

City of Portland Professional Workers Union (CPPW) Pre-Vote Operating Bylaws for the Organizing Committee & Subcommittees

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Preamble

This organizational set of bylaws is established by the professional workers of the City of Portland to manage and govern the effort to establish a union at the City of Portland for its professional workers. The members of this effort seek the protections of union membership, a contract, and of state and federal labor law. Additionally, after a successful vote the Organizing Committee shall draft and present for a vote to the members a constitution and set of bylaws to be implemented for permanent use.

Section 1: Name

This name of this organization shall be The City of Portland Professional Workers Union Organizing Committee. The abbreviated or common-use name will be CPPW (used hereinafter in this document).

Section 2: Affiliations

The City of Portland Professional Workers Union is not affiliated with any other unions at the time of ratification of these operational bylaws. Association with a union, if chosen by majority vote of the members, will not occur until after the union is established by a successful vote and a constitution and bylaws are enacted at that time.

Section 3: Membership and Dues

Subsection 1: Eligibility.

All employees of the City of Portland, Oregon within the job classifications listed below are eligible for membership in this unionizing effort as the CPPW.

Subsection 2: Classifications.

The following classifications are sought to be included in the unionization efforts of the CPPW Organizing Committee:

All non-supervisory staff within:

- The Administrative Specialist Series (I-III);
- The Analyst Series (I-III);
- The Financial Analyst Series (I-III);

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- The Coordinator Series (I-III);
- The Environmental Regulatory Coordinator classification
- The Multimedia Specialist classification
- The Hearings Officer classification
- The Technology Business Representative classification
- & any other non-supervisory, professional workers not covered by a union contract that wish to be part of this organizing effort.

Subsection 3: Dues.

There are no dues for any aspect of the organizing efforts of the CPPW. Donations are greatly appreciated, but dues will not be enacted or required for any rights and privileges until such time as the union is ratified and a constitution established.

Section 4: Organization & Committees

Subsection 1: Structure.

The CPPW shall be a democratic organization with volunteer members on committees, voting on policy and procedure, and shall never defer to a single leader without voting input of either the volunteer organizing committee, or the membership, or both.

Subsection 2: The Organizing Committee.

The Organizing Committee is the primary committee overseeing the efforts of any subcommittees.

Subsection 2a: Organizing Committee Membership & Officers.

The Organizing Committee was and is established by a group of City of Portland employees with a common desire for unionization. Election to the Organizing Committee will be by a majority vote of those in attendance at a regularly scheduled committee meeting, whether they are existing Organizing Committee members, officers, or members of the classifications eligible for inclusion in the eventual CPPW union (the classifications listed in Subsection 2).

In addition, to be a member of the Organizing Committee, volunteers must:

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2a(1): Be a City of Portland employee and member of the classifications noted in Subsection 2: Classifications (above);

2a(2): Not be a supervisor or manager (contrasted to group Lead);

2a(3): Be in favor of unionization;

2a(4): Have attended at least three of the previous five Organizing Committee meetings;

2a(5): Organizing Committee members, once elected, must attend a majority of scheduled monthly meetings;

2a(5.1): Missing meetings may be excused by notifying the Organizing Committee 24 hours in advance (unless sickness, family need, or emergency prevents notification);

2a(5.2): Missed meetings can also be excused by an excusal vote of the other members of the Organizing Committee after the member presents their reason for missing the meeting (illness and emergency are presumptively valid excuses);

2a(5.3): Unexcused Absences. If more than 50 percent of the meetings held by the Organizing Committee are missed within a month without notice or a valid reason confirmed by an excusal vote of the Organizing Committee, the member is presumptively assumed to have resigned and is removed from the Organizing Committee.

2a(5.4): Voluntary Resignation. Organizing Committee members may resign at any time for any reason by simply notifying the Organizing Committee in writing.

Subsection 2b: Organizing Committee Size & Voting.

The Organizing Committee members each have an equal vote. The Organizing Committee will consist of nine members (an odd number to avoid ties). Five of those members shall be officers with specific duties, outlined in Subsection 3, below. The remaining four seats are Organizing Committee Members At-Large.

2b(1): Quorum. For a vote to be taken at an Organizing Committee meeting, at least four committee members must be present. A majority of the four votes is effective and binding.

2b(2): Remote Voting. Votes can be taken via email or electronic communication channels like Google Chat. A majority consistent with the quorum requirements of 2b(1) is binding.

2b(2.1): Remote Voting Deadlines. When a remote vote is transmitted to the members, a deadline shall be included for replying to the vote. Not less than 48 hours shall be granted for remote voting to close. At the end of the deadline, any further votes beyond the deadline are considered null and void.

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2b(3): Meeting Frequency: Organizing Committee meetings shall be held weekly unless otherwise voted on by the members. Subcommittees will meet as often as designated by the Organizing Committee or, if not designated, by the subcommittee itself.

2b(3.1): Notice. Once a meeting is scheduled, it shall be announced to the Committee Members not less than 24 hours prior to a meeting. Failure to provide sufficient notice automatically cancels the meeting unless a vote is taken to override this rule.

Subsection 3: Organizing Committee Officers & Their Duties

Five members of the Organizing Committee shall be elected to serve specific officer roles and have specific responsibilities. The Officers shall be: the President, the Vice-President, the Secretary, the Treasurer, and the Outreach Coordinator.

3a: The President

The President shall:

- Be the official spokesperson for the union for all matters unless they appoint a designee;
- Preside at all meetings of the CPPW and Organizing Committee;
- Countersign all checks drawn against the funds of the union;

3b: The Vice-President

The Vice-President shall:

- Assist the president in the work of the president's office;
- In the absence of the president or in the president's inability to serve, perform all duties otherwise performed by the president;
- Be authorized to act as co-signer of checks drawn on the funds in place of either the president, or the secretary, or the treasurer.

3c: The Secretary

The Secretary shall:

- Ensure there is a written record of the proceedings of all membership meetings and all Organizing Committee meetings. Records shall include a vote tally for all

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motions, including emergency motions. Recordings of meetings may supplement the written record, but not substitute for it.

- The Secretary may delegate responsibility for note taking as needed or desired, but is responsible for seeing that all meetings are recorded as noted above.
- Carry on the official correspondence of the union, except as the Organizing Committee may direct otherwise;
- Maintain the Organizing Committee roster;
- Perform such other duties as the Organizing Committee may require;
- Be authorized to be a co-signer of checks drawn on the funds of the union in place of either the president, the vice-president, or the treasurer;
- Prepare and submit the minutes of Organizing Committee meetings following Organizing Committee meetings for approval by the Organizing Committee at the next scheduled meeting;
- Keep electronic copies of all approved minutes in the CPPW designated shared drive space (Google Drive).

3d: The Treasurer

The Treasurer shall:

- Coordinate all financial activities of the CPPW with the president, who has all banking information in his possession at the adoption of these bylaws;
- Confirm prudent financial practices are followed whether action is taken by the president or the treasurer or any other office functioning in a substitute capacity;
- Receive and keep receipts for all incoming and outgoing monies of the union;
- Deposit all money received in the name of the union in a bank(s) or credit union(s) selected by the Organizing Committee;
- Ensure money deposited is withdrawn only by check signed by one of the following officers: president, vice-president, treasurer, or secretary;
- Prepare and sign checks for such purposes as are required and authorized by a quorum of the Organizing Committee;
- Shall serve as the chair or vice-chair of a budget committee, if formed;
- Keep an accurate record of receipts and disbursements and shall, once each month, submit to the Organizing Committee a monthly operating statement of the financial transactions of the union for the previous month;
- Act as custodian for all properties of the CPPW;
- Ensure that any financial reports required by law be submitted properly and timely.

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3e: The Outreach Coordinator

The Outreach Coordinator shall:

- Be the Chair of the Outreach / Get-Out-the-Vote subcommittee;
- Coordinate activities and communications to drive a successful vote by the potentially represented classifications in Subsection 2 (above);
- Provide an update of activities at each Organizing Committee meeting.

Subsection 4: Organizing Committee Membership as of the Adoption of these Bylaws.

The committee members of the CPPW Organizing Committee are:

- President: Jeff Winkler
- Vice-President: E Specht
- Secretary: Robert Pineda
- Treasurer: Lee Dudley
- Outreach Coordinator: Connor Anderson
- Member-at-Large: Kurt Abe
- Member-at-Large: Kari Koch
- Member-at-Large: Open
- Member-at-Large: Open

Subsection 5: Vacancies.

When a vacancy occurs on the Organizing Committee, any eligible City employee meeting the membership criteria described in Subsection 2, above, who wishes to join may appear at a scheduled Organizing Committee meeting and ask to join. By a majority vote of the existing Organizing Committee membership, the prospective member can be approved or rejected.

Any Organizing Committee member may solicit eligible City employees to fill a vacancy.

Subsection 6: Delegation of Authority.

The Organizing Committee may delegate authority to individuals or subcommittees to act in limited capacity. Delegation of authority may include expending funds, giving permission to third parties to act on CPPW's behalf, permitting an individual member of the Organizing Committee to act individually for a specific purpose. However, delegation of authority for any purpose must be voted on by the Organizing Committee as noted in Section 2. Authority may be revoked by the Organizing Committee by vote at any time and authority can also be limited by a written deadline.

Subsection 7: Subcommittees.

The Organizing Committee may establish by vote any subcommittees to carry out work on specific tasks.

6a(1): Internal Operation. Subcommittees shall operate in analogous fashion to the Organizing Committee. Consensus over voting is encouraged, but voting shall be used to resolve disputes. Any unresolvable dispute shall be brought to the Organizing Committee, who shall cast a vote to resolve any disputes.

6a(2): Completed Work. Work assigned to the subcommittees shall be brought to the Organizing Committee for review and authorization, if necessary, by an Organizing Committee vote. Recommendations by subcommittees are presumptively considered valid but are not binding on the Organizing Committee.

6a(3): Existing Committees. At the time of adoption of these Bylaws, the following Subcommittees have been established:

- Bargaining Committee
- Fundraising
- Legal
- Outreach | Get-Out-the-Vote
- Technology

Section 5: Duration.

These Bylaws are in effect until the ratification of a Constitution and Bylaws document after a successful vote to establish the CPPW as a Union; or in the event of a failed vote to unionize.

Subsection 5a: Transition Period after Successful Vote to Unionize

If the CPPW secures an affirmative vote from the potentially represented classifications noted in Subsection 2, this document shall remain in effect and its officers and Organizing Committee members shall be empowered to function under it until:

5a(1): A Constitution and Bylaws document is adopted and ratified by the represented classifications;

5a(2): Pursuant to the new Constitution and Bylaws, an election is scheduled, conducted, and completed to elect an Executive Board, officers, and any other elected members of the newly formed union as dictated by the terms of the ratified Constitution and Bylaws;

5a(3): Upon the election of an Executive Board and officers, at the first general membership meeting as defined in the new Constitution and Bylaws, the first act of

business shall be to assume all powers of the CPPW Organizing Committee and officers and terminate the CPPW Organizing Committee Bylaws.

5a(4): Self-Termination Clause. Any act or omission which fails to sufficiently transfer power after 1) a successful vote to unionize the classifications noted in Subsection 2, 2) the ratification of a new Constitution and Bylaws, and 3) the election of an Executive Board and officers, shall not be deemed to invalidate the new constitution nor preserve these bylaws. Any deficiency in procedure shall be deemed *de minimis* and once a new Executive Board and officers are seated regardless of form or procedure, this document shall terminate and all power shall be vested in the newly created CPPW Union and its Constitution and Bylaws.

Section 6: Modification.

These Bylaws may be modified by a majority vote of the Organizing Committee only.