



Revised June 2008

I. Structure

- a. **Membership:** The Committee shall consist of fourteen members selected by a department or combination of departments as follows:

Department	Number of Representatives
Buildings and Grounds	1
Child Support	1
Correctional Center	1
Extension Service	1
Finance and Tax	1
Highway	1
Information Technology	1
Juvenile Detention	1
Property and Records	1
Sheriff's Office	1
Social Services	2
States Attorney	1
Veterans Office	1
Total	14

- b. Employee's dues for each calendar year are five dollars. Pay deadline of February 1 of current year except for new members. Dues are not refundable.
- c. Employee representatives are to be elected by the majority of employees of their departments prior to the first meeting of the new year.

II. Officers

Executive committee shall consist of the chair, vice chair, secretary, treasurer, and negotiators. This committee shall work together to inform all employee representatives of current issues.

All officers shall be elected at a meeting to be set prior to the beginning of the new year. Nominations for such officers are to be submitted in writing prior to the meeting. (Voting for officers will be conducted by ballot at the meeting). All members of the Grand Forks County Employees Association should vote either in person or by written proxy at the scheduled meeting.

- a. **The Chair:** Shall generally preside and conduct the committee meetings and all special meetings, and with the advice and consent of other members, may appoint subcommittees from commission members to perform specific duties. The chair shall act as a moderator during the debate on all issues.
- b. **Vice Chair:** In the event of the absence, disability, resignation, or illness of the chair, the vice chair shall exercise the duties of said chair, and in the event the chair is permanently disqualified from performing his/her function, the vice chair shall automatically become committee chair and the position of vice chair shall be deemed vacant and the committee may elect from its own

members a successor vice chair to fill this vacancy at its next regular meeting.

- c. **Secretary:** The secretary of the employee committee shall be responsible for keeping an official record of the meeting, notify other members of special meetings and with the help of the chair and vice chair, distribute copies of minutes of each meeting to all county departments. The secretary shall also be aware of any items concerning the upcoming meeting and shall distribute an agenda to each employee representative along with the notification of the meeting.
- d. **Treasurer:** The treasurer shall maintain the accounts of the association and report the status of all accounts at each meeting.
- e. **Negotiation Committee:** This committee shall consist of three employee representatives as elected by the employees. They shall attend all regular meetings of the committee. One member of the selected committee shall be responsible for the minutes of each negotiation session.

III. Meeting

- a. **Quorum:** A quorum shall consist of eight members and be present at the meetings. If a meeting fails to achieve a quorum within ten minutes after the scheduled meeting time, the committee meeting will be postponed and reconvened one week later at the same time.
- b. **Regular Meetings:** The committee shall meet on the third Wednesday of each month at 3:00 PM. If the regular meeting date shall fall on a holiday when the county government offices are generally closed, the meeting shall be held on the following Wednesday at 3:00 PM, unless otherwise scheduled by the chair with the approval from the committee.
- c. **Special Meeting:** The chair may call special meetings of the employee's committee if the work load warrants.
- d. **Meeting Locations:** All regular meetings of the committee shall be on the sixth floor of the county office building in Conference Room C, unless otherwise specified. Any other employee meetings will be held at a location determined by the chair and approved by the other officers. Special meetings may be held at other locations at other times, which shall be transmitted to each member in writing no later than two working days prior to the special meeting date.
- e. **Order of business:** The agenda shall be in the following order:
 - **Call to order**
 - **Reading and approval of minutes**
 - **Reports from officers and executive committee**
 - **Reports of special committees**
 - **Unfinished business**
 - **New business**
 - **Adjournment**The chair with approval from the committee may deviate from the order of business.
- f. **Records:** The committee shall keep a record of its meetings which will be kept on file and such records shall be a public record available to any employee upon demand.
- g. **Meetings:** Meetings are open to all employees and the public.

IV. Voting

- a. One vote per employee representative for internal functions of the committee.
- b. Items regarding finalization of county negotiations for wages and other benefits shall be voted on by the county employees by ballot, not solely employee representatives.
- c. All other matters shall be voted on by the employee representatives.
- d. In case of a tie vote in internal matters, there will be one revote after a discussion of the issue. If that revote results in a tie, a motion will then be declared defeated.
- e. Only current paid members of the Grand Forks County Employees Association may vote.

V. Petitioners to Committee

- a. Any employee of the county of Grand Forks who feels that his/her ideas or suggestions are not being given a fair hearing, for whatever reason may present his/her suggestions or recommendations personally to the committee for their consideration.

VI. Union Representation

- a. Union representatives may be present at employee representative meetings. However, a person who represents their union and is a non county employee shall not be considered as an employee representative and not entitled to the duties, responsibilities, and privileges as indicated by the Grand Forks County Employees Association Bylaws.

VII. Duties: The Committee Shall:

- a. Recommend to the appropriate official from time to time programs for the improvement of the employee working conditions.
- b. Consult and advise county employees of the status of their wage and fringe benefit package.
- c. Improve public relations through working with other employee groups and unions, with a goal of improving the standing of public employee's throughout the county, city, and state.
- d. To inform state representatives of our opinions of legislative bills that concern the benefits and working conditions of public employees.
- e. To negotiate annually with the selected representatives of the county commissioners.

VIII. Expenditure of Association Funds

- a. Expenditure of employee association funds in excess of \$25.00 shall take place only upon approval of a majority of department representatives present at a regular or special meeting of the association.

IX. Amendments

- a. The bylaws of the Grand Forks County Employees Association may be amended by adding, deleting, or changing, any section contained herein only by majority vote at the employee representative meetings.

X. Dissolution

- a. Dissolution of the Employees Association must be unanimously carried through a vote by all eligible voters in order to do so.
- b. All assets shall be donated to the charities voted on by the eligible voters of the association.