

PEF/ENCON BY-LAWS

EXECUTIVE COMMITTEE:

The Executive Committee shall be composed of the Division Officers and Executive Board Representatives.

ROLES AND RESPONSIBILITIES OF PEF COMMITTEE REPRESENTATIVES

Provide to Steward Council and/or Executive Committee frequent, prompt reports of actions occurring in and/or instituted by the Committee.

File with the Division Secretary all Committee minutes, correspondence, and/or reports.

Report progress, problems and/or conflicts, requiring immediate action, to Executive Committee.

Work in a professional and harmonious manner with other Committee members, keeping in mind that one serves as an advocate of labor rather than automatically an adversary of management.

Not assume unauthorized authority to take actions or make policy decision beyond the responsibilities assigned by the Division.

Coordinate efforts and share information with other PEF Committee representatives (if any) and alternate(s) on all Committee business.

All committees shall have a pre-meeting unless the committees vote not to.

After the above is followed, the Committee Chair is the authorized agent to sign agreements with management which result from Committee meetings.

RULES OF PROCEDURE FOR SHOP STEWARDS

Committees:

Stewards serving on committees will abide by the Roles and Responsibilities of PEF Committee Representatives. In addition, the heads of committees are required to report on the status of committee work at every Stewards' meeting. Verbal reports are not to exceed five (5) minutes. Committee heads not attending a meeting must inform an officer of the status of his committee work prior to the Stewards' meetings so that other Stewards can be apprised of the current status at the meetings.

As all Stewards are members of the Grievance Committee, any Steward involved in a possible or actual grievance must besides adhering to the Roles and Responsibilities of PEF Committee Representatives:

Contact and coordinate with the PEF Field Representative all processes [initial discussion, informal resolution, Step 1 filing, Step 1 hearings, receipt of Step 1 decision, Step 2 filing, Step 2 hearing (field representative should be present), Step 2 decision].

Discuss case at weekly Steward meeting (applies to 625 Broadway only).

Except for 30th day of first Step filing, under no circumstances should above procedures be neglected.

Confidential Matters:

1. Information pertaining to grievances is confidential and is not to be discussed publicly. If a Steward breaches confidentiality, that person will be requested to resign.
2. In addition to grievances, other matters may be confidential in nature. Stewards should evaluate the need for confidentiality of non-grievance related matters based on potential harm to those involved. Unauthorized disclosure of such matters which are judged confidential by majority vote of the Stewards will result in a request for resignation.
3. At the start of all Steward meetings, the steward conducting the meeting will notify those present of all ongoing confidential matters so that the stewards may be apprised of the need for confidentiality.

Local Rule for Central Office Stewards:

Attendance and Election To A Committee - Stewards who do not attend three (3) shop steward meetings in a row, without a valid excuse, will become "inactive" at the subsequent Steward meeting. "Inactive" Stewards will be requested to resign their stewardship and are removed from any office, any committee, or any other responsible PEF/EnCon position.

"Inactive" Stewards may petition the active Stewards for reinstatement at a succeeding Stewards' meeting by obtaining the signatures of ten (10) members thus reaffirming their active status. Stewards declared "inactive" a second time must obtain the signatures of twenty (20) PEF members to reaffirm their active status. Stewards declared "inactive" a third time will be required to obtain signatures, etc. The petition reaffirming active status must state that the petitioner was declared "inactive" for non-attendance at three (3) successive Steward meetings.

The Secretary will notify Stewards who are declared "inactive" and advise them that they must petition and reaffirm their active status. Stewards declared "inactive" and who are reinstated upon petition are reinstated to active status only, not to any office, committee, or other responsible PEF/EnCon position that they may have formerly held.

Reinstatement to any office, committee, or other PEF/EnCon position must be done by separate majority vote of the Stewards. When an inactive Steward fails to petition within three (3) weeks for reinstatement, a notice to that effect will be posted on the bulletin boards by the active members. An attendance list of Stewards marked present, absent and excused shall be posted. The validity of excuses will be considered on a case by case basis at each Steward meeting. The Secretary will be charged with the responsibility of tracking absences, excuses, and the status of Stewards. Vacation, sick leave, personal leave, and job assignments away from 625 Broadway will be considered as valid excuses.
