

## Election excerpts from MAPE's Constitution and Bylaws.

### CONSTITUTION ARTICLE IV

#### Structure

- Section 1. **Delegate Assembly.** All sovereign powers of MAPE shall be vested in the Delegate Assembly, when in session. Its powers include, but are not limited to, the authority to establish MAPE policies, approve budgets, levy dues, amend the governing documents, and adopt procedures for statewide, regional and local officer elections. The Delegate Assembly shall meet at least annually in the fall.
- Section 2. **Board of Directors.** The Board of Directors shall be the highest legislative and policy-making body of MAPE, except when the Delegate Assembly is in session. The Board of Directors shall be composed of the Statewide Officers and Regional Directors elected by a vote of the members received by secret ballot. The Board of Directors shall possess all the legislative and policy-making authority of the Delegate Assembly except the power to amend the Constitution and the Election Rules. The Board of Directors shall have the authority to make binding interpretations of all official MAPE documents including, but not limited to, the governing documents. The composition and functions of the Board of Directors shall be as provided in the governing documents.
- Section 3. **Executive Committee.** The Executive Committee, consisting of the Statewide Officers, shall conduct the business of MAPE between the meetings of the Board of Directors and shall perform other duties as directed by the Board of Directors.
- Section 4. **Statewide Officers.** The Statewide Officers of MAPE shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer. Statewide Officers shall perform duties as prescribed by the governing documents, policies, rules and governing bodies of MAPE. Eligibility, vacancies, nomination, elections of Statewide Officers shall be as prescribed in the governing documents.
- Section 5. **Regions.** There shall be subdivisions of MAPE, known as regions, which shall be established on a geographic basis by work location.
- Section 6. **Locals.** There shall be locals within regions. Locals shall be established on a well-defined geographic basis by work location. The processes for establishment of Locals, their boundaries, officers and jurisdiction shall be as provided in the governing documents.
- Section 7. **Board of Trustees.** A Board of Trustees consisting of five members shall be elected by the membership. The Board of Trustees shall verify income and expenses of MAPE according to Generally Accepted Accounting Principles.

**BY-LAWS  
ARTICLE IV  
STATEWIDE OFFICERS**

Section 1. **President.** The President shall be a lost time position with provision to guarantee no loss of accruals or benefits. The President shall serve as the Chair of the Executive Committee, the Board of Directors, and the Delegate Assembly. The President shall serve as an ex-officio member of Statewide Standing Committees, except for the elections committees. The President may call for special meetings of the Board of Directors or Delegate Assembly as provided for in these Bylaws.

The President shall work with the Executive Director to provide for effective and proactive labor relations with the employer, to include, where appropriate, participation in departmental meet and confers, state-wide labor management committees, negotiations, and political action.

The President shall appoint all committee members and committee chairs, subject to Board approval, except those for which provisions have been made.

Section 2. **First Vice President.** The First Vice President shall preside at meetings of the Delegate Assembly, Board of Directors, and Executive Committee at which the President is not in attendance. The First Vice President shall chair the Employee Rights Committee and the Job Action Committee. The First Vice President shall perform other duties as directed by the President or Board of Directors.

Section 3. **Second Vice President.** The Second Vice President shall perform the duties of the First Vice President at meetings at which the First Vice President is not in attendance. The Second Vice President shall maintain the membership records, chair the Membership Committee, and perform other duties as directed by the President or Board of Directors.

Section 4. **Secretary.** The Secretary shall keep a record of the proceedings of the Delegate Assembly, the Board of Directors, and the Executive Committee, maintain all the records of MAPE, and perform other related duties as directed by the Board of Directors.

Section 5. **Treasurer.** The Treasurer shall maintain all financial records and receive all moneys of MAPE, and deposit all moneys so received in the name of MAPE in a bank or financial institution approved by the Board of Directors. The Treasurer shall prepare and sign checks for such purposes as are required by the governing documents or are authorized by the Delegate Assembly, the Board of Directors, or the President. The Treasurer shall keep an accurate record of receipts and disbursements and shall make monthly financial reports to the Board of Directors. The Treasurer shall act as custodian of all properties of MAPE. The Treasurer shall chair the Finance Committee and shall perform other related duties as directed by the Board of Directors.

**ARTICLE V  
BOARD OF DIRECTORS**

Section 1. **Composition of the Board of Directors.** The Board of Directors shall consist of five statewide officers who shall be President, First Vice President, Second Vice President, Secretary, Treasurer and at least one Regional Director from each Region. The total number of Regional Director(s) in a given Region shall equal the total number of employees in the

Region who belong to MAPE represented bargaining units as of January 1 of each odd numbered year, multiplied by the number of Regions in MAPE, divided by the total number of employees MAPE represents. Any fraction shall be rounded to the nearest lower number. The Second Vice President shall be responsible for completing this calculation and for notifying Regions in writing of the number of Regional Director positions.

Section 2. **Substitutions.** In the absence of an elected Regional Director, the Regional Director shall select his/her substitute by rotation among the Local Presidents from his/her Region followed by Local Vice Presidents in the Region. If no Local President or Vice President is available to substitute, the Regional Director must select a member from his/her Region.

Section 3. **Meetings.** The Board of Directors shall meet at least monthly, except during those months in which the Delegate Assembly meets. By a two-thirds vote of the Board of Directors, a meeting may be canceled, providing there is no more than one cancellation per calendar quarter. The President, a majority vote of the Executive Committee, or a majority vote of the Regional Directors may call additional meetings.

Members have the right to be heard at meetings of the Board of Directors. The Board of Directors shall establish a policy to accommodate this right.

## **ARTICLE VI STATE-WIDE STANDING COMMITTEES**

Section 1. **Committees.** MAPE shall have Statewide Standing Committees of Affirmative Action, Elections, Negotiation, Membership, Governmental Relations, Job Action, Employee Rights, Constitution and Rules, Meet and Confer, and Finance with duties as defined below.

Good faith effort shall be made to see that statewide committees are comprised of members from Greater Minnesota in proportion to their membership in MAPE as of January 1 of each year. Committee vacancies shall be filled following the same procedures as for the committee appointments.

Appointed committee members serve for a term corresponding to that of the Statewide Officers and continue their duties until their successors have been appointed.

Section 2. **Executive Committee.** The Executive Committee shall consist of the statewide officers. The President shall be the presiding officer of the Executive Committee. The Executive Committee shall conduct the business of MAPE between the meetings of the Board of Directors and shall perform other duties as directed by the Board of Directors. The Executive Committee shall meet at the call of the President or a majority vote of the Executive Committee.

Section 3. **Negotiations Committees.**

A. **Statewide.** Each Region shall elect a member to represent the Region on the Statewide Negotiations Committee in even numbered years. The elected members shall, to the extent possible, reflect various aspects and interests of the members of the unit. Should a vacancy occur on the committee the Local Officers of the Region shall select a replacement from the affected Region's membership subject to Board ratification.

In addition, the President, with the consent of the Executive Committee, may appoint up

to three at-large members to the Committee and shall appoint one member of the Committee to serve as Chair of the Committee. The Statewide Negotiations Committee shall represent MAPE during negotiations with the employer. The three at-large members may be on a temporary basis. The Executive Committee, by a two-thirds vote, may select a substitute for any one of the at-large members on a need basis. All appointments are subject to approval by a majority vote of the Board of Directors.

B. **Local.** Local Negotiations Committees shall be formed prior to the appointment of the Statewide Negotiations Committee. The Local committees shall solicit information and input from the members of the Local, and forward such input and any recommendations to the Statewide Negotiations Committee. The Committee shall select the chair of the Local Negotiations Committee.

C. **Other Bargaining Units.** Bargaining units represented by MAPE, other than State Unit 214, shall elect their own negotiations committee(s).

Section 4. **Government Relations Committee.** The Government Relations Committee (GRC) shall consist of nine members. The GRC shall:

- Screen and make recommendations to the Board of Directors and Delegate Assembly regarding the legislative goals of MAPE;
- Keep the members informed about legislative issues and relevant labor-related political activity; and
- Promote and provide opportunities for political activism among the membership.

Section 5. **Membership Committee.** The Second Vice President of MAPE shall chair the Membership committee. The Membership Committee shall consist of the Second Vice President and at least six additional members, appointed by the President. The committee shall be responsible for membership recruitment and retention. The committee shall also be responsible for establishing criteria for receiving MAPE scholarships and selecting MAPE member scholarship recipients.

Section 6. **Elections Committee.** The Elections Committee shall consist of five members. It shall serve as Elections committee for statewide and regional elections. The Board of Directors shall designate one of the five members as the committee chair. No statewide or regional officer or candidate for statewide or regional office shall be a member of this Committee. The committee's responsibilities include validating candidate credentials, monitoring campaigns, conducting elections, and hearing protests.

Section 7. **Employee Rights Committee.** The Employee Rights Committee shall consist of the Chief Steward of each Region and the First Vice President. The First Vice President shall chair the Committee.

Section 8. **Job Action Committee.** The Job Action Committee shall consist of the Vice President of each Local. The First Vice President shall chair the Committee.

Section 9. **Finance Committee.** The Finance Committee shall consist of the Statewide Treasurer and six additional members, three appointed by the Treasurer and three appointed by the President. The Treasurer will chair the Finance Committee. No other Statewide Officer shall be a member of this committee. The committee shall be responsible for the presentation and preparation of a budget to be submitted to the Delegate Assembly for approval. The budget report shall be separate and apart from the Treasurer's report.

Section 10. **Constitution and Rules Committee.** The Constitution and Rules Committee shall consist of five members.

This committee is responsible for analyzing proposed changes to the governing documents, Delegate Assembly Resolutions, and Delegate Assembly Standing Rules. The committee may make recommendations on proposed changes. Explanations will accompany recommendations.

At each regularly scheduled Delegate Assembly, the Constitution and Rules Committee shall report on changes made by the Board of Directors to the bylaws and policies since the previous regularly scheduled Delegate Assembly.

Other duties are assigned by the Board of Directors, the Executive Committee, or the Delegate Assembly.

Resolutions initially proposed during the Delegate Assembly are not required to be coordinated by the committee.

Section 11. **Meet and Confer Committees.** There shall be a Meet and Confer Committee for a given Appointing Authority. The committee shall have a maximum of seven members plus representatives from MAPE Central Office (President, Business Agent, and Statewide Officer.)

More members may attend upon concurrence of the Statewide President and the Chair. The membership of the Meet and Confer Committees are subject to the approval of the Board of Directors.

The Meet and Confer Committee shall have a Chair and Vice Chair. The President shall appoint the Chair after consultation with the Executive Committee. The Chair shall appoint the Vice Chair with concurrence of the President.

Section 12. **Affirmative Action Committee.** The Affirmative Action Committee shall consist of seven members.

## **ARTICLE VIII ELECTIONS AND VACANCIES**

Section 1. **Eligibility.**

- A. **Candidates and Incumbents.** Candidates for and incumbents in any elective or appointive position, including committee appointments, in MAPE must:
- 1) be members, as defined in Bylaws Article III, for at least four months prior to the closing of nominations;
  - 2) not hold more than one office, including statewide, Regional and Local office, at the same time, except Interim President as provided for in the MAPE Interim Local Governance Policy. Committee positions, including chairs, are not offices;
  - 3) be working in a classification covered by a MAPE agreement at the closing of nominations or between the closing of nominations and occupying the position, except when the out-of-classification is less than 30 days;
  - 4) not be officers or salaried employees of any other exclusive bargaining representative or an affiliate thereof;
  - 5) not be members of a statewide or local elections committee;

- 6) not be under sanction as provided in the Bylaws, Article XII, Section 10, provisions (4), (5) and (6); and
  - 7) not have voluntarily crossed a MAPE picket line in six years, or three contract cycles – this can be appealed to the Board of Directors.
- B. Bondable.** Candidates and appointees for statewide office, Trustees, Regional Director, statewide committee chairs, Local President, Local Vice President, and Local Treasurer shall be bondable. If elected/appointed, they must remain bondable throughout their term.

If an individual loses their bond, the Executive Committee shall review their situation. Based on the findings of the review, the Board of Directors shall decide the appropriate action: Remove from office or appointment, suspend from office or appointment, continue in the office or appointment with restrictions, and continue in the office or appointment without restrictions. Restrictions would include removal of the ability to sign checks, encumber funds, and other fiduciary responsibilities.

## Section 2. **Elections.**

- A. Election Procedures.** Statewide, Regional and Local officer elections shall be governed by the Election Rules.
- B. Statewide and Regional Elections.** Voting in statewide and regional elections shall be by secret ballot by MAPE members. The term shall be two years and until a successor is elected or appointed as provided in the MAPE Constitution, Bylaws, and Election Rules. Regional Directors in even numbered Regions shall be elected in even numbered years; Regional Directors in odd numbered Regions shall be elected in odd numbered years.
- C. Local Elections.** Voting in local elections shall be by secret ballot by MAPE members. The term shall be two years and until a successor is elected as provided in the governing documents. Local officers shall be elected biannually in the year their Regional Director is not being elected. Officers of newly formed Locals shall be elected and shall serve until the normal expiration date of other Local officers in their Region.
- D. Board of Trustees.** Elections shall be conducted as prescribed in the Bylaws, Article XIV.

## Section 3. **Vacancies.**

- A. Vacancy While Out of Class.** Any member holding an elective or appointive position in MAPE who agrees to work out of class in a classification not covered by a MAPE agreement shall notify the statewide President and shall be temporarily suspended from the elective or appointive position for a period not to exceed thirty days. The suspension shall be effective at the beginning of the out of class assignment. On the thirty-first day of the out of class assignment, the elected position shall be deemed vacant and shall be filled pursuant to the appropriate provisions of the governing documents. The acts of temporarily suspending an officer and declaring a vacant office shall be taken by the Executive Committee, which shall also make arrangements during the period of any temporary suspension for the duties of the office to be performed. A suspended officer may appeal the suspension to the Board of Directors, whose decision shall be final.

- B. **Vacancies in Local Offices.** When the office of Local President becomes vacant, the Local Vice President automatically becomes President for the remainder of the term. Vacancies in other Local offices shall be filled by a vote of the Local at the first regularly scheduled meeting following a thirty-day written notice of the election to Local members. When a delegate or alternate position becomes vacant, the Local President may appoint to fill the vacancy.
- C. **Vacancies in Regional Offices.** When the office of Regional Director becomes vacant: If only one local president is interested in becoming Regional Director, they shall become the Regional Director. If more than one local president is interested in becoming Regional Director, the region's members will elect one by secret ballot. If no local president accepts the office, a special election shall be held.
- D. **Vacancies in Statewide Offices.** When the office of statewide President or First Vice President becomes vacant, the office shall be filled by automatic succession of the Vice President(s), and the vacancy is then in the office of Second Vice-President.

When the position of statewide Second Vice President, Secretary, or Treasurer becomes vacant, and an election for that office is scheduled to be held within the same calendar year, the office shall be filled by a majority vote of the Board of Directors. Otherwise a special election shall be held to fill the vacancy.

If the office of statewide Treasurer becomes vacant, and until such time as an election or appointment by majority vote of the Board of Directors, the statewide First Vice President or Second Vice President, in respective order, shall prepare and sign checks for such purposes as are required by the governing documents or are authorized by the Delegate Assembly, the Board of Directors, or the statewide President.

#### **ARTICLE XIV BOARD OF TRUSTEES**

- Section 1. **Eligibility.** A Trustee may not be nominated for, appointed to, or elected to any office at any level in MAPE other than Local Steward and/or Credentials Committee member or chair.
- Section 2. **Term of Office.** All terms shall be for a four-year period, except when a vacancy occurs (see Section 6). The terms shall remain staggered.
- Section 3. **Elections.** Elections for the Board of Trustees shall be held in odd-numbered years, at the same time as statewide officer elections. Elections shall be administered by the Elections Committee and shall be governed by the governing documents and any other applicable election rules and procedures of MAPE.
- Section 4. **Duties.** The duties of the Board of Trustees shall be limited to financial matters and defined in policy by the Delegate Assembly. All MAPE financial records shall be made available to the members of the Board of Trustees, but no records shall leave the MAPE office. A member of the Board of Trustees shall not review records, and may not vote on questions about records, relating to him/herself.
- Section 5. **Responsibilities.** The Board of Trustees shall elect a chair.

Section 6. **Vacancies.** If a vacancy occurs, the President of MAPE shall nominate an eligible candidate for appointment by a 2/3 vote of the Board of Directors to serve until the next scheduled election of Trustees. The newly elected Trustee shall serve the remaining term of office of the vacancy, or for a full term of four (4) years, if applicable.

**(Complete MAPE Bylaws and Constitution can be found in the Governing Documents area of the MAPE website at the following address: [www.mape.org/committees/govdocs.asp](http://www.mape.org/committees/govdocs.asp))**