

Founding Convention where they shall be elected by the delegates to the Convention. The Vice Presidents shall:

1. Insure proper and adequate service to the PEF membership statewide;
2. Perform those duties specifically delegated to them by the President, the Executive Board, the Constitution and the Special Rules of Order;
3. Be a member of the delegation and represent PEF at Conventions of organizations with which it is affiliated;
4. Generally assist the President in his/her duties.

G. Regional Coordinators

There shall be twelve (12) Regional Coordinators, one from each region. Each Regional Coordinator shall be an active member of that regional constituency, elected by the members of his/her region and responsible to them. The Regional Coordinator shall:

1. Insure that services are satisfactorily provided to all members and fee payers in the region he/she serves;
2. Make quarterly reports to the President; present it to the Executive Board and distribute to his/her specific constituency on the level of service provided to the membership and make recommendations for the improvement thereof;
3. Prepare a proposed regional spending plan to be submitted to the Secretary-Treasurer; modify, if necessary, this spending plan based upon the monies actually allocated to the region in the annual budget adopted by the Executive Board and share this plan with the elected PEF leadership and stewards in the region;
4. Hold meetings as necessary;
5. Serve as chairperson to all regional steward meetings and general membership meetings;
6. Perform other duties as requested by the President, Executive Board or his/her constituency.

Article VII EXECUTIVE BOARD

A. Purpose and Procedures:

The Executive Board shall serve as the policy setting body between Conventions and will be a forum for the exchange of ideas between the representatives of the various membership constituencies to decide upon their common goals after deliberation.

1. The Executive Board will meet at least once in each quarter of the year on a regular schedule and additionally when called by the President or convened by written petition of a majority of its members. The latter two will be known as special sessions. Minutes of each Board Meeting shall include an attendance list and will be recorded by the Secretary-Treasurer. The minutes will be distributed to the Board Members at least two weeks prior to the next meeting. The minutes, after approval by the Board at its next meeting, shall be maintained at all PEF offices and be available there for inspection by the PEF membership.
2. The proposed agenda for regular meetings shall be sent two weeks before the meeting to all Board Members. Notice of special sessions shall include the proposed agenda and be sent in as timely a fashion as possible.
3. A quorum of the Executive Board shall consist of a majority of the total number of Executive Board seats established by Article VII.C. of the PEF Constitution when such seats are filled.

B. Eligibility: To be eligible to be an Executive Board Representative an individual must be:

Represent PEF

Assist President

12 Regional Coordinators

Membership Service advocates for region Report to Executive Board and Constituents

Share Spending Plan, report same

Meetings

Implement policy

PEF's Legislature

Meetings

Minutes

Agenda

Quorum

Eligibility

1. A regular member of PEF who has performed paid services in a job title represented by PEF for at least one hundred eighty (180) days immediately preceding the final date for nominations, or a duly elected Officer or Trustee of PEF. This one hundred eighty (180) day requirement is waived for elections for new Bargaining Units for one hundred eighty (180) days after affiliating with PEF.
 2. Be eligible to vote for the Executive Board Representative seat for which he/she is a candidate.
- C. Composition:
- The Executive Board shall be composed of the Officers, Board Representatives, and a Retiree Representative appointed by the President; provided, however, that no Retiree Representative shall be entitled to vote on the PEF budget or on matters affecting the terms and conditions of employment of Regular members, including but not limited to contract negotiations, contract ratification and contract enforcement.
1. Executive Board Representatives shall be Departmental representatives. For the Founding Convention, all Board Members shall be apportioned on a Departmental basis. This and all subsequent apportionments shall allow, regardless of membership size, a minimum of one representative to each Department, as defined in the New York State Legislative Manual. For the purposes of representation under Article VII, all agencies within the Executive Department with 300 or more PEF members shall each be deemed a single Department, all New York State Public Authorities shall be deemed to be a single Department; all New York State Public Benefit Corporations shall be deemed to be a single Department; all Political Subdivisions of New York State shall be deemed to be a single Department; all not-for-profit/charitable organizations shall be deemed a single Department; and all other private sector employers shall be deemed a single Department. The State Education Department, the State University of New York, the New York State Higher Education Services Corporation and the New York State Insurance Fund, and the New York State Workers' Compensation Board, shall be deemed separate Departments for the purposes of representation under Article VII. The New York State Foundation for Science, Technology and Innovation shall be deemed part of the Department of Economic Development for the purpose of determining Executive Board representation according to this Article.
 2. All apportionments shall require that each representative have a specific membership constituency to whom he/she is responsible and of which he/she is an active member. This constituency size shall have a five hundred (500) membership basis.
 3. If a Department has a membership size greater than seven hundred fifty (750), an extra representative shall be provided for each additional five hundred (500) members or any fraction thereof. This multiple representation shall be defined at a caucus of the Department's delegates to achieve an equitable internal sub-division, which creates a specific constituency for each representative. This constituency division may be based on facility location, work station, professional function, title classification groupings, regional areas, any combination of these, or any other basis acceptable to a majority of a quorum of the delegates attending the caucus.
 - a. At each Annual Convention held immediately prior to the next Regular Election of Executive Board Representatives, the delegates representing each Department must, prior to the close of that Annual Convention, present to the Secretary-Treasurer their plan for the election of Executive Board Representatives from their Department.
 - b. Such plan must demonstrate that:
 - (1) No member of the Department is eligible to vote for more than one Executive Board Representative, and;
 - (2) That each member of the Department is eligible to vote for a single, specific Executive Board Representative.
 4. The Founding Convention apportionment for Executive Board Representatives may be modified with time following the alternatives outlined in the Article on Divisions, the only requirement being that a local unit coalition have five hundred (500) members and that these members be subtracted from the Departmental membership rolls before apportionment for the next election.

17 officers, retiree & departmental reps

Executive Board representatives – departmental basis

One rep per 500 basis

Constituency determination process

Vacancy defined

Duties

5. On the date when a duly elected Executive Board member transfers, is promoted or otherwise undergoes a change which removes him/her from membership in the constituency which he/she represents, that Executive Board seat will become vacant.

Set policies

D. Powers and Duties

The Executive Board shall:

*Interpret
Constitution
Set standing
policies*

1. Adopt an agenda for each meeting;
2. Approve and adopt all minutes of its meetings;
3. Set the policy for this union between Conventions;
4. Interpret the Constitution, the Special Rules of Order and all policies;
5. By a majority vote at two successive regular meetings establish standing procedures, consistent with this Constitution, to be known as the PEF Special Rules of Order.
 - a. To be considered, all such proposed Special Rules of Order shall be submitted in writing to the Secretary-Treasurer at least three (3) weeks prior to the scheduled date of the regular Board meeting. Such proposed Special Rules of Order shall be appended to the proposed agenda and distributed pursuant to Section A. 2. above.
 - b. Adopted Special Rules of Order shall be appended to the Constitution;
6. Approve the annual budget, the quarterly financial reports and act upon expenditures and transfers which may require modification of the budget;
7. Establish and provide for the implementation of procedures for special elections to fill all vacancies for Officer, Trustee, and Executive Board Representative positions which occur, and establish and provide for the implementation of schedules and procedures for nominations and elections for all other elective union positions, consistent with this Constitution and the Special Rules of Order;
8. Consider and approve nominations for appointments to the Regular, Special, and Delegate Elections Committees;
9. Recommend an Order of Business and Rules of Procedure to the Convention;
10. Recommend a Legislative Agenda to the Convention;
11. Provide for the implementation of general policies established by the Convention;
12. Establish procedures to allow the membership to review PEF membership records and financial documents;
13. Review and approve or disapprove the complete text of all collective bargaining agreements between PEF and any employer. Only approved agreements are then submitted to the appropriate membership for ratification pursuant to Article VI.D.17;
14. Review and approve or disapprove the complete text of any and all collective bargaining agreements and/or any employment contracts between PEF (as an employer) and any PEF staff and/or their certified collective bargaining agent(s).
15. Establish and provide for the implementation of policies and procedures for the selection and/or election of Departmental, Agency and all other Labor-Management committees as may be provided for in any collective bargaining agreement, if such agreement does not specify the composition of same. Such policies and procedures shall provide for equitable representation from the Divisions representing PEF members in the said Department, Agency or other Labor-Management committee's constituency. Such policies shall provide for the participation of Departmental

Adopt budget

Election Rules

*Legislative
agenda*

*Ensure open
records*

*Approve
contracts*

Executive Board Representatives and Division Council Leaders to the extent feasible, subject to contractual and fiscal constraints. Executive Board Representatives shall serve on their respective agency-level labor/management committee.

16. Perform other duties as provided for in this Constitution and the Special Rules of Order.

Article VIII TRUSTEES

There shall be three (3) Trustees elected by vote of the entire membership.
The Trustees shall:

- A. Periodically review the fiscal records no less than semi-annually, in cooperation with the Secretary-Treasurer and a Certified Public Accountant;
- B. Document and report to the membership any activities of this Federation they perceive as not being in the interest of the membership;
- C. Attend all Executive Board meetings, and have the right to address that body.

Article IX NOMINATIONS

A. For Founding Convention

Nominees for election to the offices of this union, the Trustee positions, and Executive Board Members shall be regular members of PEF. Nominations shall be made by the delegates of the Annual Convention in the following manner:

- 1. President, three (3) Vice Presidents, Secretary-Treasurer and three (3) Trustees shall be nominated by any member of the Delegate Convention.
- 2. Candidates for the Executive Board and Regional Coordinators shall be nominated by the delegates in their respective constituencies. Eligible candidates must be selected from within the constituency.
- 3. No person shall be nominated for more than one office or position.

B. Subsequent Nominations

- 1. Nominations for all subsequent elections shall require a petition signed by 10% of the membership of the appropriate constituency. Regular nominations shall begin on the last Monday in March and continue for thirty (30) days in each election year.
- 2. No person shall be nominated for more than one office or position.
- 3. When only one person is duly nominated for a position, that person shall be deemed elected upon the date of the close of the nomination period.

Article X ELECTIONS

Elections for all offices in this union shall be voted on by the appropriate constituency. Regular Elections shall be held every three (3) years.

A. Regular Elections

- 1. For Founding Convention, the Officers, Executive Board Members and Trustees shall be elected by majority balloting of the delegates of the appropriate constituency at the Convention.

Statewide Trustees

Fiscal/organizational review

Reports

Nomination for offices

Regular Elections - every 3 years, by Constituency

AAA secret ballot

Specifications for filling vacancies