Bylaws of the Executive Committee  
SEIU Local 500 -- Montgomery College Part Time Faculty Bargaining Unit  

Adopted July 15, 2013  

Revised March 29, 2014\(^1\)  
Revised December 5, 2014\(^2\)  
Revised May 15, 2015\(^3\)  

Article 1  
NAME  

This organization is a constituent bargaining unit of Service Employees International Union Local 500. It may be referred to as The Montgomery College Part-Time Faculty Union (SEIU Local 500). These bylaws refer to the functioning of the Executive Committee and the Union Campus Forums.  

Article 2  
PURPOSES  
The purposes of the organization shall be:  

● To represent and promote the interests of part-time faculty members at Montgomery College generally;  
● To improve working conditions and job security for part-time faculty at the College;  
● To promote equitable and respectful treatment of part-time faculty as a critical element in student success at Montgomery College;  
● To work to bring about parity and proportionality in pay and benefits with full-time faculty at Montgomery College.  

Article 3  
ORGANIZATIONAL STRUCTURE  

A. Executive Committee.  

1. Elected Officers: The Executive Committee includes the President and Vice President, elected by the general membership of the bargaining unit, and three Campus Forum Chairs, elected by the bargaining unit members at the Rockville, Takoma Park/Silver Spring, and Germantown campuses, respectively.  

2. Appointed members: The Executive Committee also includes up to four appointed members, appointed by the Executive Committee for one or two-year terms, who shall occupy offices, standing committee chairmanships or defined positions established by the Executive Committee. In making appointments, the Executive Committee shall strive to have a diverse and geographically balanced membership.  

3. The Executive Committee may create an office of Secretary as described in Article  

4. Duties and responsibilities:  

   ● sets priorities and goals for the bargaining unit at Montgomery College, based on feedback from the membership and SEIU Leadership;  
   ● creates long term and short term goals and assesses their progress each
B. Union Campus Forums.

1. Formation. Union Campus Forums shall consist of three or more members recommended annually by the Union Campus Forum Chair and reported to the Executive Committee. Union Campus Forum Chairs shall strive to recruit a diverse membership that represents the organizational breadth of their respective campuses.

2. Duties and responsibilities: Under the leadership of its Union Campus Forum Chair, a Union Campus Forum:
   - recommends members to serve as campus representatives on College committees;
   - establishes contact and maintains communications with members and part-time faculty from the campus;
   - conducts at least two meetings each semester;
   - recruits new union members and seeks to develop leadership among the members;
   - sets priorities and goals for the campus, based on feedback from the membership, consistent with the overall priorities and goals of the entire bargaining unit established by the Executive Committee;
   - establishes and maintains liaison with the campus Provost, deans and key administrators.

Article 4 OFFICERS

A. Offices

1. President: elected by the membership for a two-year term. May serve not more than three successive terms, inclusive of a partial term filled by succession or appointment.

2. Vice President: elected by the membership for a two-year term. May serve not more than three successive terms, inclusive of a partial term filled by succession or appointment.

3. Secretary: The Executive Committee may appoint or include in the officer elections a Secretary with a two-year term. May serve not more than three successive terms.

4. Union Campus Forum Chairs: one for each campus; elected by the campus membership for a two-year term. May serve not more than three successive terms, inclusive of a partial term filled by succession or appointment.
5. Appointed Standing Committee Chairs: Appointed by the Executive Committee for one-year terms to serve as Chairs of Standing Committees established by the Executive Committee.

6. Appointed Members: Appointed by the Executive Committee for one-year terms to provide expertise and support in specific areas that the Committee determines are important for its work.

7. In the event of two-year terms, the initial terms of two officers shall be for one year, in order to achieve staggered terms in successive elections.

8. Executive Committee may specifically authorize co-chairs to fill a position other than President or Vice President, but there is only one vote between 2 co-chairs.

9. President may not serve in a dual capacity as a standing committee chair or campus Forum chair; the Vice President may not serve in a dual capacity as a campus Forum chair; other officers may serve in a dual capacity as an appointed standing committee chair if appointed by the Executive Committee.

B. Duties and Responsibilities

1. President
   - Proposes timely agendas for meetings of the membership and Executive Committee, subject to Executive Committee modification and acceptance;
   - Presides at college wide meetings of the membership and Executive Committee meetings, subject to established parliamentary procedures and any “ground rules” adopted for a particular meeting;
   - Shall be the principal representative of and spokesperson for the organization at the college-wide level;
   - Responsible for executing the policies and directives adopted by the Executive Committee, except as may be assigned or delegated to other officers or committees.
   - Along with the SEIU Local 500 President and Executive Director, serves as a principal liaison with the College President and the College’s designated chief labor relations official.
   - Reports on actions taken as President at each meeting of the Executive Committee.
   - Works with Union Campus Forum Chairs and appointed Committee Chairs to help ensure that the overall objectives of the Executive Committee are met.

2. Vice President
   - Assumes the responsibilities of the President in the absence or unavailability of the President.
   - Presides over those portions of meetings in which a proposal or initiative of the President is under consideration.
   - Assists the President in carrying out the President’s responsibilities.
   - Succeeds to the office of President in the event of a vacancy in the office occurring more than 30 days after the beginning of the Fall semester, for the balance of the President’s term of office.

3. Secretary [if position is enabled by Executive Committee]
• Issues timely meeting notices and proposed agendas
• Takes meeting notes and prepares meeting minutes for adoption at a subsequent meeting
• Maintains a copy of the bylaws, minutes, college wide communications and other official documents
• Shall coordinate with SEIU Local 500 staff on matters relating to membership and the membership status of any individual.

4. Union Campus Forum Chairs
• Organize and preside over meetings of the Union Campus Forums.
• Recommends the membership of the College Forums and presents the membership list to the Executive Committee.
• Responsible for building a network of union members at each campus, with the objective of providing representation for each academic area [deanship] and department.
• Have principal responsibility for organizing and conducting activities at each campus, including membership recruitment.
• Report to the Executive Committee at each of its meetings.

5. Standing Committee Chairs
• Primarily responsible for developing proposed strategies and plans for their assigned area of responsibility, for approval by the Executive Committee.
• Responsible for executing the policies and directives adopted by the Executive Committee, except as may be assigned or delegated to other officers or committees.
• Report to the Executive Committee at each of its meetings.

6. Other Appointed Members
• Provide support to the work of the Executive Committee as defined by the Committee.

Article 5 COMMITTEES
A. Bargaining Committee
   A bargaining committee is established by the union leadership with input from the Executive Committee.

B. Standing Committees
   • The Executive Committee may create Standing Committees as it determines necessary to advance the goals of the Part-Time Faculty Union.
   • The Executive Committee will approve the chairs and members of the Standing Committees and provide them with a written charge.
   • The Standing Committee chairs will regularly report to the Executive Committee on their activities and progress in carrying out their responsibilities.

Article 6 MEETINGS and PARLIAMENTARY AUTHORITY
1. Regular meetings: As early as possible in each semester, the Executive Committee shall adopt a meeting schedule with times and locations for the semester. At least 4 meetings of the Executive Committee per semester shall be scheduled.
2. Special Meetings: Additional meetings outside the schedule may be held if authorized at a meeting of the Executive Committee, or upon the call of one-third of the members of the Executive Committee with at least 3 days prior notice. The purpose of any such meeting shall be specified in the meeting notice.

3. Dates, times and locations: All meetings shall be held at dates, times and locations that are reasonably accessible to a majority of the members of the Executive Committee.

4. Campus rotation: At least one meeting each semester shall be held at each campus; a Germantown meeting may be held at SEIU Local 500 HQ.

5. Meeting call and agenda: A meeting call and proposed meeting agenda with expected time requirements shall be circulated by the President (or Secretary if that office is established and filled) at least 5 days before any regular meeting. The agenda shall be subject to additions, deletions and approval by the Executive Committee at the commencement of the meeting.

6. Agenda format: Every meeting agenda shall include officers’ and committee reports, which may be dispensed with at a meeting at the option of the Executive Committee. If a written report has been submitted the officer need not deliver it orally. Oral reports shall be submitted in writing within 5 days after a meeting.

7. Carryover and new business: Every meeting agenda shall include a reservation of time for business introduced at and carried over from a prior meeting, and for new business.

8. Carryover of unfinished business: Items on an agenda not addressed at a meeting because of time constraints shall be automatically carried over to the top of the business items at next meeting agenda. The Executive Committee may authorize that such agenda items may, after having been introduced, be decided as provided in Sections 9 or 10 below.

9. Meetings by electronic means: Executive Committee meetings may be held by conference call or other electronic means in which all participants can hear the others.

10. The Executive Committee is authorized to conduct routine business via email and to take action upon urgent matters by email, provided that a majority of its members vote on the matter and at least 48 hours is provided for discussion and consideration. Upon motion by any one-third of its members, the matter shall be taken up at a conference call or an actual meeting.

11. Unless otherwise specified, voting is by a majority of those present at a meeting or conference call, provided there is a quorum.

12. Meetings are to be conducted in accordance with Robert’s Rules of Order Newly Revised and any specific rules adopted by the Executive Committee.

13. Conduct of meetings

- All motions shall be clearly stated so that they can be properly recorded.
• Civility
• Opportunity to be recognized and heard
• Reasonable time limits on discussion may be imposed by the chair prior to the beginning of the debate or during the debate.
• Chair may not unilaterally call off debate; there must be a motion to call the question.
• Meetings shall start and end at the scheduled times unless extended by majority vote.
• In order to expedite business in an informal manner, Chair may recognize a consensus in favor of a proposition; but any member may request that a vote be taken on any issue.

14. Quorum rules:
• Quorum: A majority of the positions on the Executive Committee
• A meeting shall be convened at the scheduled time and upon reaching a quorum.
• No business may be conducted after a quorum is no longer present.
• No one shall intentionally avoid attending or leave a meeting in order to defeat a quorum.

Article 7  ELECTIONS
A. Nominations
1. The Executive Committee shall establish a schedule for nominations and elections every two years.
2. Any member may nominate another member or may self-nominate for any office, subject to qualification requirements and term limits.
3. A member nominated by another member shall give his or her affirmative consent to running for office before nominations are announced.
4. Each nominee (candidate) shall be permitted to include a 250 word statement of the nominee’s qualifications and the nominee’s interest in the position. SEIU Local 500 shall publish with the ballots or create a website with the candidate’s statements. Candidates should be listed in the order chosen by the Local 500 Communications Staff
5. A candidate can run for only one office at a time.
6. During the elections period, candidates for office shall have equal opportunity to communicate with the members, whether as an incumbent or as a new candidate.
7. Any candidate may withdraw his or her candidacy at any time during the election period. SEIU Local 500 shall give prompt notice to the membership of such withdrawal.

B. Elections
1. Annual elections shall be scheduled 30 days in advance of the closing meeting of the Executive Committee, held at the time of the College-wide Spring closing meeting. New officers shall be installed at the meeting and their terms will commence upon installation.
2. Member eligibility to vote shall be determined as of a date 15 days before the election. Any candidate may obtain a list of the members eligible to vote for that
office on request. Any objections by a candidate to the voter eligibility list must be made not less than seven days before the election.

3. A candidate shall be elected by a majority of the ballots cast. If no candidate receives a majority, a runoff election will be held between the two candidates with the highest number of votes.

4. Elections shall be conducted electronically by SEIU Local 500. The vote count for any office shall be disclosed only to the candidates, on request. If no challenge has been made, a public announcement shall be made of the winning candidates as soon as practicable after the election results have been tallied and any challenge resolved.

5. A candidate may challenge the election results within 24 hours after the vote has been tallied and made known to the candidates. In such case a recount shall be held at which each candidate shall be entitled to be present.

Article 8  Resignation, Removal, Disqualification, or Inability to serve

A. Resignation: Anyone may resign on written notice to the Committee.

B. Removal:

If an Executive Committee member misses three consecutive meetings, it is grounds for removal from office but the Executive Committee may take extenuating circumstances into consideration when making this decision.

Any Executive Committee member may be removed from office by a vote of all but two of the committee members, following discussion, if his/her actions are deemed by members as inappropriate for a representative of the Part-Time Faculty Union. Prior notice must be provided to all members (especially the affected individual) in the meeting agenda.

Any Executive Committee member facing removal will have an opportunity to speak at the meeting where his/her removal is to be discussed regarding his/her performance of committee duties.

D. Inability to serve: If any Executive Committee declares, or if the Executive Committee determines by a 2/3 vote of its membership, that an officer is unwilling or unable to continue serving in a position to which that member has been elected or appointed, the Executive Committee may appoint a temporary replacement during the period of inability to serve, after which the member may resume the unexpired term of the position.

E. Filling of Vacancies

1. VP automatically succeeds to Presidency; the vacancy in the VP position may be filled by vote of the Executive Committee.

2. A vacancy of an officer position may be filled by appointment of the Executive Committee for the balance of the term until the next regular election. (revised version 3-29-14)

Article 9  RELATIONSHIP TO SEIU

In addition to its work at the college level, the Executive Committee shall work in concert
with other higher education units in their efforts to achieve fairness and equality in the workplace. The Executive Committee recognizes that these efforts are part of a broader responsibility of all SEIU members to work collectively for social justice in the community. All members of the union are expected to follow bylaws of the union as a whole. Union staff members participate in meetings in order to offer technical assistance and support, as well as provide legal and political perspective for all union members. The Union staff works in concert with elected leaders to ensure all voices are heard and that the union moves forward in a productive and appropriate fashion. Union staff does not have a vote in elections of leaders and does not participate in voting at the Executive Committee.

Article 10 AMENDMENTS AND DISSOLUTION

Amendments may be made with prior notice in a meeting agenda by a 2/3 vote of the entire Executive Committee.

The membership, by majority vote of those voting, may elect to dissolve and/or reconstitute the Executive Committee and/or the Union Campus Forums, with prior notice to the membership.