

SECTION 1

Executive Board Organization

1.01 Executive Board Standing Committees

- A. **List of Committees:** Per the provisions of Article X, Section 1, of the Council 32 Constitution, the following shall constitute the standing committees of the Executive Board:
1. Communications and Messaging Committee
 2. Constitution and Resolutions
 3. Education
 4. Personnel and Finance
 5. Policy and Procedure
- B. **Appointment Process:** The President shall make all appointments to the Standing Committees listed in Section A above from among the members of the Executive Board, with the approval of the Executive Board. All Executive Board members will serve on a Standing Committee.
1. **Size and Composition of Committees:** Each Standing Committee shall consist of at least three members. In addition, the President, or their designee, is an ex-officio member of all Standing Committees. Exceptions can be made if voted on and approved by the Executive Board.
 2. **Duration of Appointment:** Standing Committee appointments shall be made for the full two-year term of the Executive Board member and shall be made as soon as practical following the Executive Board elections.
 3. **Temporary Appointments:** The President may make temporary appointments to committees as they may deem necessary in the event that one or more regular committee member is unable to serve.
 4. **Committee Attendance:** The President shall have the authority to remove from any Standing Committee any member who has four unexcused absences from committee meetings during their term of office.
- C. **Internal Governance:** As soon as practical after the President has made the appointments to the Standing Committees, each committee shall meet and elect a Chairperson and a Secretary. The results of such elections will be promptly reported to the full Executive Board.
1. **Chairperson:** The Chairperson, in conjunction with the Council President, shall schedule committee meetings, determine the agenda items to place before the committee, and preside over meetings of the committee.

2. **Secretary:** The Secretary shall keep minutes of all committee meetings and shall report to the full Executive Board on all actions taken by the committee. The Secretary shall provide written copies of the minutes of all committee meetings to the Council office within seven calendar days after the meeting. The Council shall provide copies of all committee minutes to each member of the Executive Board within seven calendar days of receipt.

D. **Committee Charges:**

1. **Communications and Messaging Committee:** The Communications and Messaging Committee shall:
 - a. Be responsible for developing methods of communicating effectively and efficiently with our members, through all means available.
 - b. Develop a rapid response network to respond to current events, to contact state and local legislators on pending legislation, and to be a presence at events that further the goals of AFSCME and foster cooperation with other like-minded organizations.
 - c. Disseminate stories of organizing and workplace successes and real-life stories of the positive impact of the union on the lives of workers and their families.
 - d. Develop educational documents for public consumption on the historical and current impact of the union on the lives of all workers.
2. **Constitution and Resolutions Committee:** The Constitution and Resolutions Committee shall:
 - a. Have jurisdiction over all proposed Amendments to the Council 32 Constitution and all Resolutions submitted to the Executive Board which do not fall within the jurisdiction of another Standing Committee and shall make a recommendation on action to the full Executive Board.
 - b. Review the Constitution of Council 32 annually and recommend any corrective changes or amendments it deems necessary to the full Executive Board.
 - c. Recommend the site and dates for the Annual Council 32 Convention for approval by the Executive Board.
 - d. Recommend to the Executive Board the registration fee that the Convention delegates will be charged.
 - e. In conjunction with the President, determine the materials that will be included in the Convention kits that the delegates receive, and the meal and entertainment functions that will be provided at the Convention.

3. **Education Committee:** AFSCME's approach to education is founded on the belief that Local officers, stewards, and rank and file members are the best people able to resolve on-the-job problems and address workplace concerns. Given the very decentralized structure of Council 32, it is absolutely essential to develop and maintain well-trained, highly motivated leaders at the Local level. Since AFSCME members know better than anyone the challenges and problems they face, Council 32's education programs shall be geared to providing knowledge and techniques that will allow AFSCME activists to return to their workplaces better prepared to resolve problems and build their Locals into strong, effective organizations. Council 32's education policies shall be designed to help achieve the following goals:
 - a. Review the educational needs of Council 32 affiliates and members.
 - b. Recommend the establishment of educational programs to meet those needs.
 - c. Promote and stimulate the desire on behalf of the membership to participate in such programs.
 - d. Work towards developing programs to educate youth and general public as to who AFSCME is and what we do.
 - e. Work with the International Union Education Department to meet the needs of Locals and membership by utilizing the knowledge and experience of staff, members, and leaders.
 - f. Develop education programs as an organizing tool.

4. **Personnel and Finance Committee:** The Personnel and Finance Committee shall:
 - a. Have jurisdiction over all financial matters of the Council for the purpose of ensuring the overall economic well-being of the organization.
 - b. Review the annual budget prepared by the Executive Director and recommend any changes in the budget to the Executive Board.
 - c. Provide general oversight to the financial operations of the Council to ensure that the Council operates within the budget adopted by the Executive Board. The Committee shall review any proposed amendments to the adopted budget and make recommendations on such amendment to the full Executive Board.
 - d. Review all expenditure proposals that might be made by members or Standing Committees of the Executive Board, by the Executive Director, or by affiliated Locals or Chapters which are not included in the approved budget and make recommendations as to the disposition of such expenditure proposals to the full Executive Board.

- e. Provide general oversight of the Council's investment policies.
- f. Recommend any additions, deletions, or modifications to the Council's Table of Organization to the full Executive Board.
- g. Conduct negotiations with bargaining units of represented employees subject to ratification by the full Executive Board and hear grievances pursuant to applicable labor contracts.
- h. Recommend salary and benefit packages for non-represented employees to the full Executive Board and hear grievances which may be filed by non-represented employees.
- i. Review all Council insurance policies, including employee benefit insurance, and recommend any changes to the full Executive Board.
- j. Confer with the Executive Director, Council Officers, and the Chairperson(s) of any other Standing Committee(s) that might have jurisdiction over matters having an impact on Council personnel or finances before making recommendations to the full Executive Board.
- k. Investigate any complaints against staff alleging violations of the Council's policy against harassment that have not been satisfactorily resolved by the Executive Director or their designee, or that allege that the President or Executive Director has violated said policy. The committee shall make a recommendation to the full Executive Board as to the disposition of all complaints that it investigates.

5. **Policy and Procedure Committee:** The Policy and Procedure Committee shall:

- a. Have jurisdiction over the internal operating policies and procedures of the Executive Board.
- b. Monitor and determine policy matters that affect the welfare, public relations, conduct, and ethics of Executive Board members in formulating and executing the business of the Executive Board.
- c. Recommend all salary, lost wage, and expense reimbursement policies applicable to members and the Executive Board.

E. **Notes for Prospective Standing Committee Chairs:** In hopes of eliminating some potential sources of confusion, members who may wish to serve as the Chair of one of the Council 32 Standing Committees should note the following:

- 1. **Committee Meetings:** The following procedure applies to the scheduling of committee meetings:
 - a. **Who Schedules:** It is the Chair's responsibility, in consultation with the President, to schedule all committee meetings.

- b. **When Scheduled:** Committee meetings should be scheduled whenever there is a sufficient amount of business within the committee's jurisdiction requiring action or recommendation to the Council 32 Executive Board. The level of business pending before the committee should dictate the necessity for a meeting.
 - c. **Advance Notice:** Chairs shall provide an agenda to the Council office such that it can be posted to the Council website at least five business days in advance.
2. **Committee Reports:** It is the Chair's responsibility to see that the actions of the committee are reported to the full Executive Board.
 3. **Committee Minutes:** Meeting minutes shall be submitted to the Council office within seven calendar days after the meeting.
 4. **Draft Minutes:** The Council office shall distribute draft minutes of the Standing Committee meetings to Executive Board members within seven calendar days of receipt.

1.02 Advisory Committees: The Executive Board may from time to time authorize the establishment of Advisory Committees for the purpose of developing policies or positions on issues affecting the membership, or a segment of the membership, of the Council.

- A. **List of Committees:** The current Advisory Committees authorized by the Executive Board are as follows: (Committees should, at their first meeting following new appointments, review and amend as necessary.)
 1. Diversity Advisory Committee
 2. Health Care Advisory Committee
 3. Higher Education Advisory Committee
 4. Next Wave Advisory Committee
 5. Public Safety Advisory Committee
 6. Scholarship Advisory Committee
 7. Transportation and Infrastructure Advisory Committee
 8. Women Leadership Advisory Committee
- B. **Appointment Process:** The President shall make all appointments to the Advisory Committees listed in Section A above with the approval of the Executive Board.
 1. **Size and Composition of Committees:** Each Advisory Committee shall not be comprised of a majority of Executive Board members. Exceptions can be made if voted on and approved by the full Executive Board.

2. **Duration of Appointment:** Advisory Committee appointments shall be made for two-year terms, and shall, where possible, run concurrently with the terms of the Standing Committees of the Executive Board and shall be made as soon as practical following the Executive Board elections. All appointments to Advisory Committees shall expire on the same date that appointments to the Standing Committees expire.
 3. **Temporary Assignments:** The President may make temporary appointments to Advisory Committees as they may deem necessary.
 4. **Committee Attendance:** The President shall have the authority to remove from any Advisory Committee any member who has three unexcused absences from committee meetings during their term of office.
- C. **Internal Governance:** As soon as practical after the President has made appointments to Advisory Committees, each committee shall meet and elect a Chairperson, a Vice Chairperson, and a Secretary. The results of such elections will be promptly reported to the full Executive Board.
1. **Chairperson:** The Chairperson, in conjunction with the Council President, shall schedule committee meetings, determine the agenda items to place before the committee, and preside over meetings of the committee.
 2. **Vice Chairperson:** The Vice Chairperson shall assist the Chairperson in the duties of their office, and in the absence of the Chairperson or in the Chairperson's inability to serve, shall perform all duties otherwise performed by the Chairperson.
 3. **Secretary:** The Secretary shall keep minutes of all committee meetings and shall report to the full Executive Board on all actions taken by the committee. The Secretary shall provide written copies of the minutes of all committee meetings to the Council office within seven calendar days after the meeting. The Council shall provide copies of all committee minutes to each member of the Executive Board within seven calendar days of receipt.
- D. **Committee Charges:**
1. **Diversity Advisory Committee:**
(no mission statement submitted)
 2. **Health Care Advisory Committee:** To address the many critical problems facing health care locals affiliated with AFSCME Wisconsin Council 32, the Health Care Advisory Committee is established to accomplish the following:
 - a. To research and study effective ways of addressing through collective action the many problems facing Council 32's membership in the health care industry.

- b. To advise and assist locals to mount effective "Fight Back" campaigns to counter threats of privatization of public sector health care facilities.
 - c. To advise and assist locals to organize or re-organize after privatization and to provide effective representation under federal private sector labor laws.
 - d. To advise and assist private sector locals to carry out lawful strikes or engage in other forms of protected concerted activity to secure fair wages, hours, and working conditions.
 - e. To provide, or arrange to be provided, appropriate workshops or other education and training programs for the members of affiliated locals of health care workers.
 - f. To advise and assist in educating our members on the importance of retaining union membership.
3. **Higher Education Advisory Committee:** Working as a coalition with representation from each University of Wisconsin campus, the Higher Education Advisory Committee will focus on the concerns and issues of staff employed in public higher education across Wisconsin. Recognizing geographical and resource challenges, this advisory committee expects to be inclusive with effective communication and advise the Council 32 Executive Board on their needs and interests. The Higher Education Advisory Committee will focus on:
- a. Advising and educating current and new university and higher public education employees on the importance of union membership.
 - b. Establishing and maintaining regular communication and/or a means to regularly meet and share issues.
 - c. Establishing effective coalitions with like-minded students, staff, faculty, and community groups.
 - d. Advocating and encouraging involvement in the political and legislative process with like-minded students, staff, faculty, and community groups.
4. **Next Wave Advisory Committee:** The Next Wave Advisory Committee is established to advise the Council 32 Executive Board on matters concerning newer and younger members of the union. The committee shall foster:
- a. Organizing newer and younger members to join and become active in the union, including leadership development.
 - b. Empower newer and younger members to exercise their participatory rights at work and in the union.
 - c. Explore and develop new and innovative ways to educate and communicate with members.

- d. Promote and host social and service events for members and their families to build solidarity and a union culture.
 - e. Mobilize newer and younger union members to participate in activism in Council 32 and the broader labor movement.
 - f. Advise and assist local unions to promote these aims.
5. **Public Safety Advisory Committee:** The Public Safety Advisory Committee is established to advise the Council 32 Executive Board on matters concerning the requirements and responsibilities of county public safety workers and to accomplish the following:
- a. To foster better communication among affiliated locals representing public safety workers.
 - b. To encourage rank and file public safety workers to become active participants in the political and legislative process, particularly in matters concerning their unique occupational needs.
 - c. To promote a safer working environment for all public safety workers.
 - d. To establish effective coalitions with other organizations and public safety workers which share similar concerns.
6. **Scholarship Advisory Committee:** The Scholarship Advisory Committee is established to accomplish the following:
- a. To provide educational opportunities to our members and their families.
 - b. To continue education through fundraising and promotion of education for labor.
 - c. To propagate improved solidarity in promoting educational labor ideals.
7. **Transportation and Infrastructure Advisory Committee:** The mission of the Transportation and Infrastructure Advisory Committee is to foster improvement in the job security, job safety, and economic well-being of our members in transportation and infrastructure bargaining units. The Committee is established to accomplish the following:
- a. To foster improvements in vital communication among affiliated locals of transportation and infrastructure workers.
 - b. To foster greater involvement in the political and legislative process.
 - c. To increase awareness of the importance of coordinated collective bargaining among affiliated locals.

- d. To develop educational and training programs to address the job security, health and safety needs of transportation and infrastructure department members.
- e. To establish effective coalitions with other organizations or groups which share similar concerns.

8. **Women Leadership Advisory Committee:** The Women Leadership Advisory Committee is established to accomplish the following:

- a. To develop strategies to broaden awareness of the many overt and subtle ways women can be adversely discriminated against in the workplace and to develop strategies to combat such forms of discrimination.
- b. To broaden awareness of the problems many working women face in caring for dependent children and sick or elderly family members and balancing both job and family responsibilities.
- c. To broaden awareness of the legal rights of women to equal job opportunity and fair compensation, and all workers' rights to family and medical leaves of absence, pursuant to recent legislative enactments.
- d. To serve as a source of information for locals and individual members as they work to eradicate all forms of gender-based discrimination in the workplace, and to secure improved rights to leaves of absence to fulfill family responsibilities.
- e. To provide, or arrange to be provided, appropriate training workshops on women's issues, and to encourage members to take advantage of educational opportunities on such issues that may be offered by other organizations.
- f. To work in conjunction with the Council 32 lobbyist to develop legislative strategies to improve laws designed to remove the barriers to the exercise of women's rights.
- g. To promote the involvement of people in all phases of the political process who are sympathetic to the needs of women and families.

E. **Notes for Prospective Advisory Committee Chairs:** In hopes of eliminating some potential sources of confusion, members who may wish to serve as the Chair of one of the Council 32 Advisory Committees should note the following:

1. **Committee Meetings:** The following procedure applies to the scheduling of committee meetings:

- a. **Who Schedules:** It is the Chair's responsibility, in consultation with the President, to schedule all committee meetings.

- b. **When Scheduled:** Committee meetings should be scheduled whenever there is a sufficient amount of business within the committee's jurisdiction requiring action or recommendation to the Council 32 Executive Board. The level of business pending before the committee should dictate the necessity for a meeting.
 - c. **Advance Notice:** Chairs shall provide an agenda to the Council office such that it can be posted to the Council website at least five business days in advance.
 - d. **Continued Need:** If a committee is inactive for 90 days, the President shall call a committee meeting to determine the committee's continued need.
- 2. **Committee Reports:** It is the Chair's responsibility to see that the actions of the committee are reported to the full Executive Board.
 - 3. **Committee Minutes:** Meeting minutes shall be submitted to the Council office within seven calendar days after the meeting.
 - 4. **Draft Minutes:** The Council office shall distribute draft minutes of the Advisory Committee meetings to Executive Board members within seven calendar days of receipt.

1.03 **Executive Board Meetings:**

- A. **Regular Meetings:** The Executive Board shall meet at least four times per calendar year at the call of the President. All regularly scheduled meetings shall be scheduled as far in advance as possible to facilitate release time for Executive Board members.
 - 1. **Convention Meeting:** One Executive Board meeting shall be scheduled in conjunction with the annual Council convention.
 - 2. **Budget Meeting:** The Executive Board meeting at which the Council budget for the next calendar year is to be adopted will normally be held in Madison on the second Saturday in December.
- B. **Meeting Notice:** The Council shall post on the Council website the date, time, and place of each regularly scheduled Executive Board meeting. In the case of special Executive Board meetings, the Council shall provide as much advance notice as possible regarding the date, time, place, and purpose of the meeting. Every reasonable effort will be made to email adopted minutes to all Locals/Chapters thirty days prior to the next Executive Board meeting. Every reasonable effort will be made to post adopted minutes to the Council members-only website. Locals/Chapters wishing to opt-in for the minutes to be mailed to them must notify the Council by phone or in writing.
- C. **Meeting Locations:** The President shall determine the location of all Executive Board meetings.

- D. **No Alcohol:** Consumption of alcoholic beverages shall not be permitted in Executive Board meetings.
- E. **Open Meetings:** Executive Board meetings shall be conducted in open session, provided, however that the Executive Board may, by majority vote, choose to go into Executive Session to discuss particular items of business. All votes shall be recorded in open session.
- F. **Recorded Votes:** The normal procedure for voting on matters before the Executive Board will be by voice vote. A roll call vote will be taken upon request of any member.
- G. **Committees:** All business coming before the Executive Board shall normally be referred to the appropriate Standing Committee before it is placed before the full Executive Board.
1. **Expenditure Requests:** All general fund expenditure requests will normally be referred to the Personnel and Finance Committee for a recommendation before being placed before the full Executive Board. The Executive Board may, by a two-thirds vote, suspend the rules, and take up expenditure requests directly without referral to the committee having jurisdiction.
- H. **Business Cards:** The Council shall provide business cards for all Executive Board members.
- I. **Virtual Meetings:** Per Article IX, Section 51, of the AFSCME International Constitution, any subordinate body may convene its regular or special meetings of officers, executive board, or membership in person and/or by audio and/or video teleconference provided that, before a subordinate body may convene such a virtual meeting, its executive board shall adopt and adhere to the written policy contained in Appendix E of that Constitution. Audio and/or video teleconference meetings shall not be permitted for conventions or elections.
1. Regular and special meetings of Council 32, including its Executive Board, may be conducted through the use of audio and/or video teleconferencing (referred to as virtual meeting).
2. All equipment required to conduct the virtual meeting must be readily accessible, or made available, to all participating members.
3. The method of virtual meeting selected must provide members with the opportunity to hear and speak to each other simultaneously and shall allow for the accurate recording of meeting minutes.
4. Notice of any meeting conducted virtually shall include instructions on how each member is to participate in the meeting.
5. All members present and participating via audio and/or video teleconferencing shall be included in determining quorum. Prior to each vote on a motion, the presiding officer shall inquire as to the continued presence of those participating. If members are no longer participating for any reason, due to, but not limited to,

equipment malfunction or voluntary discontinuation of the electronic connection, they shall no longer be considered present or counted as part of the quorum.

6. All members participating in virtual meetings may raise points of order, seek recognition to speak, and submit motions for consideration.
7. If the subordinate body enters into executive session, at the outset the presiding officer shall require each person participating through audio and/or video teleconferencing to give assurance that no other person is present or able to hear the conversation.
8. If the subordinate body wants to include additional standards, they shall be consistent with the current edition of *Robert's Rules of Order Newly Revised*.

1.04 Mail Ballots: Mail ballots may be used in situations where time and/or economic considerations make it impractical for the Executive Board to meet and act upon a particular issue. The following policy shall apply to the use of mail ballots.

- A. **President Decides:** The President shall have the authority to decide whether a mail ballot shall be utilized in a particular situation.
- B. **Form of Ballot:** When utilized, mail ballots shall fully state the question to be decided by the Executive Board, including the Standing Committee recommendation if any, specify the date by which the ballot must be returned, provide a space for Executive Board members to vote either "yes" or "no" on the question presented, and provide a space for Executive Board members to print their name and sign the ballot so that the results of the vote can be recorded. A stamped, return addressed envelope shall accompany each mail ballot.
- C. **Time Period:** Mail ballots must be returned within seven calendar days following the date they were mailed. The postmark shall determine both the date ballots were mailed and the date ballots were returned.
- D. **Roll Call Sheet:** The Executive Director, or their designee, shall prepare a roll call sheet listing the results of the mail ballot, a copy of which shall be forwarded to each member of the Executive Board within five workdays following the date the ballots were returned.

1.05 Email Ballots: Email ballots may be used in limited situations where time and/or economic considerations make it impractical for the Executive Board to meet and act upon a particular issue and when time prohibits the use of a mail ballot. The following policy shall apply to the use of email ballots.

- A. **President Decides:** The President shall have the authority to decide whether an email ballot shall be utilized in a particular situation.
- B. **Delivery Confirmation and Read Receipt:** All emails sent in this process by the President to the Executive Board shall include a Delivery Confirmation/Read Receipt that shall be included in the final record.

- C. **Form of Ballot:** When utilized, the following procedures will be followed:
1. **Motion:** The President will ask for a motion by email to all Executive Board members eligible to vote and no others. The only acceptable response to the President's email will be a motion. The President will only accept the first motion according to the date and time emails were originated. The original email will state the date and time that a motion must be made by.
 - a. Any voting member of the Executive Board may "second" the motion. This is the only email accepted after the original motion is made.
 - b. The President will send a final email closing this initial process and forward their copy of the thread to the Secretary. The Secretary shall print off the thread and retain for the record as virtual minutes.
 2. **Discussion:** The President will send a new email stating the motion as it was made, by whom it was made, the date and time the motion was made, and who seconded the motion. The President will also include in the email, any recommendation by a Standing Committee. The President will state that discussion is open for a period of twelve to twenty-four hours. The President will state the exact date and time that the discussion will be closed.
 - a. Executive Board members will have that time period to each make one statement by email regarding the motion. Any statements beyond that one statement per member will be considered out of order and all additional comments by that same Executive Board member will be stricken.
 - b. Any Executive Board member may, as part of their single statement, request a friendly amendment. The President will contact the originator and the supporter of the motion by email and/or phone to get their acceptance of the friendly motion.
 - c. The President, at the time noted in the discussion email, shall send one final email notifying everyone that discussion is closed. The President shall forward their copy of the thread to the Secretary. The Secretary shall print the thread and retain for the record as virtual minutes with the motion email thread.
 - d. Rebuttal will not be allowed. Any statements beyond the one allowed per Executive Board member shall be stricken from the record and considered out of order.
 3. **Voting:** The President will send a new, third email. It will state the motion as made (and possibly amended), the date and time the motion was made, and that voting will commence and then end within twenty-four to forty-eight hours as time allows. The President will state the exact date and time voting will end.

- a. The email address for the return of the vote must match each Executive Board members' designated email account for Union/Council business.
 - b. The only acceptable email responses would be "yes" or "no." Any other response voids their vote.
 - c. Each Executive Board member must respond only one time. Any other response voids their vote.
 - d. To ensure a clear understanding of each ballot, those wishing to abstain shall refrain from responding to the email.
 - e. The President, at the close of the voting period, shall send a final email noting that, "Voting is now closed." The President shall forward a copy of their thread to the Secretary. The Secretary shall print off the Voting thread and retain it with the Motioning email thread and the Discussion thread to be approved as a virtual meeting at the next Executive Board meeting.
4. **Time Period:** Email responses will not be accepted outside of the time frames listed by the President in the emails originating each part of the virtual meeting. Any "late" emails will be stricken.
 5. **Roll Call Sheet:** The President will forward the Voting thread to the Executive Director of the Council. The Executive Director, or their designee, shall prepare a roll call sheet listing the results of the email ballot, a copy of which shall be forwarded to each member of the Executive Board within five workdays following the date the ballots were returned.

1.06 District Leadership Conferences: Committee recommends pending approval by Personnel and Finance for funding and approval of both by the full Executive Board.

1.07 Cancellation Policy: If the Executive Board or an Advisory Committee schedules a conference or an event which involves an overnight stay, the official conference call shall include a statement of the cancellation policy. Conferences such as those noted above are subject to cancellation unless a specified percentage of the expected number of attendees has registered by the registration deadline. The Council Officers and the Executive Director, in consultation with the appropriate Advisory Committee Chair, shall determine the expected number of attendees and the percentage that must register by the registration deadline, and shall have the authority to make cancellation decisions in cases where the registration threshold has not been met.

Adopted by the Executive Board on October 17, 2015

Amended September 25, 2016

Amended April 5, 2018

Amended August 11, 2018

Amended October 13, 2018

Amended April 4, 2019

Amended August 22, 2020

Amended December 11, 2021