be paid by Council 28 in accordance with the policies established by the Council 28 Executive Board.

ARTICLE 11. RULES OF ORDER

Section 1. All questions of parliamentary procedure shall be resolved in accordance with Robert's Rules of Order (Revised Edition) except as modified by provisions of this Constitution.

ARTICLE 12. AMENDMENTS TO THE CONSTITUTION

Section 1. This Constitution may be amended by the Committee itself at a regular or special meeting called for that purpose.

Section 2. All proposed amendments shall not be considered unless they are first read at a meeting of the Policy Committee, the proposed language is included in minutes of the Policy Committee sent to all affiliated local unions, and then voted upon at the next regular or special meeting of the Policy Committee.

Section 3. Voting on amendments shall be conducted as provided under Article 4, except that a two-thirds majority vote of those present and voting shall be required for adoption.

Section 4. All amendments shall become effective as of the date they are approved by

majority vote of the Council 28 Executive Board.

As amended March 21, 1970

As amended January 15, 1972

As amended December 15, 1973 by Council 28 Executive Board

As amended June 8, 1979

As amended September 25, 1986 by Council 28 Executive Board

As amended July 15, 2006 by the Council 28 Executive Board

As amended December 1, 2007 by the Council 28 Executive Board