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**GOVERNING RULES**  
**CALIFORNIA STATE RETIREES**

**1.00 ADMINISTRATION OF THE CORPORATION**

Administration of the Corporation is vested in the Board of Directors.

## **2.00 MEMBERSHIP AND DUES**

### **2.01 Membership**

Membership shall commence when a member is admitted, in accordance with these Governing Rules, Bylaws, or CSEA Bylaws. Membership shall continue until the member resigns, membership is revoked or becomes ineligible for membership. Membership is effective at the time of payment of dues or signed membership payroll deduction application is received by an authorized Corporation or chapter representative.

### **2.02 Members in Good Standing (CSR Bd 6/27/19)**

Active members who have paid the required dues who have not lost their eligibility for membership, who are not under suspension, and have not had their membership revoked, do not have a debt to the affiliate, and who are not engaged in an incompatible act (as defined in CSEA Bylaws Article XIV, Section 1) such as holding office within a competing organization, shall be members in good standing. Only members in good standing, as described above, may run for elected office.

### **2.03 Membership Rights (CSR Bd 6/30/16)**

All members of the Corporation shall have the right to attend and speak at membership meetings of their respective Chapters. The other rights of associate members shall be as follows:

Associate members have all the rights designated by the Corporation Board of Directors of active members, including the right to participate in all member benefit discount programs, except the right to vote and hold elective office.

### **2.04 Termination, Suspension or Revocation of Membership**

#### **(a) Resignation**

A member may resign from membership at any time. Such resignation is effective upon receipt by the Corporation of written notice of resignation signed by the member, unless the member specifies a later effective date, or notification is received from the State Controller that the member has discontinued payroll

deduction. No resignation may be made effective later than the expiration of the current calendar year.

(b) Suspension

A member may be suspended from membership in this Corporation for one of the following causes.

- (1) Failure to pay dues within 90 days after due date.
- (2) Occurrence of any event that makes the member ineligible for membership.

(c) Revocation

Membership may be removed pursuant to Governing Rules. A person whose membership has been terminated may not restore his/her membership by filing a new membership application form, but must instead request the Board of Directors for restoration of membership. **(CSR Bd 2/25/16)**

## **2.05 Reinstatement of Membership**

Upon satisfactory proof of compliance with any conditions imposed by the Board, a member who has been suspended may be reinstated as a member in good standing. A person whose membership has been revoked may be reinstated only with the approval of the Board of Directors and upon compliance with such conditions of re-admittance as the Board may require.

## **2.06 Effect of Resignation or Suspension of Membership**

Upon the effective date of resignation or suspension, a member loses all rights and benefits of membership in the Corporation. A suspended member retains the benefits of membership, but while the suspension remains in effect, such member may not exercise any rights for which membership in good standing is required.

## **2.07 Dues**

(a) Associate Member

Dues are \$12.00 per year for members who joined prior to July 1, 2017. Dues for members joining on or after July 1, 2017 are \$72.00 per year.

- Dues rate for membership prior to July 1, 2017: Monthly dues are \$1.00 per month by payroll deduction or \$12.00 per year if paid annually. Annual payers shall be invoiced by CSR. **(CSR Bd 2/25/16; 6/27/17)**
- Dues rate for membership on or after July 1, 2017: Monthly dues are \$6.00 per month by payroll deduction or \$72.00 per year if paid annually. Annual payers shall be invoiced by CSR. **(CSR Bd 6/27/17)**

(b) Active Member

The monthly dues for active members are based upon the members' monthly income as follows:

Basic Monthly Allowance		Monthly Dues
\$ -0-	\$ 399	\$ 1.00
400	799	2.25
800	1,199	3.25
1,200	1,599	5.00
1,600	1,899	6.50
1,900	2,299	8.00
2,300	2,699	8.50
2,700	3,099	9.00
3,100	3,499	9.50
3,500	3,999	10.00
4,000	and up	12.00

(c) Manner of Payment

All active members' dues shall be payable monthly by payroll deduction or on an annual basis. The authorization for deduction shall be included in the membership application.

(d) Renewal Notices

The renewal notices to members paying annually shall be sent by October 1 of each year.

## **2.08 Chapter's Portion of Member's Dues (CSR Bd 6/30/16)**

### **1. Chapter Dues Allocation and Reporting**

- (a) Each chapter shall receive \$1,000 a month plus \$.35, inclusive of active and associate members as a share of its member's dues. Allocations shall be contingent on
  - the chapter submitting a balanced annual budget as defined below and **(CSR Bd 2/25/16; 2/23/17)**
  - monthly reporting of revenue and expenses to headquarters.
- (b) Chapter funds shall only be used to accomplish the mission and implement the programs of CSR.
- (c) Chapter funds shall not be invested, in any form, by any chapter.

### **2. Implementation of Chapter Dues Allocation (CSR Bd 2/23/17; 6/28/23)**

- (a) CSEA Accounting will calculate the annual dues funds allowable for each chapter. This amount will be divided into twelve (12) monthly allocations. The amount of annual dues will be recalculated on a quarterly basis as membership numbers increase or decrease.
- (b) Grants and scholarships funds held by a chapter shall not be included in the annual dues funds allowable calculation, however, CD's and savings accounts and other accounts of dues monies shall be included in the calculation.
- (c) If the chapter balance exceeds the annual dues fund amount at any time during the year, a full month's check will be forfeited.
- (d) Dues funds forfeited by a chapter shall be retained by CSR in the CSR General Fund.
- (e) A chapter whose funds have been forfeited may appeal to the Board of Directors for review.
- (f) Chapters must submit chapter reporting documents to headquarters no later than the 15<sup>th</sup> of each month, for the previous month.
- (g) Chapter dues allocation will be issued after receipt and review of

chapters reports.

- (h) Payment will be withheld if reports are not submitted by the end of each month, for the previous month.

### 3. **Ways to Report**

- (a) Option 1. **Transfer all bookkeeping to CSR Headquarters including checkbook.** HQ will review all documents and issue all checks to pay expenses. A chapter bank account will be established in Sacramento; no checks will be written in the chapter. Chapter dues allocation will be transferred to chapter account at headquarters monthly. Headquarters will send a Financial Report to chapter monthly. Chapter's may request an advance if money is needed in the chapter ahead of the expense.
- (b) Option 2. **Chapter will send all documentation to headquarters to do their books. Chapter will retain the checkbook and write all checks.** Chapter shall submit all back-up documents to accounting on a monthly basis. Documents must be submitted no later than the 15<sup>th</sup> of the following month. **Chapter dues check will be issued after receipt of monthly documentation and review.** Headquarters will send a Financial Report to chapter monthly.

#### **2.09 Chapter Records (CSR Bd 2/23/17)**

- (a) All chapters will receive a CSR Finance Report from Accounting each month regardless of reporting option.
- (b) California State Retirees shall retain chapter official records in Corporate Office for 5 years.
- (c) Chapter may keep copies of records for review purposes for a minimum of one (1) fiscal year.



## **2.10 Chapter Budget (CSR Bd 2/23/17; 2/27/20)**

Each chapter shall submit an annual balanced budget, approved by the vote of the chapter members, no later than December 28<sup>th</sup> of each year.

## **2.11 Chapter Bank Accounts**

All dues payable to chapters will be sent only to FDIC approved financial institutions approved by a Chapter's Executive Committee. The account must be in the name of the chapter.

- (a) Chapters shall not acquire or use a credit or debit card for the transaction of CSR funds.

## **2.12 Chapter Financial Records**

All chapter financial records must be turned over to the new treasurer or the chapter president, when a treasurer retires or resigns. **(CSR Bd 10/26/17)**

## **2.13 CSR Gift Card Policy (CSR Bd 10/30/19)**

Gift cards may be awarded to chapter members for limited reasons. (For example: in recognition of a celebrated holiday, involvement in membership recruitment, retirement from CSR, or as an acknowledgement of chapter participation.)

Gift cards are liquid assets of the chapter's finances, and are to be accounted for in the same manner as cash on hand.

CSR Chapters that purchase and distribute gift cards to their members must properly account for the purchase, distribution and those gift cards not yet awarded to members in accordance with normal chapter accounting and as indicated below.

The CSR Chapter Gift Card Tracker spreadsheet shall be used to properly account for the number of gift cards purchased and the dollar amount of each gift card. Additionally, each recipient of a gift card shall be specifically identified on the gift card tracker and required to sign (member's signature) for the gift card.

As an asset, the dollar amount of the gift cards will remain as a balance on the chapter's monthly financial report. Upon distribution of

the gift cards, the required information is to be recorded on the CSR Chapter Gift Card Tracker which shall be submitted to Headquarters with their monthly financial reporting documentation. The transactions of those gift cards distributed will then be shown as an expenditure on the chapter's financial report.

Gift cards in the possession of the chapter at the end of the fiscal year will be included in the calculation for purposes of defining the chapter's three-month dues allocation (Cap).

Terms and conditions:

- (a) Gift cards shall not to be awarded to non-members, guest speakers, or visiting chapter members. Gift cards are only for members of the awarding chapter.
- (b) A gift card is the sole responsibility of the receiving member. This includes, but not limited to, monthly service charges and expiration dates associated with the gift card.
- (c) The chapter shall not replace a gift card that is lost or stolen after distribution to the member.

As determined by the Board of Directors, based upon a recommendation from the Chief Financial Officer; a chapter in non-compliance with this Governing Rule will be subject to denial of future purchases and distribution of gift cards. A chapter that has been denied the approval of purchasing gift cards may petition the Board of Directors for approval of future gift card procurements and distributions.

### **3.00 HEADQUARTERS**

#### **3.01 Executive Director**

The Corporation shall employ an Executive Director who shall be the Chief Administrator of the staff of the Corporation.

- (a) The Executive Director shall be employed under the terms of a contract.
- (b) The Executive Director shall be subordinate and directly accountable to the President for carrying out the policies and programs of the Corporation. The Executive Director may be dismissed by the President with a concurrence of a simple majority of the Board of Directors. He/she shall be relieved of his/her duties immediately upon dismissal by the Board of Directors. Affirmation by the board requires a majority vote of those board members present and voting, a quorum being present. **(CSR Bd 6/27/17)**
- (c) In case of a vacancy the President, with the advice of the Executive Committee, shall appoint an Executive Director and is subject to affirmation of the Board of Directors by two-thirds. A quorum must be present.

#### **3.02 Special Consultants**

The president, subject to confirmation by the Board of Directors, is authorized to employ such special consultants as may be required in the administration of the Corporation, subject to the financial ability of the Corporation.

#### **3.03 Staff Operations**

- (a) Headquarters Operations

The Executive Director is delegated the authority and responsibility for the entire central support operation, including legal and legislative representation programs. Under the direction of the President, the Executive Director shall:

- (1) Administer, direct, manage, organize, coordinate, plan and control all activities of central support.
- (2) As the administrator of headquarters office staff, the

Executive Director is responsible for the Corporation's hired temporary help.

- (3) Advise and consult with the Board of Directors and Executive Committee and render such assistance as may be required.
- (4) In accordance with standards fixed by the Board of Directors, appoint such assistants, experts and other employees as are necessary.
- (5) Implement the Corporation programs and policies developed by the Board of Directors and Delegate Assembly.
- (6) Maintain a record of activities within the Executive Director's purview.
- (7) Implement a strategic planning process for all Central Support and Corporation business ventures; and, report on the status and progress of the strategic plan at every scheduled Board of Directors Meeting.
- (8) Render to Delegate Assembly delegates, delegates-elect and delegates-designate a report of the administration with such recommendations as deemed advisable.

### **3.04 Hiring of Past and Present Board Members**

Members of the Board of Directors, during the term for which elected or for two years thereafter, shall not be considered for employment by the Corporation, except with prior approval of the Board of Directors.

### **3.05 Sealing or Destroying Records**

Sealing or destroying the proceedings, as part of the settlement of any arbitration process between the Corporation and its employees, directly or indirectly, shall not be agreed to by management staff without first explaining to the Executive Committee full details of, and reasons for, such action.

### **3.06 Agreements with Anti-Union Employers Prohibited**

(a) Responsibility Regarding Agreements

- (1) The Executive Director shall ensure that the Corporation does not knowingly enter into any agreements with anti-union employers.
- (2) All contracts entered into by the Corporation or an agent of the Corporation, or using the name of the Corporation, must be reviewed by the Corporation's Attorney.
- (3) The Executive Director shall ensure that Corporation business is not conducted in or with any clubs, businesses or organizations which are known to deny membership on the basis of sex, race, religious creed, color, national origin, ancestry, age, military or veteran status, gender identification or disability.

(b) Savings Clause in All Agreements

All agreements shall contain the following Force Majeure clause:

"If at the time services are being rendered to the Corporation, a labor dispute exists between \_\_\_\_\_ and its employees, the Corporation may declare this agreement void."

Any agreement not containing this clause must be approved by the Board of Directors.

### **3.07 Corporation Publications**

The Corporation shall not accept or will cancel advertising matter in its various publications from advertisers which are known to discriminate against state employees or the general public on the basis of race, religion, ancestry, marital status, color, national origin, military or veteran status, age, gender identification or disability.

## **4.00 CORPORATION ORGANIZATION**

### **4.01 The Corporation**

The Corporation shall consist of seven geographical electoral districts. Each chapter is assigned to one of the districts.

### **4.02 Board of Directors**

The Board of Directors shall be the Corporate governing board consisting of eleven Board members, four statewide elected officers and a minimum of seven District Directors, one elected from each electoral district. All of whom shall have voting rights on all matters presented to the Board. **(CSR Bd 6/30/16; 6/22/22)**

### **4.03 Electoral Districts**

The state shall be divided into seven Districts and one member shall be elected from each District.

- (a) Electoral District A includes the following county: portions of Los Angeles (Chapters 4, 9 and 20). **(CSR Bd 6/22/22)**
- (b) Electoral District B includes the following counties: Kern, Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, and Ventura (Chapters 10, 26, 31 and 36). **(CSR Bd 2/25/16; 6/27/17)**
- (c) Electoral District C includes the following counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma (Chapters 1, 3, 21 and 23). **(CSR Bd 2/25/16)**
- (d) Electoral District D includes the following counties: Butte, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity (Chapters 8, 13, 14 and 19).
- (e) Electoral District E includes the following counties: Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, Yuba (Chapters 2, 15 and 165).

- (f) Electoral District F includes the following counties: Amador, Calaveras, Fresno, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus, Tulare, Tuolumne (Chapters 5, 11, 16 and 35). **(CSR Bd 2/25/16)**
- (g) Electoral District G includes the following counties: Imperial, Inyo, Mono, Orange, Riverside, San Bernardino, San Diego, and portions of Los Angeles (Chapters 6, 12, 17 and 34). **(CSR Bd 6/27/17)**

#### **4.04 Residency Requirement**

- (a) A candidate for the office of District Director must reside within the geographical boundaries of that District. **(CSR Bd 6/27/17)**
- (b) District Directors must continue to reside within the boundaries of the District to serve in that capacity, and relinquishes the office when no longer residing in the District. **(CSR Bd 6/27/17)**

#### **4.05 Functions**

The Board of Directors will represent all retired state employees who are members of the Corporation and who receive benefits from the Public Employees Retirement System. In addition, the Board should represent the interests of all associate members. **(CSR Bd 6/30/16; 6/27/17)**

## **5.00 DUTIES OF OFFICERS AND DISTRICT DIRECTORS**

Communication and engagement with members is important to the overall success of the Corporation. To ensure information is provided consistently to members and that effective systems of communication are in place to reach members, District Directors are to report on the strategic plan, as well as current events relevant to the Corporation's mission, at chapter meetings. **(CSR Bd. 2/28/19)**

### **5.01 President**

In addition to the duties of Board member the President shall:

- (a) Represent the Corporation at all meetings, conferences and other activities that pertain to or are of interest to state retirees.
- (b) Schedule and preside over all meetings of the Board of Directors;
- (c) Be responsible for carrying out the policies established by the Board of Directors and otherwise perform duties normally assigned to that office unless assigned to a designee;
- (d) Designate Officers and and/or District Directors the responsibility for CSR programs and committees. **(CSR Bd 6/27/17)**
- (e) Represent the Corporation on the CSEA Board of Directors with full participation and voting rights. **(CSR Bd 6/27/17)**
- (f) Represent the Corporation at CalPERS meetings;
- (g) Attend Legislative Committee hearings, as needed, and testify on behalf of the Corporation;
- (h) Be the coordinator at a General Council in all matters affecting the Corporation;
- (i) Appoint members of all standing committees with the concurrence of the Board of Directors; **(CSR Bd. 2/28/19)**
- (j) Inform the chapters on proceedings of the Corporation and the Association board of directors;



- (k) Inform the Officers and District Directors of pertinent Corporate matters; **(CSR Bd 6/30/16; 6/27/17)**

### **5.02 Executive Vice President**

In addition to the duties as a Board member, the Executive Vice President shall:

- (a) Assist the President in directing the Corporation;
- (b) Assume the President's duties in the event of absence or disability;
- (c) Succeed as President for the remainder of the term in the event of the resignation, death or removal of the President as an officer or Board member;
- (d) Represent the President when requested to do so;
- (e) Represent the Corporation when requested by the President to do so; and **(CSR Bd 6/27/17)**
- (f) Visit a chapter meeting with approval of the President. **(CSR Bd 6/30/16)**
- (g) Other duties as requested by the Corporate President and deemed necessary and of interest to members. **(CSR Bd 2/28/19)**

### **5.03 Vice President**

In addition to the duties of a Board member, the Vice President shall:

- (a) Assume the duties of Executive Vice President in the event of an absence of the President or the Executive Vice President at meetings of the Association board of directors;
- (b) Succeed as Executive Vice President for the remainder of the term in the event of the resignation, death or removal of the Executive Vice President as an officer or Board member;
- (c) Represent the president when requested;

- (d) Represent the Corporation when requested by the President to do so; and **(CSR Bd 6/27/17)**
- (e) Visit chapter meetings with approval of the President. **(CSR Bd 6/30/16)**
- (f) Other duties as requested by the Corporate President and deemed necessary and of interest to members. **(CSR Bd 2/28/19)**

#### **5.04 Chief Financial Officer/Secretary**

In addition to the duties of a Board member, the Chief Financial Officer/Secretary shall:

- (a) Report to the President all issues and matters which are not in accordance with the Corporation's budget. Report to the President and Board of Directors on all fiscal matters.
- (b) Meet with the Finance Committee on such occasions as might be required. **(CSR Bd 6/30/16)**
- (c) Meet with the Fiscal Officers of other affiliates, individually or concurrently, and with the Secretary/Treasurer and the Controller of the Association.
- (d) Be alert to the activities of other affiliates regarding actions or conditions that might adversely affect the fiscal status, functional responsibility and any possible liability of the California State Retirees.
- (e) Represent the Corporation on the CSEA Board of Directors with full participation and voting rights. **(CSR Bd 6/30/16)**
- (f) Be responsible for all financial transactions and other financial matters of concern to the California State Retirees. **(CSR Bd 6/27/17)**
- (g) Other duties as deemed necessary and of interest to members and as requested by the Corporate President.

## **5.05 District Directors (CSR Bd 6/27/17)**

As Corporate officers, District Directors elected to the Board are prohibited from holding any other elective position in the Corporation or chapter except for delegate to Delegate Assembly and General Council and shall: **(CSR Bd 6/30/16)**

- (a) Attend the meetings of the chapters and subchapters assigned to their District and provide information on corporate programs and activities. Any out of state travel must have prior approval of the President; **(CSR Bd 6/30/16)**
- (b) Represent the President when requested;
- (c) Attend, with prior approval of the President, Corporate functions in their District or in other areas of the state which are of benefit to the Corporation; **(CSR Bd 6/30/16)**
- (d) Provide leadership and assist in their District with membership recruitment programs; **(CSR Bd 6/30/16)**
- (e) Assist the chapter(s) in any manner feasible in preparing meeting programs of interest to the membership;
- (f) Provide to the Board of Directors at each meeting a written report of activities which are of general interest to the Corporation members;
- (g) Coordinate membership participation in activities in their District when requested by the President;
- (h) Assist members, to the extent possible, with insurance and retirement programs; and
- (i) Prepare and submit items for inclusion on the Board of Directors meeting agenda, including items submitted in writing by a member within the respective District with appropriate written back-up information as to why the particular request is being made.

## 5.06 Chapter Grants

### (a) Chapter Grant Funds

The chapter Grant Application is based upon substantiated chapter needs as determined solely by the Board of Directors (BOD). The BOD shall review all chapter requests for the purpose of providing the means for the chapter to complete endeavors that have been unforeseen and are necessary for the CSR mission and a chapter's mission critical operation, i.e., meetings, additional meetings, or projects. The Grant funds awarded shall only be used for the specific purpose outlined in the Grant Application approved by the BOD. Grant funds can only be used for expenses incurred after the date of the BOD approval. Chapters shall not submit more than one grant per year and any grant shall not exceed \$3,000. **(CSR Bd 6/27/17; 6/28/18; 11/1/23; 1/24/24)**

### (b) Grant Request Form

The BOD approved forms shall be used by the chapters to present requests for grants. **(CSR Bd 6/27/17; 11/1/23)**

### (c) Procedure for Requesting a Grant

The request for a grant is to be sent to [CSRInfo@CalRetirees.org](mailto:CSRInfo@CalRetirees.org) to be logged and forwarded on to the Finance Chair and Chief Financial Officer (CFO). The request must: **(CSR Bd 10/26/17; 11/1/23; 1/24/24)**

- (1) Be submitted on the CSR Chapter Grant Application form; **(Bd 11/1/23)**
- (2) Set forth the specific details demonstrating the need for the grant, including estimated cost and time frame (beginning and estimated date of completion); **(CSR Bd 6/27/17; 11/1/23; 1/24/24)**
- (3) Be submitted with the most current: **(CSR Bd 10/26/17; 11/1/23)**
  - Chapter Budget
  - Chapter Financial Reports
  - Chapter Spending Projections

- Most Recent Bank Statement
  - Minutes – with motion requesting grant (amount and purpose) passed by members for submittal of grant request
  - Inventory (if equipment is being requested)
- (d) Approval of Grant **(CSR Bd 10/26/17; 11/1/23; 1/24/24)**
- (1) The Finance committee will review Grant Requests for completeness. The Chapter shall assist with any areas of concern. Any grant request that is not accompanied by all required documents will be sent bck to the Chapter until all requirements are met. **(Bd 11/1/23; 1/24/24)**
  - (2) The Finance Committee will forward a completed Grant Request with summary, if needed, to the Chief Financial Officer (CFO) for final review. **(Bd 11/1/23; 1/24/24)**
  - (3) Upon completion of the CFO’s review, the Grant Request shall be sent to the President who will add to a BOD agenda. **(Bd 11/1/23; 1/24/24)**
  - (4) The BOD will review all grant requests prior to allocation of funds. **(Bd 11/1/23)**
  - (5) The chapter will be notified by the CFO within 30 days of the action taken on the request.
- (e) Progress and Completion of Grant Shall Not Exceed one year **(Bd 11/1/23)**
- (1) The chapter must report monthly on expenditure(s) pertaining to the grant award and include a report on the progress. The expenditure report must be submitted on the CSR Grants Disbursement form and the progress may be submitted on a separate sheet(s) of paper. **(CSR Bd 10/26/17; 11/1/23; 1/24/24)**
  - (2) Additionally, the President of the Chapter receiving the Grant shall report quantitative results at each Leadership Meeting until the reason/purpose for the grant is completed. **(Bd 11/1/23)**

- (3) Any funds not used for the purpose stated in the grant request shall be returned to CSR Headquarters. **(Bd 11/1/23)**

## **6.00 BOARD VACANCIES/ABSENCES**

### **6.01 Vacancies**

(a) President

In the event of a vacancy in the office of President the Executive Vice President assumes the office.

(b) Executive Vice President

In the event of a vacancy in the office of Executive Vice President, the Vice President shall assume the office of Executive Vice President.

(c) Vice President

In the event of a vacancy in the office of Vice President, the Board of Directors and the Chapter Presidents shall elect a District member of the Board of Directors to fill the remainder of the term.

(d) Chief Financial Officer/Secretary

In the event of a vacancy in the office of Chief Financial Officer/Secretary, the Board of Directors and the Chapter Presidents shall elect a District member of the Board of Directors to fill the remainder of the term. **(CSR Bd 2/23/17)**

(e) District Directors

(1) If any District Board seat becomes vacant for reasons other than election to corporate office, the Statewide President shall, upon the recommendation of that district's chapter presidents, appoint a replacement from a chapter in the district in which the vacancy occurred to serve the remainder of the term. The Statewide President shall make the appointment from among the names submitted. The membership shall be notified by appropriate publications of the appointment.

(2) In the event of a vacancy when a District Director is elected to corporate office, that newly elected officer will

collaborate with the district chapter presidents. The Statewide President will make the appointment of District Director consistent with the guidelines in (1) above. **(CSR Bd 2/25/16)**

## **6.02 Absences**

(a) President

If the President is absent from a Board meeting, the Executive Vice President shall chair the meeting and Vice President shall serve as Executive Vice President.

(b) Executive Vice President

If the Executive Vice President is absent from a Board meeting, the Vice President shall serve as the Executive Vice President.

(c) Vice President

If the Vice President is absent from a Board meeting, the President shall appoint a member of the Board of Directors to serve for that meeting.

## **6.03 Approval**

The absence of a Board member from Board of Directors meetings requires prior approval of the President.

Excessive and/or unapproved absences will be governed by Corporate rules which provide for discipline of Board members.



## **7.00 ELECTION PROCEDURES FOR OFFICERS AND DISTRICT DIRECTORS**

### **7.01 Statewide Officers (CSR Bd 6/30/16)**

The President, Executive Vice President, Vice President and Chief Financial Officer/Secretary shall be elected for three-year terms. The election shall be by secret ballot in open session held at the Delegate Assembly.

- (a) Any active member in good standing who has signed and submitted a consent to run form is eligible to run for office.
- (b) The electorate shall be the delegates present and voting at the Delegate Assembly. **(CSR Bd 6/27/17)**

### **7.02 Notification to Members (CSR Bd 6/30/16)**

At least 180 days prior to Delegate Assembly, Headquarters shall include in the CSR publication a notice that nominations are being accepted for CSR officers. The notice will include a copy of the consent to run form, instructions for inclusion of a candidate statement for publication in the CSR publication, and a deadline for submission of the consent form. No more than 90 days prior to Delegate Assembly the candidate may submit a one page flyer no more than 8 ½ by 11 in size to be included in the delegate folder at CSR expense. Both sides of the paper may be utilized. Candidates will not be given a mailing list. If the candidate wishes a mailing to the delegates, it is at the candidate's expense including any labor involved.

### **7.03 Candidate Interviews (CSR Bd 6/30/16)**

- (a) At the opening session of Delegate Assembly, the names of those candidates who have submitted consent to run forms will be announced by the chairperson of the election committee. Campaign materials may not be distributed to the delegates during the nomination procedure. After the report is given, nominations will be accepted from the floor. Consent to run forms must be submitted prior to the close of nominations. The candidates will be asked to go to a designated room and each candidate will be called to the Delegate Assembly to answer questions from the Election Committee. The order of questioning will be President, Executive Vice President, Vice President and

CFO/Secretary. Following the questioning, the candidates will be given three minutes to speak to the delegates. At the end of the three minutes the microphone will be closed. The candidates may remain at the Delegate Assembly once they have completed their questioning and statement.

(b) Election of Unopposed Candidates

After the nominations have been closed, the presiding officer shall call for a motion to declare elected any unopposed candidates.

#### **7.04 Elections (CSR Bd 6/30/16)**

The President shall appoint a Teller's Committee of non-voting members to count the ballots. The delegates shall vote by secret ballot at a time designated by the President. The Delegate Badge shall identify the eligible voter. No more than 2 hours shall be allowed for voting. The ballots will be counted by the committee and staff and upon completion of the count, the report shall be made by the chairperson of the Teller's Committee. The committee shall be sequestered until such time as the report is given. If there is not a majority vote for an office there shall be a run off between the two candidates receiving the higher number of votes. The run-off vote shall be taken immediately and after the count the results shall be announced. The officers shall be installed as the last order of Delegate Assembly business.

#### **7.05 Protests (CSR Bd 6/30/16)**

A candidate for Corporate office may protest an election for that office at the general session of Delegate Assembly. The protestor shall:

- (a) Seek recognition of the presiding officer; not later than one hour (excluding breaks) after the election results have been announced for presentation of the protest.
  - (1) Specifically explain the irregularity or procedure violated.
- (b) The presiding officer shall immediately rule upon the protest and if the protestor or any candidate for that office disagrees with the ruling of the presiding officer, he/she may challenge the ruling of the chair.

The presiding officer shall immediately take appropriate action to enact the decision of the Delegate Assembly.

## **7.06 Delegate Assembly and General Council Delegates**

Immediately following the election of Corporate officers, in years in which there is a Delegate Assembly and General Council, the Board of Directors shall elect two of its members as delegates to a General Council. **(CSR Bd 6/30/16; 6/27/17)**

## **7.07 District Directors**

### (a) Electorate

The electorate for District Directors is the active retired members of the chapters assigned to the appropriate electoral district.

### (b) Term of Office

District Directors shall be elected to three-year terms. The terms shall commence with the installation at the first Board meeting after their respective elections and shall terminate when their successors have been installed.

### (c) Time of Election

The election process of the District Directors shall take place between November 1 of the preceding year and January 31 of an election year. Terms of current District Directors are extended or adjusted to conform to the above schedule.

### (d) Eligibility for Office

Any retired member in good standing who resides in the District and is in a chapter assigned to the District shall be eligible for election as a District Director in that electoral district. A signed consent form must be received in the Corporate office by November 15.

### (e) Candidate Consent Form Statement (CSR Bd 6/27/19)

The written statement of consent should be in substantially the following form and signed by the candidate:

CANDIDATE CONSENT STATEMENT

PLEASE PRINT FULL NAME AS IT IS TO APPEAR ON THE BALLOT

I \_\_\_\_\_, self-nominate and/or consent to  
be a Candidate for the office(s) of \_\_\_\_\_/Delegate \_\_\_\_\_

\_\_\_\_\_  
Name Chapter No: Last 4 SS# or Member ID #

\_\_\_\_\_  
Address City Zip Code

\_\_\_\_\_  
Telephone No. E-mail

Candidates may submit a brief, factual, biographical statement of no more than 200 words regarding their qualifications. Such biographical statements must be received in the Corporate Office by November 15 to be distributed with the ballot. Specifics on candidate statements will be provided to candidates upon nomination acceptance. The contents of these statements must be in accordance with approved guidelines.

By signing below, I certify I am a member in good standing and that I understand I cannot engage in an incompatible act (as defined in CSEA Bylaws Article XIV, Section 1) such as simultaneously holding a CSR office and an office within a competing organization.

\_\_\_\_\_  
Signature: Date:

(f) Submission of Candidate Consent Statement

Blank candidate consent statement forms shall be printed in the *California State Retiree* newspaper in sufficient time for the signed statement to be returned to Corporate Office not later than November 15.

- (1) Upon receipt of the consent form, Corporate Office shall advise the candidates of their eligibility, and if eligible, that their names are being submitted to the appropriate

electorate. It is the responsibility of the candidate to contact the Corporation if notification of receipt of candidate statement has not been received within 10 days of mailing the consent form.

- (2) If the candidate wishes the corporation to send additional material to the electorate, cost of labor and postage will be at candidate expense. All additional material must be ready to mail and will be sent in a separate mailing.

(g) Election

An election shall be conducted only if more than one eligible candidate has consented to serve. If only one eligible candidate has consented to serve, that candidate shall be certified to office.

(h) Ballot Process

- (1) Ballots shall be mailed by December 1 by nonprofit mail to those members with an address within the state, by first class mail for all others, and shall comply with the following:

- a. The position to be filled shall be shown;
- b. The term of office by date;
- c. The order of candidates on the ballot shall be determined by lot;
- d. Each candidate shall be identified by name;
- e. There shall be no write-in candidate;
- f. First-class return postage shall be used for all elections.

- (2) The following voting instructions and information shall accompany each ballot either on the ballot or on a separate sheet:

- a. Instructions to place printed name in the designated location;

- b. Deadline for return of ballot shall be January 2;
  - c. Election protests must be in writing and received in Corporate office by 5 p.m. January 20. Under unusual circumstances, where equity dictates, the Board of Directors may waive this requirement;
  - d. A plurality is required to elect a District Director.
- (3) Candidate statements will be included with the ballot. No other candidate material shall be included or distributed with the ballot.
- (4) To be valid, ballots returned must be in Corporate office by 5:00 p.m. on the deadline date.
- (5) The Corporation Administrator (Headquarters staff) shall be responsible for retention of all election material until the end of the protest period or resolution of any current protests.
- (i) Computation of Election Results
- (1) Under the direction of the Corporation Administrator, subject to review by the President, staff shall verify the validity of all returned ballots according to the following principles:
- a. Ballots must be returned in the official envelopes with the mailing label to be valid;
  - b. If the irregularities go to the essence of the entire ballot, the ballot shall be invalidated;
  - c. Where Corporate policy is silent, the Corporation Administrator, subject to review by the President, shall be authorized to take appropriate steps consistent with public election laws.
- (2) In the event of a tie vote, the Corporation Administrator, subject to review by the President, shall resolve the tie vote by lot in the presence of witnesses.

(j) Announcement of Election Results

No later than January 10, the Corporation Administrator shall cause the results of the District Director election to be sent to each candidate by first-class mail, and the election results shall be communicated to the members of the Corporation in the next issue of "The California State Retiree."

(k) Election Protest Procedure

(1) Any eligible voter for a District Director seat may protest the election in that member's electoral district. To be valid a protest shall be:

- a. In writing stating the irregularity and procedure(s) violated;
- b. Addressed to the Board of Directors or President at Corporate Office;
- c. Received in Corporate Office by 5:00 p.m. January 20.

(2) The President, or the Executive Vice President if the protest is in the President's District, is empowered to determine the validity of the protest insofar as it pertains to the Corporation Rules. The President shall:

- a. Return all election protests judged to be invalid to the protestor within 15 days specifying why it is invalid; or
- b. Refer all election protests judged to be valid to a committee, subcommittee or hearing officer.

(3) In hearing an election protest the committee, subcommittee or hearing officer shall:

- a. Contact all persons known to be involved and request all information pertaining to the protested election be assembled for review;
- b. Review all material used in the election procedure relevant to the protest;

- c. If necessary, hold an open meeting. If a meeting is held, the protestor and all other persons known to be involved shall receive timely notice of the open meeting, and shall be afforded an opportunity to present information in person or in writing.
  - d. Report its findings and recommendations in writing to the Board of Directors with copies to the affected parties.
- (4) The Board of Directors is empowered to:
- a. Review the proposed recommendations under principles of substantial evidence and shall not treat the matter as a new hearing;
  - b. Judge all issues involved in the protest and how the issues may affect all candidates whether or not specifically set forth in the protest;
  - c. Make all final decisions while in session.

## **7.08 Election Procedures and Protocols**

- (a) Use of Membership Lists:
- (1) The confidential membership lists are provided for specific CSR programmatic reasons. The use of confidential membership lists, including telephone contact information, shall be limited for the purpose of representing members on issues affecting their retirement and benefits.
  - (2) Candidates for office who request CSR headquarters staff to mail additional candidate information will be charged for the mailing.

(b) Board Members Involvement in District Elections

CSR Board members shall not participate in district elections in their capacity as Board members.



## **8.00 CHAPTERS**

### **8.01 Formation or Division of Chapters**

The Board of Directors, or at the request of a chapter, may grant a new chapter or split an existing chapter at any time with rules set forth by the Board of Directors at the time of the Formation or Division of the Chapter.

(a) Chapter Structure

It is desirable and in the best interests of the Corporation to have a chapter structure based on reasonable geographic boundaries.

(b) Granting of a Charter

A new Charter "may" be granted:

- (1) Upon request of a chapter to split its membership into two or more chapters; or
- (2) Upon petition from 250 or more petitioners; and upon the determination by the Board of Directors that the best interests of the membership would be served by the combining of or the dividing of present chapters.

(c) Consideration for Granting of a Charter

Before a new charter is granted, the Board of Directors will give consideration to:

- (1) The probability of continued leadership and activity of members in the proposed geographic location; **(CSR Bd 6/27/17)**
- (2) The effect of the formation of a new chapter upon increased membership and activity;
- (3) The expectation of retention of at least 400 members. **(CSR Bd 6/27/17)**

(d) Polling Procedure

Prior to considering a new chapter a letter shall be sent to all members of the affected chapter to inform them of the requested action to: **(CSR Bd 6/27/17)**

- (1) Request their vote on the subject,
- (2) Ask the members if they are willing to hold chapter office, and if so which office, and
- (3) Inform the members of the date and location of the chapter meeting where the results will be reported.

(e) Chapter Request Procedure

The District Director presenting the request for a new chapter will submit a written report to the petitioner and any affected chapter(s) president. The report shall include a clear definition of the geographic area(s) and the potential number of persons who may reasonably be expected to maintain membership in the new chapter. **(CSR Bd 6/27/17)**

(f) Petitioning Procedure

The District Director presenting the petition will submit a written report including the procedures set forth in Section (e) above and the number of persons signing the petition, separated as to members and potential members.

(g) Notification

Upon approval the Board of Directors shall inform the membership involved and authorize chapter election(s).

(h) Division of Chapter Funds

When a chapter is divided into two chapters, each chapter shall be entitled to a pro rata share of the former chapter funds based upon the number of members in each new chapter.

(i) Subchapters

- (1) Due to location and in consideration of large geographical areas of a chapter it may be in the best interest of the members to form one or more subchapters.
- (2) Subchapters shall be part of the chartered chapter and shall be called by the chapter number and location (i.e., Chapter 16 Merced).
- (3) The chapter president shall appoint a chair of the subchapter, subject to approval of the Chapter Executive Committee, who shall be responsible for the activities of the subchapter. The area chair of the subchapter must at all times keep the chapter president apprised of its activities.
- (4) The District Director in whose District the chapter is located shall also assist the subchapter(s) and when appropriate attend the meetings.

**8.02 Inter-Chapter Transfer Request**

A member may request a transfer to any chapter regardless of geographic area by a signed written request. **(CSR Bd 6/27/17)**

**8.03 Term and Termination Charter**

A charter shall continue in effect from the date it is issued until it is surrendered or terminated. The members of a Chapter may, by vote or written consent of a two-thirds majority vote of all such members, elect to surrender their charter. For good cause, and after notice and a reasonable opportunity for the members and officers of such Chapter to be heard, the Board of Directors may terminate a charter.

**8.04 Procedures for Termination of a Chapter Charter**

Termination proceedings may be initiated by the President or Board member for failure of a chapter to maintain a minimum level of membership and/or performance.

Procedures to be followed for the termination of a chapter charter are:

- (a) The Board member shall prepare an agenda item for the next regularly scheduled meeting of the Board of Directors;
- (b) The background information shall include:
  - (1) Allegations and evidence of the chapter's failure to maintain and meet minimum level of membership and/or performance; **(CSR Bd 6/27/17)**
  - (2) Schedule and method proposed for notification of the members of the proposed action;
- (c) The Board member shall deliver a copy of the Board agenda item and the date the action will be delivered to the chapter president or a chapter officer. **(CSR Bd 6/27/17)**

### **8.05 Chapter Officer Orientation**

- (a) Orientation Program Objective and Schedule

A program of chapter officer orientation should be conducted to prepare newly elected local officers for performance of their duties. The program will be conducted by the Board of Directors as soon as possible after the election of such officers and, in any event, no later than eight weeks after the deadline for reporting chapter election results.

- (b) Program Participants

Newly elected chapter officers are required to attend. Any other participants shall be paid for by the chapter.

- (c) Topics of Orientation Program

The orientation program shall include, but not be limited to, the following:

- (1) A review of CSR Bylaws, Governing Rules and Robert's Rules of Order;
- (2) Membership recruitment, retention and membership solicitation techniques;
- (3) Chapter programs and availability;

- (4) A review of current and major Corporation programs and activities and the Association Benefits program; **(CSR Bd 6/30/16)**
- (5) Organizing a chapter for effective action with PAC.

The program may include other topics designed to meet the needs of the Corporation. These topics may be presented to the group as a whole or may be presented to portions of the group.

## **8.06 Chapter Officer Duties**

The officers of the chapter are the President, Vice President, Secretary, Treasurer or Secretary/Treasurer. **(CSR Bd 6/30/16)**

### (a) President

The President shall preside at all meetings of the chapter and of the Executive Committee and shall exercise general supervision over the activities of the chapter. The President shall serve as delegate to Delegate Assembly and, if so elected, also serve as delegate to General Council. The President shall appoint and remove all members of committees, subject to the right of the Executive Committee to disaffirm such appointment or removal, and shall be an ex-officio member of each committee. The President shall ensure the authorized signatures at the bank be approved by the Executive Committee. **(CSR Bd 6/27/17)**

### (b) Vice President

The Vice President shall act for, and in the place of, the President at the latter's request or during the President's absence or disability, and shall perform such other duties as assigned by the President. The Vice President shall assume the office of President in the event the office becomes vacant.

### (c) Secretary

The Secretary shall keep a record of the proceedings of all chapter and Executive Committee meetings, conduct the correspondence of the chapter, have custody of the records of the chapter, ensure that a copy of the Corporate Bylaws is available at all meetings.

The Secretary may prepare the agenda for chapter meetings with advice from the President.

(d) Treasurer

The Treasurer shall be the custodian of the funds of the chapter and shall deposit them in a financial institution approved by the Executive Committee. The Treasurer shall ensure that the checking account has the current designees to sign checks on file at the financial institution. The Treasurer shall pay all bills authorized by the President, keep the financial records, render a written financial report at each chapter and Executive Committee meeting, render such financial reports to the Corporation as required by the Governing Rules and perform such other duties as assigned by the President. The Treasurer may co-sign checks drawn for payment of chapter expenses. The Treasurer shall follow all Rules and Guidelines established by the Board of Directors. The treasurer shall ensure that all checks have two co-signatures, one of which shall be an elected officer, and that no signature be for self-reimbursement or reimbursement of a family member. **(CSR Bd 6/27/17)**

(e) Secretary/Treasurer

The secretary/treasurer shall perform the combined duties of chapter secretary and treasurer.

## **8.07 Chapter Activities**

- (a) Each chapter shall keep accurate and complete records of attendance, minutes of proceedings of meetings of its executive committee, committees and membership; financial records; and permanent files of its correspondence, contracts and other documents.

All such records shall be retained for a minimum of five years at California State Retirees' office.

All records must be retained in the chapter for a minimum of one (1) year, after completion of the Corporate audit, to be available for review if requested by a member.

Written copies of the chapter meeting minutes and Treasurer's Report will be printed and distributed at each chapter meeting.

Each Chapter shall file with the Chief Financial Officer/Secretary, no later than December 28<sup>th</sup> each year, a one (1) year balanced budget, its meeting schedule, its financial documentation and other information as the Board of Directors may reasonably require. **(CSR Bd 6/30/16; 6/27/17; 2/27/20)**

(b) Chapter Officer Installation Ceremony

As part of the installation ceremony such chapter documents as the charter, membership records, Corporation Bylaws and Governing Rules, the Chapter Officers Handbook and the President's gavel, shall be transferred from outgoing to incoming officers.

(c) Goals for an Effective Chapter

As the basic membership group of the Corporation, chapters are authorized by the Board of Directors to operate as a lawful part of the Corporation. Effective chapter operations shall be based upon, but not be limited to, the following: **(CSR Bd. 2/28/19)**

- (1) Conducting elections in compliance with the Corporation Governing Rules;
- (2) Participate in the CSR membership program; **(CSR Bd 6/27/17)**
- (3) Necessary candidates for chapter officers;
- (4) Local political action program in conjunction with the CSR Political Program; **(CSR Bd 6/27/17)**
- (5) Effective communications network; and
- (6) Regularly scheduled chapter meetings:
  - a. Order of Business **(CSR Bd 6/30/16; 2/28/19)**
    - Call to Order
    - Pledge of Allegiance
    - Roll Call of Officers
    - Introduction of New Members
    - Introduction of Statewide Officers and District Directors
    - Introduction of Guests

- Approval of the Agenda
- Approval of Written Minutes
- Written Financial Report
- Reports of Officers and Committees
- Report of District Director(s) and/or Statewide Officers
- Old Business
- New Business
- Information Items
- Guest Speaker(s) (time certain)
- Adjournment

(7) Community Outreach

Chapters may participate in Community Outreach to a limited extent. Such activities are considered a method of advertising or seeking public awareness for the support of CSR. Chapter dues funds may be used for such activities, but only to the extent limited to an "Insubstantial Degree" as expressed in the Bylaws. Insubstantial Degree shall be considered as not exceeding 7% of the chapter's annual estimated dues income.

Activities considered as Community Outreach are:

- (1) Scholarships
- (2) Food banks
- (3) Charitable giving
- (4) Any other expenditure of dues monies that do not directly benefit the CSR membership

Chapter budget, line item 201, Community Operations, shall be used to budget for any anticipated expenditures in support of community outreach.

(8) Represent CSR at locally scheduled CalPERS Benefits Education Events (CBEE's). **(CSR Bd 6/30/16)**

(d) Prohibited Use of Chapter Funds

Chapters shall not use chapter funds to contribute to or support a candidate for any Corporation office. They may, however, use chapter funds for chapter election notices, for publication or



presentation of prepared candidate statements, and other expenses necessary for the holding of a chapter election. **(CSR Bd 6/30/16)**

(e) Inspection of Chapter Books

The CFO Corporation Finance Committee may periodically inspect chapter books to ensure chapter funds are being used in a manner consistent with programs and objectives of the Corporation. Chapters may be selected for review on a random basis, or when there is a concern expressed that chapter funds are being used inappropriately. The Finance Committee shall provide corrective action plans to chapters found to be acting inappropriately. **(CSR Bd 6/27/17)**

## **8.08 Chapter Committees**

Members should be appointed by the Chapter President with the concurrence of the Executive Committee.

(a) Executive Committee

The committee is charged with the conduct of the chapter's business subject to the Bylaws and Governing Rules of the Corporation. The Executive Committee may include the president, vice president, secretary and treasurer or secretary/treasurer and when practical may include delegates to the Delegate Assembly. **(CSR Bd 6/30/16)**

The committee meets at the call of the President or by a majority of members of the Committee and conducts the chapter's business between regular chapter meetings. Decisions are made on the basis of majority rule. Full reports of actions taken are to be given at the next chapter meeting. Only members of the Executive Committee may make motions or vote. Any chapter member may address the Executive Committee on the subject(s) under consideration.

The Executive Committee should be involved with or informed of the activities, problems and proposals of the other chapter committees.

(b) Recommended Committees

(1) Membership Committee

A chapter membership chair shall be appointed by each chapter president and the name, address and telephone number of that person shall be sent to the Corporate Membership Coordinator at Corporate office. The chapter president shall furnish the chair with membership rosters for the previous month immediately upon receipt of the current month's roster. The chapter president shall, at least once a year, request from Corporate Office a chapter membership roster that includes the members' telephone numbers, which shall also be shared with the membership chair. The effectiveness of this committee is vital to the chapter and through its effort the membership should be increased.

The Membership Committee shall be responsible for implementation of the CSR membership program at the chapter level. **(CSR Bd 6/27/17)**

Specific duties of the Membership Committee shall be to:

- a. Organize and promote membership recruitment;
- b. Coordinate the promotion of Corporation approved programs; **(CSR Bd 6/30/16)**
- c. Initiate and develop programs to contact future retirees for membership in the California State Retirees; and
- d. Assist at pre- and post-retirement seminars for active/employed persons.

(2) Program Committee

This committee is usually assigned the functions, to:

- a. Implement programs in conjunction with chapter meetings.
- b. Plan and hold chapter social events.

- c. Shall establish a community service project to bring recognition that retired state employees are involved in their community. The project can be a chapter project or in partnership with another organization.

### **8.09 Chapter Meetings**

Meetings of each chapter and of its officers and committees shall be open to all members of the chapter including spouses and guests.

In order to conduct business, a majority of officers constitutes a quorum at chapter or sub-chapter meetings.

## **9.00 CHAPTER ELECTIONS**

### **9.01 Election Rules Established by Board of Directors**

All elections of chapter officers and delegates shall be held under rules and regulations established by the Board of Directors.

### **9.02 Effective Dates**

When the last day for performance of any part of the election process falls upon a Saturday, Sunday or holiday, such part of the process shall be performed upon the next business day with the same effect as if it had been performed the day appointed.

### **9.03 Election of Chapter Officers and Delegates**

#### **(a) Electorate**

Chapter officers and delegates are elected by the active members of their respective chapters.

#### **(b) Delegates **(CSR Bd 10/26/17)****

(1) The number of delegates for each chapter will be allocated at the ratio of one delegate for every 200 active members or major fraction thereof. No chapter shall have fewer than three delegates. The member elected Chapter President shall serve as one of that chapter's delegates to Delegate Assembly and General Council.

(2) The number of delegates to which a chapter is entitled shall be based on the number of active members in good standing in the chapter 120 days before the general session of Delegate Assembly. A tentative delegate count from Corporate office shall be provided to each chapter on November 15 (the year prior to Delegate Assembly).

#### **(c) Alternate Delegates**

Alternate Delegates are those members who ran for the office of Chapter Delegate, but did not receive enough votes to get elected. The chapter shall maintain this list of Alternate Delegates in the order of votes received.

(d) Term of Office

Chapter officers and delegates shall be elected for three-year terms.

**9.04 Eligibility for Chapter Officer**

Any chapter active member in good standing is eligible for chapter office provided that Corporate Bylaws have been met and no conflict of interest exists. **(CSR Bd 6/27/17)**

**9.05 Candidate Consent Form (CSR Bd 10/26/17; 6/27/19; 10/2/20; 11/1/23)**

A completed and signed Candidate Consent Statement Form must be submitted at any time during the chapter's nomination process, but no later than the designated nominations closing date, to either 1) the chapter president, 2) the chairperson of the Nominating Committee, 3) the Corporate office, or 4) the presiding officer at the meeting convened for nominations of chapter officers and Delegate Assembly/General Council delegates.

CANDIDATE CONSENT STATEMENT FORM

"I, \_\_\_\_\_, of Chapter \_\_\_\_\_  
(Print Name) (Chapter #)

hereby consent to be a candidate for the position(s) of chapter officer and/or delegate as specified below:

- President
- Vice President
- Treasurer
- Secretary
- CSEA/CSR Delegate

and, if my eligibility is verified, I hereby affirm my willingness to be a candidate and to serve if elected. I further affirm my willingness to serve by (1) Attending Chapter and Chapter Executive Board meetings unless excused by the chapter president, (2) Abiding by the Bylaws and Governing Rules of California State Retirees (CSR) as well as the CSEA Bylaws and Policies, and (3) Attending sessions of the Delegate Assembly and General Council unless excused by the Corporate President. I understand failure to abide by these provisions will result in my removal from office.

By signing below, 1) I certify I am a member in good standing and 2) As a chapter officer, I understand I cannot engage in an incompatible act (as defined in CSEA Bylaws Article XIV, Section 1), such as simultaneously holding a CSR office and an office within a competing organization (not applicable to the position of CSEA/CSR Delegate).

_____		_____	
(Signature)		(Date)	
_____		_____	
(Address)	(City)	(State)	(Zip)
_____	_____	_____	
(Last 4 SSN)	(Phone)	(Email)"	

**9.06 Nominating Committee (CSR Bd 10/26/17)**

(a) Appointment of Nominating Committee

No later than November 15 (the year prior to Delegate Assembly), each chapter president shall appoint a chapter Nominating Committee. **(CSR Bd 6/30/16; 2/23/17; 10/26/17)**

(b) Nominating Committee

Members of the Nominating Committee shall be responsible for:

- (1) Actively seeking candidates for chapter offices, delegates, and alternate delegates;
- (2) Notifying the chapter membership, at least 30 days in advance, of the date, time and place of the open chapter meeting at which nominations can be made; and
- (3) Reporting to the chapter by placing in nomination the names of one or more candidates for each office at the Nominations Meeting.

### **9.07 Nominations (CSR Bd 10/26/17)**

- (a) All members nominated at the open meeting must be active members in good standing and willing to serve the term of office.
- (b) Nominations submissions
  - (1) Self nominate: Members may self-nominate as a candidate for any open chapter officer or delegate position by submitting a completed candidate consent statement form to the chapter president, the chairperson of the Nominating Committee, or the Corporate office at any time prior to the close of business on February 28.
  - (2) From the floor: During the chapter's open Nominations Meeting, members can nominate themselves, or any eligible member, as a candidate for any open chapter officer or delegate position.

### **9.08 Nominations Meeting (CSR Bd 10/26/17)**

- (a) Chapter's Nominations Meetings shall be held between December 1<sup>st</sup> (the year prior to Delegate Assembly) and February 28<sup>th</sup> (the year of Delegate Assembly).

### **9.09 Corporate Office Notification**

By March 1, each chapter president shall notify the Corporate office of the candidates for elective office within their chapter including unopposed candidates. The April issue of the Corporation publication "The California State Retiree" shall list the names of the candidates.

### **9.10 Candidate Statement**

- (a) A candidate for a chapter contested office shall be permitted to submit a statement of not more than 100 words of experience and qualifications to be included with the ballot. The statement must be received by Corporate office no later than 5:00 p.m. on March 26. **(CSR Bd 10/26/17)**
  - (1) If the candidate wishes the corporation to send additional material to the electorate, the cost of labor and postage of mailing or electronic means will be at candidate expense.

Any additional material shall be ready to mail and will be sent in a separate mailing. **(CSR Bd 10/26/17)**

### **9.11 Chapter Election Process**

- (a) Ballots listing names of candidates and their statements shall be mailed by or on behalf of Corporate office no later than April 20, by first class mail. **(CSR Bd 10/26/17; 2/22/18)**
- (b) Ballots must be returned to the Corporate office, or to an agent designated for receipt of ballots, no later than 5:00 p.m. on May 20. **(CSR Bd 10/26/17)**
- (c) A ballot shall be made available to each active member and shall contain:
  - (1) The office(s) to be filled by the election;
  - (2) The names of each candidate printed in an order determined by lot; **(CSR Bd 10/26/17)**
  - (3) The number of candidates to be voted on for each office;
  - (4) No provision for write-in candidates. A write-in entry will void the vote for the office in question.
- (d) Under the direction of the President, the Corporate office shall verify the validity of all returned ballots according to the following principles:
  - (1) Absence of the signature in the designated location voids the ballot,
  - (2) If the irregularity goes to the essence of the entire ballot, the ballot shall be invalidated.
  - (3) Where Corporation or Association policy is silent the President shall be authorized to take appropriate steps consistent with public election laws in the computer counting of ballots.
- (e) In the event of a tie vote for an office, the President shall resolve the tie by lot in the presence of witnesses.



- (f) Corporate office notifies each candidate of the election results by May 30.
- (g) Election results for all chapters shall be published in the publication of the Corporation after the candidates elected have been notified.
- (h) A request for recount by a candidate must be submitted in writing to the Corporate office not later than June 10. Receipt of the request in Corporate office shall cause an immediate recount of ballots for that office. No further recount shall be required unless it is requested through the election protest procedure.
- (i) All election materials will be retained by the Corporate office until the close of the Delegate Assembly and General Council.
- (j) When a District Director is elected as a delegate to Delegate Assembly, the chapter president shall be advised to appoint the next alternate delegate to fill in as a delegate to Delegate Assembly only.

### **9.12 Election Protest Procedure**

- (a) Any active member may protest the election of any chapter officer in his/her chapter. To be valid a protest shall be:
  - (1) In writing specifically setting forth the irregularity and procedure(s) violated.
  - (2) Addressed to the California State Retirees at Corporate office.
  - (3) Received at Corporate office by 5:00 p.m., June 10.
- (b) The Board of Directors is empowered to determine the validity of the protest as specified above. They shall:
  - (1) Return all election protests judged to be invalid to the protester within 15 days specifically setting forth why the election protest is invalid;

- (2) Refer all election protests judged to be valid to the President for referral to a committee, subcommittee or hearing officer panel;
- (c) In hearing an election protest the hearing officer(s) shall:
- (1) Contact the chapter president(s) and all other persons known to be involved and request all information pertaining to the protested election(s);
  - (2) Review all materials used in the election procedure relevant to the protest;
  - (3) When necessary, hold an open meeting where the chapter is located for the purpose of hearing the protest. The protester and all other persons known to be involved shall receive timely notice of the open meeting, and shall be afforded an opportunity to present information in person or in writing. If the investigation is completed at the open meeting an oral report of findings and recommendation to be made to the Board may be given;
  - (4) Within 10 days of the close of the hearing, the hearing officer(s) shall report the findings and recommendations in writing to the President, with copies to the affected individuals.
  - (5) The Board of Directors shall make the final decision concerning election protests by July 14 following the election.

### **9.13 Re-balloting Process**

- (a) Upon order of the Board of Directors for reelection, Corporate office shall within 10 days notify all interested parties in writing of the specific action of the Board of Directors.
- (b) All reelections, unless otherwise specified by the Board of Director's action, shall be completed no later than 60 days after the decision of the Board of Directors.

#### **9.14 Retention of Office During Appeal**

Upon the filing of an election protest, the incumbent in the protested office remains in office until completion of the Board of Director's action on the protest including reballoting, if ordered.

#### **9.15 Report of Delegate Changes**

Any changes in Delegate Assembly or General Council delegates, or delegates-elect, shall be reported to Corporate office by the chapter president indicating the names, home addresses, and phone numbers. **(CSR Bd 6/30/16)**

#### **9.16 Oath of Office**

Members of the Board of Directors and its officers and Chapter officers shall take the following oath.

I do solemnly affirm that I will faithfully discharge the duties of the office to which I have been elected in accordance with the Bylaws and Governing Rules of the California State Retirees as well as the policies and bylaws of the California State Employees Association to the best of my ability. (At this time the Chapter Charter and Gavel should be presented to the new President by the Installing Officer or the outgoing President.) **(CSR Bd 10/21/18)**

#### **9.17 Installation of Officers**

Chapter officers-elect shall be installed at the first regularly scheduled chapter meeting following the completion of the statewide elections. The CSR President may choose to install all chapter officers at a Board of Directors meeting. The chapter Delegate Assembly and General Council delegates-elect shall be recognized at the installation. **(CSR Bd 6/30/16)**

#### **9.18 Removal from Office**

##### **(a) Chapter Officer**

When a chapter officer fails to or is unable to fulfill the duties of his/her office, it shall be the duty of the Chapter's Executive Committee to declare the office vacant. If the office of the President becomes vacant, the Vice President shall assume the duties of the President. A new Vice President shall be appointed

by the President with the confirmation by the chapter members at the next regularly scheduled chapter meeting.

(b) Chapter Delegates

When a Chapter Delegate fails to or is unable to fulfill the duties of that office, the Executive Committee shall have the authority to declare the office vacant. The vacancy shall be filled in accordance with the provisions of the Corporate Bylaws and Governing Rules. The removal and subsequent filling of the vacancy is subject to confirmation by the Board of Directors.

**9.19 Filling of Vacancies-Chapter Officer, Delegate Assembly and General Council Delegate**

If a vacancy occurs in the office of chapter President, the Vice President shall become the President. The President shall appoint a chapter member to the office of Vice President subject to confirmation by the chapter members at the next scheduled meeting.

Should any other elected or appointed office become vacant, the President has the authority to appoint a chapter member to the vacant position subject to confirmation by the chapter members at the next scheduled meeting.

If more than one person is interested in filling the vacated office, the President may call for an election at the next scheduled meeting, providing information has been included in the meeting notice.

(a) Supplemental Elections

If, (i) a chapter does not elect enough Delegate Assembly and General Council delegates to fill its authorized number of delegates, or if the number of delegates has fallen below the number authorized for the chapter and if there is no list of alternate delegates, (ii) all of a chapter's alternate delegates have been used, (iii) a chapter has no alternate delegates and wants to establish a list of alternate delegates, or (iv) a chapter wants to enlarge its list of alternate delegates, the following procedure shall be completed at least 31 days prior to the opening session of Delegate Assembly and General Council:

- (1) Chapter membership must be given at least 30 days advance written notice that an election for Delegate

Assembly and General Council delegates or alternate delegates will be held at a subsequent meeting, and that nominations will be accepted at that time; **(CSR Bd 10/26/17)**

- (2) The notice shall include the date, time and place of the meeting at which the election will be held;
- (3) Candidate consent statements must have been signed prior to the close of nominations;
- (4) If the number of candidates for delegate are no more than the number needed to fill such vacancies, a motion shall be made to declare the candidates elected as Delegate Assembly and General Council delegates;
- (5) If the number of candidates for Delegate Assembly and General Council delegate is more than the number of vacancies, an election shall immediately be held;
- (6) If a chapter wants to enlarge its list of alternate delegates, it may establish the order of alternate delegates by lot;
- (7) Those candidates not elected shall be placed on a list of alternate delegates in order of votes received;
- (8) An appeal must be delivered to Corporate office not later than 5 days from date of the election and shall be considered by the Board of Directors within 10 days of the filing of the appeal at a regularly scheduled Board meeting, an emergency meeting or by a telephonic meeting. The decision of the Board shall be final;
- (9) The list of Delegate Assembly and General Council delegates must be received in Corporate Office at least 31 days prior to the opening session of the Delegate Assembly and General Council.

## **10.00 DELEGATE ASSEMBLY**

### **10.01 Delegate Assembly**

The President with concurrence of the Board of Directors shall determine the date, time and place of a Delegate Assembly.

### **10.02 Delegates**

Delegates and alternates shall be active members in good standing prior to being seated as delegates to the Delegate Assembly. Delegates shall have the right to vote on all matters coming before the Delegate Assembly.

### **10.03 Duties of Chapter Delegates (CSR Bd. 2/28/19)**

Chapter delegates are required to attend:

- (a) Regular and special meetings of the Delegate Assembly and General Council;
- (b) Meetings of the delegates of the Corporation;
- (c) All Chapter meetings unless excused; and
- (d) Board of Directors meetings when assigned by the chapter president.

Failure to attend the above, except when excused, is grounds for removal from office. The Chapter President shall recommend removal to the Corporate President who shall take action with confirmation by the Board of Directors either by conference call or at the next regularly scheduled meeting of the Board.

### **10.04 Duties of Chapter Alternate Delegates (CSR Bd. 2/28/19)**

Chapter alternate delegates fill delegate vacancies in the order of votes received. Chapter alternate delegates are encouraged to attend:

- (a) All chapter or subchapter meetings;
- (b) Meetings of the delegates of the Corporation; and
- (c) Regular and special meetings of the Delegate Assembly and General Council.

### **10.05 Orientation of Delegates (CSR Bd. 2/28/19)**

Prior to the Delegate Assembly, an orientation of delegates is encouraged in order to promote discussion and understanding of the proposed resolutions, rules and procedures. Each District Director shall communicate with their respective Chapter Presidents to convey the pending business, times, locations and responsibilities of each chapter delegate. It is then the responsibility of each chapter president to relay this information to each respective chapter delegate.

### **10.06 Delegate Folder**

The delegate folder shall be sent no later than 30 days prior to the opening session of the Delegate Assembly and shall include at least the following **(CSR Bd 2/23/17)**:

- (a) a current copy of the Bylaws and Governing Rules;
- (b) a section describing the action on all resolutions not rejected by the previous Delegate Assembly;
- (c) a section reporting on the status of significant legislation before the legislature;
- (d) a section containing the report of the Chief Financial Officer/Secretary including a copy of the proposed budget in resolution format and a current financial statement; **(CSR Bd 2/23/17)**
- (e) a section containing a list of all members of the Delegate Assembly;
- (f) a section containing reports of the standing committees; **(CSR Bd 6/27/17)**
- (g) a section containing resolutions before the Delegate Assembly;
- (h) a section containing rules from the preceding Delegate Assembly;
- (i) an agenda for the Delegate Assembly;

- (j) a copy of the Delegate Oath of Office: "As a delegate to the California State Retirees Delegate Assembly, I do solemnly affirm that I will faithfully discharge the duties as a Delegate Assembly delegate, the office to which I have been elected, the Rules of Delegate Assembly and the Bylaws and Governing Rules of the California State Retirees."
- (k) Reports of the officers.

## **10.07 Resolutions**

All matters presented to the Delegate Assembly for action shall be submitted in the form of resolutions. A resolution consists of whereas and resolved clauses. Whereas clauses state the need for action and resolved clauses state the action requested.

### (a) Drafting of Resolutions

A resolution begins with an idea addressing an issue that a person feels needs to be improved, amended, replaced or rescinded. A resolution can be submitted by: 1. the Board of Directors; 2. any delegate; 3. any delegate-elect; 4. a standing committee; 5. any chapter.

A resolution is written in two parts. The first part states the reason for the resolution, pointing out selected facts concerning the issue. Each reason or fact is a short, separate paragraph which begins with "WHEREAS," is consecutively numbered, and must be a complete statement. Any number of WHEREAS clauses can be presented to support the reasons for the proposal.

The second part of a resolution simply states what action should be taken to achieve the desired result. Again, there can be any number of actions intended in separate statements called "RESOLVED" paragraphs, consecutively lettered. All requested actions must be related to the particular issue.

Requirements for preparation of RESOLVED clauses are:

- (1) must be complete statements (sentences) which stand on their own merits;
- (2) must clearly state the intent of the author;



(3) must identify the section of the Bylaws which is affected, if any; and

(4) must clearly reflect the subject matter.

(b) Responsibility of Proponent

The primary responsibility for ensuring that a resolution intended for submission to the Delegate Assembly is in proper form rests with the proponent.

(c) Format of Resolution

Resolutions submitted to the Delegate Assembly must set forth the subject, the name of the proponent, including chapter number if it is submitted by an individual, and a reference to the appropriate section of the Bylaws, if ascertainable by the proponent, in the following form at the beginning of the resolution:

SUBJECT:

SUBMITTED BY:

REFERENCE:

WHEREAS, (1), now therefore be it RESOLVED, (a)

Principal Proponent \_\_\_\_\_  
(individual, chapter, etc.)

Resolutions submitted by 10 or more active members of the Corporation or signed by 5 or more delegates or delegates-elect of the Delegate Assembly shall indicate the principal proponent in the above form.

Amendments to the Bylaws shall be in a form which indicates proposed deletions to existing language in strikeout type and proposed additions to existing language in underline type. If a proposed amendment is to delete an entire section, a statement to that effect is all that is necessary.

The resolution must contain an estimate of probable cost to the Corporation in the following form:

ESTIMATED CORPORATION COST:

(d) Processing of Resolutions

All resolutions received in the Corporate office no later than 60 days prior to the convening of a Delegate Assembly shall be forwarded to the members of the Resolution Screening Committee. The Committees shall meet within 10 days after the last day for submission of resolutions. **(CSR Bd 6/27/17)**

Resolutions may be proposed by 10 or more delegates and delivered to the Corporate office before 12 noon of the 30th day preceding the convening of the Delegate Assembly.

Any resolution submitted by email shall be accompanied by a scanned copy of the signatures of the proponents of the resolution.

Upon receipt of the resolutions, the members of the Resolutions Screening Committee shall review them for the immediate purpose of offering guidance to the proponent of a resolution that has inadequacies. The proponent is to be informed as to what changes or corrections need to be made in order to eliminate the inadequacies. Corporate office shall be notified as soon as possible in order for them to notify the proponent so that the resolution can be corrected and put in proper form. Any resolution so changed or corrected must be submitted prior to the final deadline for submission of resolutions.

(e) Personal References

The Corporation will not publish resolutions to be heard at the Delegate Assembly which names any individual person or alludes to any Corporation member in language that may be deleterious to that person's character and/or reputation. Such resolutions shall be referred by the president to the Board of Directors.

(f) Suspended Resolution

The Board of Directors may, for substantial cause, suspend enforcement of a Delegate Assembly resolution by a two-thirds

vote. The Board of Directors must immediately initiate a resolution to the Delegate Assembly delegates to rescind or amend the suspended resolution (to be considered either between sessions or in the next succeeding session). Failure of the Delegate Assembly to rescind or amend the suspended resolution lifts the suspension and restores the suspended resolution to its original form, requiring immediate implementation.

(g) Conflicts Between Resolutions

In interpreting the action of the Delegate Assembly where a conflict exists between two or more resolutions:

- (1) The most recently adopted resolution shall govern when the conflicting resolutions were adopted at different Delegate Assemblies;
- (2) The Board of Directors shall resolve the conflicts between resolutions adopted at the same Delegate Assembly by taking into consideration the overall actions of the Delegate Assembly in order to determine its intent with respect to any individual resolution; and
- (3) If the Board of Directors cannot determine the intent of the Delegate Assembly, it may submit conflicting resolutions to the delegates to resolve the conflict.
  - a. The Board of Directors shall prepare a ballot with instructions for delegates to vote for the resolution they prefer. A majority vote of returned ballots shall resolve the conflict.

**10.08 Committees of the Delegate Assembly (CSR Bd 6/30/16)**

The President may augment any of the following committees when they are hearing proposed resolutions prior to the opening sessions of the Delegate Assembly.

(a) Subject Committees

Bylaws  
Finance  
Health Benefits

Subject committees having resolutions shall meet one day prior to the opening of the Delegate Assembly for resolution hearings.

(b) Procedural Committees

Credentials

Rules

Sergeant-at-arms

Resolution Screening Committee (**CSR Bd 6/27/17**)

Election Tellers Committee

### **10.09 Order of Business**

The first order of business for the Delegate Assembly shall be the business of the Corporation. Any activities not related to the business of the Corporation shall be held after the business meeting of the Delegate Assembly.

### **10.10 Rules of the Delegate Assembly**

It is the prerogative of each Delegate Assembly to adopt the rules to govern its own session of the Delegate Assembly. The rules as adopted at the last previous Delegate Assembly shall remain in effect until new rules are adopted and shall be printed herein so that they are available for study on a continuous basis.

- (a) Only members of the Delegate Assembly (hereafter referred to as members), those persons having official assembly duties and other persons authorized by the President, shall be permitted on the Delegate Assembly floor.
- (b) Members must be present at all sessions of the Delegate Assembly meetings unless excused by the presiding officer of that meeting. Members must be seated at their designated table and report to the sergeant-at-arms when leaving the Delegate Assembly floor. Any delegate vacancy during general session should be filled immediately following a negative roll call or after an unexcused absence of one hour, provided the next ranked alternate is available.
- (c) Certification by the Credentials Committee as to attendance of members at each session shall constitute the roll call.
- (d) A quorum at the Delegate Assembly is present if a majority of the authorized delegates are present. Unless the context clearly

requires a different interpretation, a "vote of the Delegate Assembly," or similar phrase, means the will of the assembly declared by voice or other means by those members of the Delegate Assembly in attendance and voting, a quorum being present. A two-thirds vote is a decision by two-thirds of those members of the Delegate Assembly in attendance and voting.  
**(CSR DA 10/23/18)**

- (e) The Chief Financial Officer/Secretary shall make a motion to adopt the order of business.
- (f) Floor debate will be allowed on all matters except appeals to the Delegate Assembly or where precluded by other rights contained herein.
- (g) Three minutes to speak upon the matter currently before the Delegate Assembly will be allowed each member. No member may be allowed to speak more than twice on a matter currently before the Delegate Assembly and will not be allowed to speak a second time until all other members who have so requested have had an opportunity to speak. Two minutes shall be allotted for the second speech.
  - (1) Only one point of information and one point of order will be recognized during a delegate's presentation on the floor of the Delegate Assembly. All such further requests for point of information and/or order will be deferred to the end of the delegate's presentation.
  - (2) A request for a point of information must be in the form of a question. Any affirmative statement by a delegate so recognized will be ruled out of order by the chair and he/she will request the delegate on the pending question to continue his/her presentation. If, in the presiding officer's judgment, a delegate has intentionally misused a point of information, the presiding officer may deem the delegate as having spoken to the question and shall not recognize the delegate further until all other delegates wishing to speak to the question have done so.

(h) Resolutions

- (1) A Delegate Assembly Resolutions Screening Committee shall consider all resolutions referred to it. **(CSR Bd 6/27/17)**
- (2) Resolutions may be considered as is or amended by the committee.
- (3) Committee reports shall be in writing and include recommendations for:
  - a. adoption in-original form;
  - b. adoption in amended form;
  - c. adoption as consolidated with one or more resolutions;
  - d. referral to the Board of Directors for study and appropriate action;
  - e. referral to the Board of Directors for study and report to the next Delegate Assembly;
  - f. referral to the president for appropriate action;
  - g. rejection with reasons; and
  - h. rejection in amended form, with reasons.
- (4) When a committee has recommended an amendment to a resolved clause, the entire resolved clause as amended shall be presented to the Delegate Assembly in writing before action is taken on the resolution.
- (5) Before any vote is taken by the delegates on any committee report that proposes to amend the Bylaws, the report shall be referred to the Bylaws Committee to determine if any conflict exists.

- (i) When called upon by the presiding officer, the chairperson of the Resolution Screening Committee shall report the recommendations of the committee to the Delegate Assembly; such recommendations constituting a motion. **(CSR Bd 6/27/17)**
- (j) If a motion for adoption is not adopted by the Delegate Assembly, the resolution is rejected.
  - (1) If a motion to reject is not adopted by the Delegate Assembly, the resolution continues as a subject before the assembly and must be disposed of by subsequent action of the Delegate Assembly.
  - (2) If a motion to amend and adopt is not adopted, then a motion to consider the resolution in its original form is in order, 50 seconds are required and a majority vote.
  - (3) If a motion to refer is not adopted by the Delegate Assembly, the resolution continues as a subject before the assembly and must be disposed of by subsequent action of the Delegate Assembly.
- (k) Separate action is not required on resolutions which have been consolidated with other resolutions. However, upon proper motion and 50 seconds and a majority vote, the resolution may be withdrawn and considered separately.
- (l) A motion to accept the committee recommendations in Toto is in order if the written committee recommendations have been distributed to the members at least one hour prior to the committee's report except as contained in the rule below.
  - (1) Committee recommendations which would amend the Bylaws and Finance Committee Resolutions shall require separate action by the Delegate Assembly.
- (m) The final report of the Delegate Assembly actions on committee recommendations shall be in written form and must show only the amended resolved clause(s) and the action taken.

(n) Motions

- (1) Only one amendment and one amendment to the amendment may be pending concurrently.
- (2) A substitute motion is not in order.
- (3) A motion to table is not in order.
- (4) A motion to reconsider and enter on the minutes is not in order at any time.
- (5) A motion to reconsider may only be made by a member who voted on the prevailing side; it requires a second; is debatable; and requires a two-thirds vote, except for a motion to reconsider the Corporation budget, which shall require a majority vote. If the motion prevails, the motion which resulted in the action which has been reconsidered is restored to the floor. A motion to reconsider would be to reconsider the action taken on the resolution. The resolution comes back exactly as it was when it was previously acted upon. It is then open for amendment, adoption or rejection.
- (6) A motion to rescind is amendable, debatable and requires a two-thirds vote.
- (7) A member who makes a motion must rise only for that purpose and will be given the first opportunity to speak on the motion.
- (8) A motion for the previous question may be made only by a member who rises solely for this purpose. The motion must be seconded by 50 members. It is not amendable; it is not debatable. It requires a two-thirds vote. The chair shall not accept a motion to end debate until a minimum of three (3) "pro" and three (3) "con" arguments have been heard or all Delegates wishing to speak have done so, whichever is less.

(o) Voting

- (1) Delegate Assembly actions on motions shall be by show of hands, voice, standing vote, voting cards or standing



counted vote only. The presiding officer may call for any of these actions at his/her discretion. **(CSR DA 10/23/18)**

- (2) A motion for a standing vote to be visually determined by the presiding officer requires one second.
    - a. A motion for a standing counted vote must be seconded by 50 members or more and requires a majority vote.
  - (3) A motion for a standing vote or standing counted vote must be made before another motion is put forth by the presiding officer.
  - (4) On a standing counted vote the presiding officer shall direct the sergeant-at-arms to instruct all members who are away from the Delegate Assembly floor to return for the vote.
  - (5) At the discretion of the presiding officer, a motion before the Delegate Assembly may be set aside until all delegates have been given an opportunity to return to the floor.
- (p) A motion to suspend a rule is in order on all matters before the house except those involving an amendment to the Bylaws, provided the maker states the purpose for which the suspension is requested. The motion must be seconded; is not amendable; is debatable only to the question of the suspension and not to the merits of the question to be considered under the suspension; and requires a three-fourths vote.
- (q) Challenge to Decision of Chair
- A challenge to the decision of the chair is in order; requires a second of 50 members; is debatable and requires a majority vote.
- (r) Appeal to Delegate Assembly
- (1) The appeal must be presented in writing to the president within 15 days of notification of the board action.

- (2) The presiding officer shall appoint an ad hoc committee to hear a valid appeal and make written recommendations to the Delegate Assembly.
- (3) The written report of the committee shall include:
  - a. a statement of the appeal;
  - b. its findings; and
  - c. its recommendation.
- (4) A vote on the appeal shall not be held until the written committee report has been furnished to the members for at least one hour.
- (s) No material may be placed at the delegate tables without the permission of the presiding officer. With the exception of permissible material which can be placed at each delegate table location, all material including posters, banners and other forms of displayed material is not allowed in the arena area or in any location where it could be observed by delegates while they are in session.
- (t) No material may be placed at the delegate tables which names any individual person or alludes to any Corporation member in language that may be deleterious or derogatory to a person's character and reputation. Questionable material shall be referred to the Rules Committee, whose decision is final. At the direction of the presiding officer, questionable material shall be confiscated by the sergeant-at-arms until a determination is made by the Rules Committee.
- (u) The Bylaws, these rules and Roberts Rules of Order, latest edition, in order of priority stated, constitute the rules of the Delegate Assembly.
- (v) Smoking, vaping and alcoholic beverages shall be prohibited on the floor of the Delegate Assembly. **(CSR DA 10/23/18)**
- (w) Decorum shall be maintained on the floor of the Delegate Assembly. To avoid disruption the presiding officer may take appropriate action up to and including removal of a delegate from the floor by the sergeant-at-arms.

## **11.00 COMMITTEES**

### **11.01 Appointment**

The President, with the concurrence of the Board of Directors, shall appoint chairs and members of all committees who shall make recommendations to and serve subject to the authority of the Board.

Excluding the PAC Committee, there shall be no fewer than 5 members on each standing committee including the chair. A concerted effort must be put forth to obtain qualified representation from all districts. A member may not serve on more than one Committee, excluding Investment Committee and *ADHOC* Committees. Committee members should not be District Directors. The President shall consult with the District Directors for recommendations of qualified members for appointment. **(CSR Bd. 10/27/16; 2/28/19)**

The Committee shall designate a "Recorder" at each meeting in the event CSR staff is unable to record minutes of the meeting.

### **11.02 Standing Committees (CSR Bd. 10/27/16)**

Such committees may include, but are not limited to:

- (a) Finance
- (b) Health Benefits
- (c) Bylaws and Governing Rules
- (d) California State Retirees PAC
- (e) Membership

### **11.03 Participation in Coalition**

The President shall appoint Corporation members as necessary to represent the Corporation on various coalitions.

### **11.04 Ad Hoc Committees**

The Board of Directors may establish Ad Hoc Committees, as needed.

## **12.00 COMMITTEE ORGANIZATION AND RESPONSIBILITY**

The standing committees of the corporation serve an ongoing, continuous function and operate to advise the Board of Directors. Each committee shall include an ex-officio liaison from the Board and is accountable to the Board through regular reporting. The agenda, minutes and backup material for each committee shall be held by the corporation. **(CSR Bd 2/28/19)**

### **12.01 Finance Committee**

The Committee works in conjunction with the Chief Financial Officer (CFO), who has the responsibility to advise the Board on all matters relating to the expenditure of Corporation funds. **(CSR Bd 10/26/17)**

Responsibilities are as follows when directed by the CFO or BOD: **(Bd 11/1/23)**

- (a) Advise the Board on all matters related to the ability of the Corporation to fund programs and objectives i.e.:
  - (1) Dues adjustments
  - (2) Deferment of specific programs and objectives **(Bd 11/1/23)**
- (b) Review all Association policy changes; or new policy, which requires change of the budget of the Corporation;
- (c) Review and make recommendation on any matters which monetarily or administratively affect the operating budget of the Corporation; **(Bd 11/1/23)**
- (d) Review reports on the financial status of the Corporation and make recommendations for adjustments to the Board; **(CSR Bd 10/26/17)**
- (e) When directed by the President or CFO and utilizing standardized training material, be available to assist chapters regarding record keeping and filing requirements to ensure uniformity and completeness of information. **(Bd 11/1/23)**
- (f) Review Grant Requests for completeness and financial need, working with Chapters current budgeted line items. Finalized Grant Requests will then be submitted to CFO. **(Bd 11/1/23)**

## **12.02 Health Benefits Committee**

The Committee shall be responsible for advising the Board of Directors on all matters relating to health benefits, long-term care, death benefit, vision care and dental coverage and to make recommendations to the Board.

The Committee shall:

- (a) Hold committee meetings in conjunction with California State Retiree Board meetings to review overall health, death, dental, vision and long-term care programs. Members shall have the opportunity to discuss health benefit plan problems and experiences;
- (b) Review health programs offered to retirees by CalPERS, CALHR or the Association and make recommendations to the Board of suggested changes or additions;
- (c) Review state and federal regulations and laws regarding health care and make recommendations to the Board when necessary;
- (d) Work in cooperation with other affiliates, CalPERS and other organizations regarding health benefits and issues;
- (e) Work in coordination, as appropriate, with other committees or consultants to review legislation that relates to retiree health benefits and recommend to the Board when necessary positions of support, sponsor, watch, oppose or stay neutral; **(CSR Bd 2/28/19)**
- (f) Review all actions of the Corporation dealing with health benefits and how these activities impact retirees; **(CSR Bd 2/28/19)**
- (g) Have a representative presence at the CalPERS Constituent, Health Committee and Board meetings. In addition, with approval from the President, Committee members may attend legislative and community meetings where state retiree health benefits are presented; **(CSR Bd 2/28/19)**
- (h) The committee should be supplied with necessary publications and information to perform their duties and responsibilities.

**12.03 Membership Committee (CSR Bd 2/28/19)**

The committee has the responsibility for advice and guidance to chapters on recruitment and retention of members.

The committee shall:

- (a) Meet at least three times a year to review membership strategies, data trends and results;
- (b) Directly assist the chapters with membership and retention campaigns with guidance from the Board; **(CSR Bd 2/28/19)**
- (c) With guidance from the Board, assist in the training provided to chapters; **(CSR Bd 2/25/16; Bd 2/28/19)**

**12.04 Bylaws and Governing Rules Committee**

The Committee shall serve the Board of Directors and shall be responsible for reviewing and recommending action on the Bylaws and Governing Rules of the Corporation. It shall also be responsible for protecting the integrity of the Corporation on all matters relating to the governing principles of the Corporation.

The committee shall:

- (a) Independently review all decisions made by the Corporation Board of Directors as they pertain to the Bylaws and the Governing Rules; **(CSR Bd 6/30/16; 2/28/19)**
- (b) Upon referral by the Board of Directors or at the request of the President, interpret unclear or ambiguous portions of the Bylaws or the Governing Rules of the Corporation along with any interpretations, and make recommendations as appropriate;
- (c) Continually review the Corporation Bylaws and Governing Rules to ensure internal consistency, proper form, correct citations and to eliminate obsolete content;
- (d) Recommend amendments to the Bylaws and Governing Rules based upon its independent review of the Bylaws and Governing Rules;

- (e) Review all actions of the Board of Directors that amend the Governing Rules that have not previously been considered by the Committee.

## **13.00 MEETINGS**

### **13.01 Responsibility of President**

All the meetings of the Board of Directors are the responsibility of and shall be called at the direction of the President.

### **13.02 Guidelines for Corporation Meetings**

Meetings of the Corporation Board of Directors may be scheduled at least three times each year and the sessions be held to no more than three days in length. (CSR Bd 11/30/21)

#### **(a) Meeting Locations**

Meetings shall be scheduled in one of the following locations:

- (1) Sacramento Area
- (2) Bay Area
- (3) Greater Los Angeles Area
- (4) San Diego Area

#### **(b) Accessibility**

The hotel should:

- (1) Be near a major airport used by major airlines to avoid necessity of transferring to a small shuttle plane;
- (2) Be off of a main freeway and possibly have a free hotel shuttle service;
- (3) Be handicap accessible; and
- (4) Have sleeping rooms and meeting rooms, if possible, in the same building.



(c) Restaurant Service

There should be a full service restaurant for breakfast, lunch and dinner within the hotel, with the availability of an offsite restaurant within a block or two of the hotel.

Before accepting a location not previously used, the President, nearest Director or Chapter President in that area should visit the hotel to confirm that it meets all of the criteria for meetings of the Corporation.

**13.03 Conference Call/Virtual Meetings**

In a situation determined by the President to be an emergency, the Board of Directors may meet by telephone conference or similar communications equipment. Action by telephonic/virtual meetings shall meet the requirements set forth in applicable law and must be reported at the next regularly scheduled meeting. **(CSR Bd 9/14/22)**

**13.04 Open Meetings**

Meetings and workshops of the Board of Directors are open to all members of the CSR, spouses and guests with the exception of Executive Sessions.

**13.05 Interpreters for the Hearing Impaired Authorized**

Interpreters for the hearing impaired may be authorized for Board of Director meetings when such request is made to Corporate office at least 10 days in advance of the meeting. Interpreters for the hearing impaired may be authorized for chapter meetings when such request is made to the chapter president at least 10 days in advance of the meeting.

**13.06 Executive Sessions**

An executive session shall include members of the Board of Directors and such other constituent persons as may be designated by the President. Executive sessions, when held as part of a regular meeting, should be held prior to the time and place of the scheduled meeting or at the close of routine business on the last day of the regular meeting, or scheduled for an announced time certain.

### **13.07 Notice**

Except in urgent situations, notice shall be given to the members as follows:

(a) Board of Directors Meetings

- (1) Meeting Notice – A copy of the meeting notice including location, date, start and end times shall be posted on the Corporation website and emailed (mailed to those without email) to the Board of Directors 60 calendar days prior to the Board of Directors meeting.
- (2) Agenda – A copy of the agenda shall be posted on the Corporation website and mailed to the Board of Directors 21 calendar days prior to the Board of Directors meeting.

(b) Committee and other Statewide Meetings

- (1) Meeting Notice – A copy of the meeting notice including location, date, start and end times shall be posted on the Corporation website and emailed (mailed to those without email) to the Committee members 60 calendar days prior to the Committee meeting.
- (2) Agenda – A copy of the agenda shall be posted on the Corporation website and emailed (mailed to those without email) to Committee members at least 14 calendar days prior to the Board of Directors meeting.
- (3) All agendas shall include a statement that says “This meeting may be recorded”.

### **13.08 Notice in Urgent Situations**

In urgent situations, notice shall be given to the members of the Board of Directors by personal notification or by any electronic means at the earliest known date. **(CSR Bd 10/27/16)**

### **13.09 Agenda Backup Material**

A Board member initiating an agenda item shall include related backup material. Assigned Corporate staff may be requested to assist Board members to prepare agenda items.

**13.10 Summary of Motions and Minutes**

Any exception to Summary of Motions/Minutes procedures must be approved by the President of the Corporation. Urgent situations will change the timeframe for all deadlines.

Any member may, upon written request, receive a copy of the minutes of previous Board of Directors and/or Corporation Committee meetings.

(a) Board of Directors Meetings

(1) Summary of Motions

- a. Rough Draft - A rough draft of the summary of all motions (Summary of Motions) considered at the Board of Directors meetings shall be sent to the Administration of the Corporation within 15 working days following the meeting.
- b. Final Draft - A final draft of the summary of all motions (Summary of Motions) considered at the Board of Directors meetings shall be posted to the Corporation website and mailed to members of the Board of Directors, Committee Members, Chapter Presidents and Chapter Officers within 20 working days following the meeting.

(2) Minutes

- a. Rough Draft – A rough draft of the minutes of Board of Directors meetings, sufficiently comprehensive to justify recommendations to the Board of Directors shall be sent to the Administration of the Corporation within 30 working days following the meeting.
- b. Final Draft – The final draft of the minutes of Board of Directors meetings, sufficiently comprehensive to justify recommendations to the Board of Directors shall be posted to the Corporation website and mailed to members of the Board of Directors, Committee Members, Chapter Presidents and Chapter Officers within 45 working days following the meeting.

The minutes shall reflect the maker and second of all motions.

(b) Committee and Other Statewide Meetings

(1) Minutes

- a. Rough Draft – A rough draft of the minutes of Corporation Committee meetings shall be sent to the Committee Chair within 15 working days following the meeting. The Committee Chair will proof the minutes and return any changes to Headquarters within 20 working days following the meeting.
- b. Final Draft - The final draft of the minutes of Corporation Committee meetings shall be posted to the Corporation website and emailed (mailed to members without email) to the Board of Directors, Committee Members, Chapter Presidents and Chapter Officers within 30 working days following the meeting.

**13.11 Unfinished Agenda Items**

All matters appearing on an agenda that are not disposed of shall appear on the agenda of the next meeting as unfinished business.

**13.12 Smoking Not Permitted**

Smoking is not permitted at any Corporate or Chapter meeting.

**13.13 Recording of Meetings**

Proceedings of California State Retirees meetings may not be recorded by audio or visual devices without the express consent of the presiding officer.

**13.14 Parliamentary Authority**

The Corporate Bylaws and Governing Rules and Roberts Rules of Order, latest edition, in order of priority stated shall govern the procedure at Board meetings.

### **13.15 Quorum**

Seven (7) Board members shall constitute a quorum at Board meetings or Executive Session. No business requiring a vote shall be conducted unless a quorum is present. **(CSR Bd 6/30/16)**

### **13.16 Required Voting**

Voting on amendments to the Governing Rules requires a simple majority voice votes. Board members may request roll call vote.

### **13.17 Order of Business**

The order of business at all meetings of the Board of Directors shall be substantially as follows:

- (a) Call to order;
- (b) Salute to Flag;
- (c) Roll call;
- (d) Introduction and Agenda Changes, Corrections and/or Unscheduled Items;
- (e) Approval of Minutes of the Previous Meeting;
- (f) President's Report;
- (g) Board Member Reports;
- (h) Chief Financial Officer/Secretary's Report;
- (i) Corporate Office Report;
- (j) Committee Reports, including any motions requiring Board action; **(CSR Bd 6/30/16)**
- (k) CalPERS Board of Administration Update;
- (l) Guest Speaker;
- (m) What's on Your Mind;
- (n) Unfinished Business;
- (o) New Business;
  - (1) Motions from Presidents Forum
- (p) Unscheduled Items.

### **13.18 Proxy Voting**

Proxy voting shall not be permitted.

## **14.00 TRAVEL AND EXPENSE CLAIMS**

The Board of Directors shall have the authority to set the reimbursement rates as appropriate.

### **14.01 General**

The expense claim form must be complete indicating the date, location, hour of departure, return time and purpose of expenditures, in addition to the following:

- (a) Expense claims must be submitted no later than 30 days following the date the expenses were incurred. **(CSR Bd 2/27/20)**
- (b) Any expense paid by another claimant shall be noted on the expense claim.
- (c) Each claimant must sign the certification statement at the right of the claim form.
- (d) Expense claims which are not accompanied by the required receipts, authorization and details will not be paid.
- (e) The most economical use of Corporate funds, consistent with the convenience of the claimant and the schedule of the meeting, shall control.
- (f) Only members of the Board of Directors may claim all reasonable and necessary out-of-pocket expenses for their spouses, significant others or domestic partners (in the same amount outlined for Corporate members in the Governing Rules) when attending meetings in an official capacity.
- (g) With approval of the President, any elected officer of the Corporation or delegates may be reimbursed for travel, lodging and meal expenses incurred for personal care services when on authorized Corporate business at the same per diem as the member. The President shall require medical verification of the need for personal care services prior to granting approval. The President shall also require, prior to granting approval, a written waiver of liability for the Corporation which shall be executed by both the member and the person(s) providing personal care services.

## **14.02 Lodging**

- (a) The regular allowance shall not exceed the current range of negotiated rates plus taxes per night or the negotiated rate. Only actual expense within the above limits is reimbursed, and receipts are required.
- (b) Members traveling by RV shall be reimbursed for expenses actually incurred up to \$30.00 in parking their vehicle. Receipts are required. This section does not apply if the member chooses to occupy a hotel room.
- (c) A maximum of \$15.00 may be claimed for incidental expenses incurred during any 24-hour period involving a lodging claim.

## **14.03 Meals**

- (a) Meal expense may be allowed up to \$85.00 per day. Individual meal limitations are: breakfast \$25.00; lunch \$25.00; dinner \$35.00. **(CSR Bd 6/30/16; CSR Bd 7/21; CSR Bd 2/1/23)**
- (b) Meals cannot be claimed if full meals are provided by the meeting facility or by the Corporation or any entity thereof.
- (c) If meals are claimed for more than one person, show the number of meals claimed and list of persons for whom meals are purchased (use comment space at bottom of claim). Total amount cannot exceed expenses as shown in (a) multiplied by number of persons claimed.

## **14.04 Transportation**

- (a) Indicate the mode of transportation and cost. Common carrier (plane, bus, etc.) is the authorized method of transportation and a receipt is required. Private automobiles or rented aircraft may be authorized if a common carrier is not available, is more costly or would be unreasonably inconvenient. Any transportation not in conformity with this section must have prior authorization of the President or Chapter President, if travel expense is paid by the chapter, prior to travel.
- (b) Private automobile is authorized. Indicate the number of miles traveled (in the comment space at bottom of claim) and use the Corporate allowance of federal mileage reimbursement rate, or

as otherwise authorized by the Board of Directors. If travel is made in another claimant's automobile, travel expenses will be allowed for only one claimant.

- (c) If private automobile is used and travel time is greater than common carrier necessitating lodging and additional meals there must be extenuating circumstances and prior approval is required by the President or Chapter President, if the travel expense is paid by the chapter.
- (d) Transportation receipts, when applicable, must be submitted with claim.

#### **14.05 Miscellaneous**

- (a) Taxi fares are authorized only when no other transportation is practical or available, or when the fare for two or more riders is not more than the common carrier fare. Exceptions may be made by the President for unusual or extenuating circumstances.
- (b) Long distance telephone charges must identify the date and number called and verified by a copy of your monthly telephone bill.
- (c) Parking expenses are reimbursed, but amounts in excess of \$10.00 per day require receipts.
- (d) Bridge tolls are reimbursed, and no receipts are required.
- (e) Other actual and necessary expenses of an unusual nature, upon prior approval of the President, may be reimbursed when appropriately recorded and adequately explained.
- (f) Chapters may offer stipends to their officers but shall not exceed \$599.00 per calendar year.
- (g) A member of the Board of Directors travel expense advance must be approved by the President or CFO/Secretary if the advance is requested by the Corporate President. The request must be made at least three weeks in advance of the event and the expense claim must be filed within two weeks after the expenses occur.



#### **14.06 Out of State Travel**

Reimbursement for any out of state travel expenses incurred by Board members, committee chairs, members of committees or delegates requires prior approval of the President. **(CSR Bd 9/14/22)**

#### **14.07 Extraordinary Expenses**

In unusual circumstances, when a chapter member is conducting official business of the chapter, the Chapter President may authorize expenses in excess of that authorized by the Corporation Rules. This request for expenses in excess of those authorized in these Rules must set forth in detail the unusual circumstances justifying the approval of the excess expenses. The payment of excess expenses by the Chapter requires prior approval of the Corporation President.

**15.00 RECALL OF ELECTED BOARD MEMBERS AND CHAPTER OFFICERS**

**15.01 Procedures**

Elected Board members and chapter officers may be recalled by the following procedure:

(a) Notice of Intent to Recall

Before recall proponents may obtain signatures on a petition, they must send notice of intent to recall to the elected Board member or chapter officer being recalled. Within fourteen (14) days after the notice is postmarked, the elected Board member or chapter officer may respond in writing to the proponents. The reasons for the recall and the response shall be limited to 200 words each.

(b) Petition for Recall

The members of a district when the recall is for an elected Board member or members of a chapter may petition the President or Executive Vice President, if the recall is for the President’s District, at the Corporate office to request a recall election for one of the elected Board members or for one of the elected chapter officers. A separate petition is required for the recall of each chapter officer. The petition shall be submitted by personal delivery or registered mail to Corporate office and must be signed by at least 30 percent of the members in the District if the recall is for an elected Board member, but no more than 10 percent may be from one chapter, or must be signed by at least 30 percent of the members of the chapter as of the date the petition is received at Corporate office.

(c) Content of Petition

The top portion of the petition shall contain the name of the elected Board member or the name and office of the chapter officer being recalled, a statement of the reasons for recall, and the response of the officer being recalled. If no response is made, the petition shall so indicate. The name of each signatory must be printed as well as signed.

(d) Validation of Petition

Within 30 days of receipt of the petition, signatures shall be validated at Corporate office. The date of the receipt of the petition shall be certified by the President or Executive Vice President.

(e) Recall Election Order

Immediately upon validation, the President or Executive Vice President shall order a recall election and assign a Board member to monitor the election process. The Board member shall be from the district in which the chapter is located. If the recall is for an elected Board member, the President or Executive Vice President shall appoint a Board member from another district to monitor the election process.

(f) Open Meeting

Within 45 days from the date the petition was received the Board member assigned shall schedule an open meeting. The meeting shall take place at a convenient location within the geographic jurisdiction of the District or the chapter and shall be for the sole purpose of explaining the recall procedure. When recall is for an elected Board member, more than one meeting may be held in more than one area of the district with prior approval of the President or Executive Vice President.

## **15.02 Notification of Recall Election**

Notice of the recall election including a description of the recall process, in which an elected Board member or chapters officer(s) are involved and the date, time and place of the open meeting shall be mailed by first class mail by Corporate office to all active members of the District or chapter at least 10 days prior to the meeting.

## **15.03 Balloting Process**

- (a) Not later than 50 days after receipt of a valid petition for recall of an elected Board member or of a chapter officer, balloting for recall shall follow the appropriate election

procedures of the Governing Rules except for a restatement of dates as appropriate for each step of the election process.

- (b) Recall ballots must be received in Corporate office no later than 64 days after receipt of a valid recall petition.
- (c) Recall ballots shall be counted no later than five days after the deadline for receipt of ballots. The Board member assigned shall supervise the counting of the ballots and certify the results.

#### **15.04 Vote**

A vote of two-thirds of valid ballots cast, provided at least 25% of the electorate cast ballots, shall be required to recall an elected Board member or a chapter officer.

#### **15.05 Notification of Recall Election Results**

The Board member assigned shall transmit, by registered mail to the President or Executive Vice President, chapter officers and petition proponent(s) the result of the recall election.

#### **15.06 Filling of Vacancies**

Any vacancies created by a valid recall election of an elected Board member or chapter officers shall be filled in accordance with the Governing Rules.

## **16.00 DISCIPLINE (CSR Bd 2/25/16)**

### **Disciplinary Action**

Disciplinary actions are necessary to preserve the integrity of the Corporation.

### **16.01 Reason for Disciplinary Action**

Disciplinary action may be taken for any one of the following:

- (a) Gross neglect of duty by a member holding an elected or appointed office.
- (b) Intentional breach of confidence in matters designated confidential when said breach could harm the Corporation or a member of the Corporation.
- (c) Improper distribution or misuse of membership lists or other materials designed for use within the Chapter and/or Corporation.
- (d) Violation of the Bylaws and/or Governing Rules of the Corporation.

### **16.02 Suspension of a Member**

When in the opinion of the President, the actions of a member are such as to pose an immediate threat to the Corporation, the President may suspend the member until the prescribed procedure for institution of discipline is concluded. If written charges are not filed within 10 calendar days, the suspension is terminated.

### **16.03 Procedure for Institution of Discipline**

The procedure shall be as follows:

- (a) Institution of the action shall occur when a member, chapter or the Board, files specific charges in writing with the President, unless said charges are filed against the President in which case charges shall be filed with the Executive Vice President. The member, chapter members, or Board member filing the charges must agree to be present when action is

heard, to substantiate the charges and present facts supporting them.

- (b) The President, or the Executive Vice President, upon receipt of such written charges and agreement to be present, shall forward the "Hearing Request Form" to the charging member to be filled out and returned within 15 days. If the "Hearing Request Form" is not returned within 15 days, the charges will be considered withdrawn and the matter closed. Upon timely receipt of the completed form, the President, or the Executive Vice President, shall order a hearing to be held within 30 calendar days before a Hearing Panel. A participant to the dispute shall not be a member of the hearing body.
- (c) Prior to setting the matter for hearing, a Hearing Panel shall determine the validity of the charges. If valid, a hearing shall be held in a reasonable amount of time. The hearing shall be open unless a request for a closed meeting is made by the member so charged. The findings and recommendation of the Hearing Panel shall be confidential, unless released by the President, or Executive Vice President if the charges were against the President.
- (d) The individuals involved in the hearing shall be notified in writing by certified mail at least ten days prior to the hearing. Such notice shall include the date, time and place of the hearing and a list of the charges to be heard. New charges may not be introduced without an additional ten days' notice to the member so charged.
- (e) The Hearing Panel shall have authority to grant reasonable extensions and continuances not to exceed 90 days.
- (f) The parties to the hearing shall have the right to be represented, to introduce evidence supporting or refuting the charges and to cross-examine witnesses. Strict rules of evidence are not applicable.
- (g) A failure to appear in person in response to the notice of hearing by a member so charged may be deemed sufficient cause for the disciplinary action upon which the charges are made. A failure to appear in person by the charging party shall be deemed sufficient cause for the charges to be dismissed with prejudice.

- (h) The Hearing Panel shall file a report with the President, or the Executive Vice President if the charges are against the President, at the Corporate Office no later than 10 days after completion of the hearing. Such report shall include recommendation(s) for action.
- (i) The Board of Directors shall act on the report no later than its next regularly scheduled meeting. Disciplinary action requires a two-thirds vote of the Board. The Board must take action on the case by Board motion and shall include one of the following with supporting reasons:
  - (1) rejection of the charges;
  - (2) reprimand;
  - (3) suspension from office;
  - (4) removal from office;
  - (5) suspension of membership privileges;
  - (6) suspension of membership;
  - (7) dismissal from the Corporation.

#### **16.04 Appeal**

Decisions of the Board of Directors may be appealed to the Delegate Assembly.

## **17.00 California State Retirees PAC and Legislative Contact Committee**

The Political Action Committee (PAC) makes recommendations for two separate funding sources: one for issues and one for candidates supporting California State Retirees issues, herein referred to as the Candidate PAC and the Issues PAC.

- (a) The Political Action Committees' responsibilities in relation to the Candidate PAC is to advise the Board of Directors on political activities and to make recommendations on expenditure of political action funds and political endorsements. The President shall take recommendations from the District Directors and chair of the PAC Committee for appointments to the committee. **(CSR Bd 6/27/17)**

The committee members shall:

- (1) Assist the President with candidate interviews.
- (2) Attempt to find a constituent from the legislator's district to participate in candidate interviews.
- (3) Work with the District Director and chapter presidents to secure a legislative contact representative from each legislative district.
- (4) Make recommendations on political endorsements to the Board of Directors. **(CSR Bd 6/30/16)**

- (b) The Political Action Committees' responsibilities in relation to the Issues PAC is to raise funds and advise the Board of Directors on distribution of funds to support issues important to California State Retirees. The funds are also available in training members for activities related to education of elected officials and the general public. **(CSR Bd 6/27/17)**

The collected funds shall be used to:

- (1) Participate in sponsoring and supporting legislation that improves and protects the pensions and benefits of state retirees without take-a-ways.



- (2) Oppose legislation and propositions that are not in the best interest of our members.
- (3) Finance CSR Lobby Day.
- (4) Provide support for the District Director and chapter presidents to secure a legislative contact.
- (5) Support Chapter Representative from each legislative district.
- (6) Promote the actions above; however, expenditure of all such funds and endorsements are subject to approval by the CSR Board of Directors.

### **17.01 Meetings**

The committee shall meet at the call of the President. In order to be able to respond to emergency situations, the committee may meet by telephone or other electronic means.

### **17.02 Contributions**

#### (a) Political Event Disbursement Procedures

The following procedures shall be followed when requesting to use California State Retirees' PAC funds to attend a political event:

- (1) Contact the President to receive approval to attend the event.
- (2) If approved, send the political event notice to the California Retirees' Corporate Office, Attention Administrator, 3000 Advantage Way, Suite 100, Sacramento CA 95834. The notice shall include date of event, amount, name and address of payee, and ID#.

#### (b) Reporting to the Members

The CFO shall issue quarterly reports to the Board and chapter presidents on the activities and expenditures of the PAC, except that contributions to candidates shall only be

reported to the Board. The amount of contributions shall be determined by the Board in executive session.

(c) Funding

In addition to the amount budgeted to the PAC on a per PAC member basis, members shall be encouraged to make direct voluntary contributions to the PAC through CalPERS payroll deductions. **(CSR Bd 6/27/17)**

**17.03 Purpose of Legislative Program**

The purpose of this program is to effectively convey to members of the Legislature, the objectives and interests of the Corporation membership, and to foster grass roots legislative activity in support of the Corporation's legislative program. **(CSR Bd 6/27/17)**

**17.04 Selection of Legislative Contact Chair**

Each District Director will serve as District Legislative Contact Chair for the District which the Board member represents.

**17.05 Guidelines for Legislative Contact Chair**

The District Legislative Contact Chair shall:

- (a) Establish a list of counties in the District showing the chapters within the District;
- (b) Establish a list of chapters showing the counties within each chapter's geographical area;
- (c) Each chapter president should, in consultation with the District Legislative Contact Representative and a member of the PAC Committee, assign a chapter member to be in charge of legislative/political activities. The person selected should be willing to organize phone banks, organize letter writing and phone banking campaigns and perform other assignments deemed necessary. The person must be able to cooperate and coordinate legislative and political activities with other affiliate representatives; and **(CSR Bd 6/27/17)**

- (d) Contact each chapter president in the District for names of members who would be willing to call on the Legislators in that District.
  - (1) The persons selected to contact the legislators should also be willing to make phone calls, write letters, assist in the California Retirees PAC Program when requested and perform other assignments that may be necessary.

## **18.00 AMENDING THE GOVERNING RULES**

### **18.01 Method of Proposing Amendments**

Amendments to these rules shall be proposed in writing by any member, by any Board member, or by the recommendation of the Bylaws and Governing Rules Committee. A written copy of the proposed amendment(s) must be sent to the Board of Directors at least sixty (60) days prior to the date of the meeting at which it is to be heard. Member(s) requesting the amendment(s) shall be notified of the meeting date and will be given an opportunity to speak on the amendment(s), if present at that meeting, and shall be informed in writing within sixty (60) days of the action taken.

### **18.02 Required Vote**

Amendment of these rules shall require a simple majority voice vote. Board members may request roll call vote.

### **18.03 Corrections to Amendments**

Whenever a page of the Governing Rules is being retyped because of amendments to a Rule, staff is authorized to correct any typographical or grammatical error that appears on that page.

## **19.00 DEFINITIONS**

Unless the context clearly requires another meaning, all terms defined below and used in the Bylaws and the Governing Rules with a Capitalized initial shall have the meaning given as follows.

- (a) "Affiliate" means Division where appropriate.
- (b) "Alternate" means a person elected by a Chapter to replace a delegate.
- (c) "Association" means the California State Employees Association.
- (d) "Board" or "Board of Directors" means the Board of Directors established in the Bylaws.
- (e) "Chapter" means an organized group of members of the Corporation who hold a valid and unrevoked charter from the Corporation pursuant to the Bylaws.
- (f) "Charter" for the purposes of this section is an instrument issued by authority of the Board of Directors, under seal, signed by the President and Chief Financial Officer/Secretary authorizing the existence of a Chapter and specifying its geographic boundaries and its other rights, privileges and duties.
- (g) "Corporation" or Corporate means California State Retirees.
- (h) "CSEA" means the California State Employees' Association.
- (i) "CSEA Director" means the Director elected to represent the members of the Corporation on the CSEA board of directors, pursuant to the Bylaws.
- (j) "Delegate" means a person elected by the active members of a Chapter to exercise their voting rights in the Corporation, pursuant to the Bylaws.
- (k) "Delegate Assembly" means, as required by context, either an assembly of Delegates for the purpose of exercising the

voting power of the members, or the group of Delegates elected for such purpose.

- (l) "Director" means a member of the Board of Directors.
- (m) "District Board Member" means the person elected to the Board of Directors by the members in each of the seven districts.
- (n) "Elected Director" means the seven Board members elected from the seven districts and the Representative elected to the CSEA Board of Directors.
- (o) "Officer" means one of the four principal officers of the Corporation identified in the Bylaws.
- (p) "Rules" means the Governing Rules of the California State Retirees as amended from time to time.
- (q) "Stipend" means a predetermined amount of money that is periodically provided to offset expenses. Often provided to those who are ineligible to receive a regular salary in exchange for the duties they perform. **(CSR Bd 10/27/16)**
- (r) "Virtual meeting" means a meeting that is conducted via the internet rather than physically face to face with all the participants in the same virtual meeting room. **(CSR Bd 9/14/22)**