

## **BY-LAWS**

Section 1. The order of business at regular Council meetings, including conventions, shall be:

- A. roll call of officers;
- B. credentials report;
- C. recognition of delegates;
- D. presentation of minutes of previous meeting;
- E. report of financial condition by the Treasurer;
- F. recess for committee caucuses;
- G. reports of committees;
- H. unfinished business;
- I. new business;
- J. comments for the good of the Council; and,
- K. adjournment.

Section 2. At all formal meetings of the council, the President is entitled to engage a suite, at council expense, for use of the council for business and social meetings.

Section 3. The council shall reimburse council representatives for leave-without-pay or annual leave when they are on official council business.

Section 4. All questions before the council will be decided first by voice, then by a showing of hands and then, if requested by twenty-five (25) percent of the delegates, by roll call vote. For roll call votes, each delegate shall be entitled to cast a proportionate share of votes for his/her local based on the most recent calculation of membership strength. With the concurrence of the entire delegation from a local a single delegate may cast all votes to which that local is entitled.

Section 5. The time allowed for debate on any particular issue before the council and the time allowed for speeches will be governed by circumstances and by two-thirds (2/3) vote of the delegates present and voting. Any limitations as to the time allowed for debate may be extended by two-thirds (2/3) vote of the delegates present and voting.

Section 6. Timing of council conventions. Conventions will be held every three years, starting in June 2023 and every three years in June thereafter.

Section 7. Appointment of Union Representatives. Regional Vice Presidents or their designee shall submit names of their local members to serve as union representatives to the council president. The council president will make appointments and

communicate them to the Agency from among those names submitted. Regional Vice Presidents who are NARA employees shall be principal representatives, and they shall nominate at least one additional candidate to serve as principal representative. Any additional slots may be filled by the council president, with the consent of the executive board. To the extent consistent with applicable collective bargaining agreements, no local shall be allocated any fewer than 1 representative slot per 40 BU employees or fraction thereof who are in that local's jurisdiction. The council president may unilaterally remove appointed union representatives for cause, and when doing so will notify the appropriate regional vice president of the reason(s).

Section 8. Mid-term bargaining notifications. When the council president or designee receives notifications of changes in conditions of employment to which any bargaining obligations attach, the information will be made available to the appropriate officers. For changes that are national in scope, or that affect bargaining unit employees, or the union, in the jurisdiction of more than one local, the matter shall be referred to the council executive committee. For changes that involve unit employees or the institutional union in one local only, the notification will be forwarded to the appropriate regional vice president or designee for consideration and action.

Section 9. Formal discussion notifications. When the council president or designee receives notifications of formal discussions about grievances, conditions of employment, or personnel policies or practices, the information will be made available to the appropriate officer or officers, as necessary. For discussions involving bargaining unit employees in the jurisdiction of more than one local, the council president or his or her designee will decide whether the union will be represented, and, when applicable, who will serve as the representative. For formal discussions that involve unit employees in the jurisdiction of one local only, the notification will be forwarded to the appropriate regional vice president or designee for consideration and action.

Section 10. Employee representation: Matters involving representation of individual employees, or groups of employees who are all in the jurisdiction of one local, shall be referred to and managed by the appropriate regional vice president or his or her designee. The regional vice president (or designee) is responsible for distributing representational responsibilities among representatives in that local. Employee representation for group grievances involving employees served by more than one local will be managed by the council president or his or her designee.

Section 11. Robert's revised Rules of Order shall govern the proceedings of all meetings of this council, when not inconsistent with the provisions of this constitution and by-laws.

Section 12. These by-laws may be amended by a two-thirds (2/3) vote as provided in Article XVII of the constitution of the Council of NARA Locals.

Section 13. Copies of the constitution and by-laws shall be available to locals in good standing upon request to the Secretary.