

Maintenance & Operations

Bylaws

February 2013

EXECUTIVE BOARD

- Section 1. COMPOSITION: The M&O group shall be composed of an Executive Board consisting of the elected officers and two representatives from each campus of Maricopa Community College District.
- Section 2. OFFICERS: The elected Officers of M&O group shall be President, Vice-President, and Secretary.
- Section 3. CAMPUS REPRESENTATIVES: Each campus shall elect one representative and one alternate from Custodians, and one representative and one alternate from grounds on each campus. The grounds representative will represent Building Maintenance Tech, Utility Workers, and Maintenance Assistant. They can be elected as a representative or an alternate. Campus representatives and alternates shall be elected at the end of the previous term. Two members of the Executive Board (President, Vice-President, or Secretary) shall be present during the campus election of a representative. It is not necessary to complete the new-hire probationary period to be an elected M&O rep.
- Section 4. TERMS OF OFFICE: The term of office shall be held for a three (3) year period. The office of President shall be filled no more than six (6) months and no less than three (3) months before the end of the previous President's term.
- Section 5. FILLING VACATED OFFICES: Should an Executive Board position be vacated prior to the end of the term, the Executive board shall elect a replacement.
- Section 6. REMOVAL OF OFFICER: Whenever a majority of the Executive Board members agrees that an officer or representative of the group has been grossly negligent of the duties of office or has not served the best interests of the group, they shall recommend to the group that the office be declared vacant. The officer or representative in question shall have the right to appear before the group to hear allegations and present rebuttal prior to a vote being taken by the group. If the group votes by a two-thirds (2/3) majority to declare the office vacant, the vacancy shall immediately be filled by the requirements set forth in these Bylaws for said office. A campus representative can also be removed from office by a majority vote of represented campus employees. A new representative will then be elected.

MEETINGS

Section 1. MEETINGS: The Executive Board shall meet at any time when pertinent business and/or issues arise. Meetings may be called by the President or three (3) Executive Board members. Meetings may be canceled by majority of the Executive Board members.

SPECIAL MEETINGS: Special meetings may be called by the President or a majority of the Executive Board. Such meetings may include the entire group, committees thereof, etc., as deemed necessary to conduct group business. In the event a special meeting of the group is called. The Executive Board shall present an agenda to participating parties and only those items listed on the agenda will be discussed or acted upon.

Section 2. AGENDA ITEMS: Items for consideration at general meetings must be submitted to the President, in writing, at least 10 (10) days prior to a regularly scheduled meeting.

Section 3. ATTENDANCE: Any Executive board member absent from two (2) general meetings without reason acceptable to the Executive Board in one fiscal year shall be replaced on a permanent basis. A new member shall be elected.

Section 4. VOTING RIGHTS: The members of the Executive Board (excluding the President) and elected Representatives from each campus shall have one vote each. The President shall vote only to break a tie.

Section 5. QUORUM: A quorum for either an Executive Board or a general meeting of the group shall consist of 50% of the members respectively.

NOMINATION AND ELECTION PROCEDURES

- Section 1. ELIGIBILITY: To be eligible for election to an Executive Board position, a nominee must be an elected campus representative.
- Section 2. NOMINATION AND ELECTION: Nomination and election of officers shall be held in the last year of the previous term. The President shall ask each campus to nominate and vote for its representatives to the Executive Board. The Executive Board will be officially installed July 1st of that year.

AUTHORITY

- Section 1. ROBERT’S RULES OF ORDER (revised) shall be the parliamentary authority for the group on all matters of question not covered by this writing or such standing rules as the group may adopt.

AMENDMENT

- Section 1. Any proposed amendment or revision to this writing must be submitted in writing to the Executive Board at least ten (10) days prior to being voted upon. Amendments or revisions of this writing must be approved by two-thirds (2/3) of the group members present at two consecutive scheduled meetings.

DUTIES OF OFFICERS

- Section 1. PRESIDENT: The President shall preside at the meeting of the group and shall serve as a liaison between District and campuses. The President may act as an exofficio member of all committees; shall attend all regularly scheduled District governing board meetings (or send a delegated representative from the Executive Board); shall appoint representatives of the group to fill vacancies on committees.
- Section 2. VICE PRESIDENT: The Vice President shall assume the duties of the President in his/her absence and other duties assigned by the Executive Board.
- Section 3. SECRETARY: As Secretary responsibilities, he/she will prepare (with the President's assistance) and distribute agendas for the Executive Board, general group and special meetings. As Secretary, he/she shall record and distribute minutes of the general group and special meetings; maintain official files which include all committee reports; and shall assist the President with the group correspondence.

REP RESPONSIBILITIES/GUIDELINES

- Attends monthly meetings at DO and reports pertinent info back to individual groups.
- Adheres to proper boundaries when discussing M&O meeting contents with management.
- Must have a good working relationship with current lines of authority.
- The M&O Rep represents all board-approved M&O employees at their assigned location. (Different shifts/departments can have their own rep.)
- Works with management (not against) to solve policy and other perceived violations of the workplace affecting employees.
- Will respect rep/employee confidentiality.
- Present employee concerns for resolution:
 - Need to follow proper chain of command (lead ,when possible, manager/director, HR, policy group)
 - Make sure policy is protected (process of corrective action, etc.)
 - Accompany employees (upon their request) that are meeting with boss/HR/corrective action, etc.
- When accompanying an employee in any type of meeting, the rep is not an active participant. We are there to listen, to make sure the employee is heard, to be neutral in obtaining facts from both sides, and help in making a fair decision. We are an extra set

of ears to help prevent he said/she said situations. If the employee does not want to present the issues himself (expects the rep to speak for him) and does not want to have all facts on the table, we will not participate.