

## **Rationale for Proposed P&P Changes – May 2019**

Pursuant to P&P Section 98.01.000(B), the State Executive Board is providing the following information and rationale for the changes proposed at the May 2019 Quarterly Business Session.

**BACKGROUND:** The Executive Board has tasked its P&P/Resolutions Subcommittee with conducting a cover-to-cover review of the Policies & Procedures. The last comprehensive review was done nearly three years ago. Since then, we have had a change in Board leadership and have hired a new Executive Director, and want to make sure our policies make sense in light of our new, member-driven philosophy. Additionally, many ad hoc changes have been made since 2016, including eight that were made via Resolution at the 2018 ASEA Biennial Convention, and a review is needed to clarify and reconcile new policy with old..

The changes proposed in May 2019 represent the subcommittee's initial review, with a focus on the following priorities:

- Streamline P&Ps that most affect chapters and committees, to facilitate increased member participation and committee engagement;
- Free chapters and committees to act more quickly when engaging members and the community;
- Save money and resources, including reducing Executive Director and staff work on items that don't require substantive review or that fall outside their purview; and
- Clean-up and/or clarify issues that routinely confuse members and/or require unnecessary effort by staff.

The subcommittee is continuing its work over the summer, and will be bringing additional changes to the September State Executive Board meeting, including changes necessitated by the Janus vs AFSCME U.S. Supreme Court decision.

Finally, please note that the tracked changes are in red and blue, with strikeouts for language that will be deleted and underlines for language that will be added. The different colors of the ink are not significant; the changes were made at different times on different systems, so the software recorded them using two different colors.

### **OVERVIEW OF CHANGES**

1.02.000 (A) – Clarifies existing policy and practice

1.02.000 (B) – Changes the requirement that paperwork already on file with ASEA headquarters in Anchorage (HQ) be resubmitted in annual chapter reports. Currently, chapters must request steward lists from HQ – which are then submitted back to HQ with their financial reports. This change will eliminate extra work for staff and save money.

1.03.000 (G) – Changes the billing policy for copies made by chapters. The equipment automatically generates a job report, which can be utilized instead of manually noting each job on a copy log. Depending on the equipment location, some of our service contracts cost more; the color of ink also makes a difference (i.e., it may only cost .005/per-click for black & white copies in Anchorage, versus

\$0.65/per-click for color copies in Fairbanks). This change will allow us to bill accordingly, and ensure we are recovering actual costs at the state level. It will also reduce staff time spent calculating copy costs.

1.03.020 (A) – Clarifies existing practice; adds a written agreement to clarify responsibilities of those who post on social media, and the limitations on such posts. Staff is not currently monitoring every social media post, in deference to prioritizing more important work. The new policy adds a written agreement as an added layer of accountability, so that chapters and committee members are informed of the rules before they are given authority to post. We want to give chapters and committees more autonomy, while ensuring messages are consistent with ASEA’s objectives. The new policy gives a formal process to do this, allows us to follow AFSCME International’s recommendations (brought forth at various trainings) to maximize the use social media, and keeps the Executive Director/Board looped in without requiring micromanagement.

1.05.000 (D) – Allows chapters to move ahead on fundraising activities within specific parameters, without having to wait for Executive Director consent. Raffles have never been allowed due to state law. The advance notification requirement allows the Executive Director to be kept in the loop, and sufficient time to veto activities that might be legally problematic or require permitting.

2.00.000 – Retitled to clarify that this section does not apply to chapter committees, which are controlled under individual chapter bylaws, rules, and motions.

2.01.000 (A) – Clarifies that committees have a wider scope of purpose than the existing section implies, and brings written policy into line with existing practice. Further clarifies that not all committee activities require Executive Director or State E-Board action. Gives another avenue for submission of recommendations, reducing the need for the Executive Director to be personally involved in committee actions. Resolves a point of confusion for members, as approval for surveys and other similar committee actions (such as use of state email) is covered under other policies.

2.01.000 (B) – Allows another avenue for budget requests and reducing the need for the Executive Director to be personally involved in committee requests. Clarifies that while committee meeting costs are paid out of the committee’s budget, this is not necessarily the “primary” use of the budget.

2.01.000 (C) – Aligns committee fundraising rules with the proposed changes to chapter fundraising rules at 1.05.000 (D).

2.01.000 (E) – Clarifies who is responsible for giving notice to the member.

2.01.000 (F) – Covered in 2.01.000 (A), so deleted as redundant.

2.01.000 (I) – Clarifies the scope of publications/materials and gives another avenue for submission of recommendations, reducing the need for the Executive Director to be personally involved in committee actions.

2.03.010 (E) - Updates section numbers to match up with committees that have been added since the last review. Updates and clarifies existing policy regarding Board liaisons. The 4 named committees have never had Executive Board liaisons. The Elections Committee is required to act completely independently of the Board, so having a Board liaison would be problematic. The constitution requires the Class I representative to the State Executive Board to chair that committee, so an additional Board

liaison would be redundant. Clarifies that a staff liaison may or may not be appointed at the discretion of the Executive Director – it is not mandatory.

2.03.030 (A) – Housekeeping.

2.03.050 – Brings written policy into line with existing practice.

2.03.080 – Brings written policy into line with existing practice, and matches the meeting frequency language in all other committee sections.

2.03.160 – In response to a request by members in the Information Technology fields, this change establishes a new committee to address workplace issues.

2.05.010 – Allows members at the worksite, in coordination with the staff, to determine who can best represent them and choose those members, rather than allowing staff to make those choices.

4.02.010 (C) – Codifies an existing policy, passed via Motion 17-020 at the September 2016 State Executive Board meeting.

4.02.020 (A) – Clarifies that the responsibility for initiating agenda development does not rest with the staff, but rather with the State Executive Board Secretary, pursuant to the requirements at Article 8.05 of the ASEA Constitution.

04.05.020 (B) – Adds a “time certain” requirement; provides another person responsible for collecting the votes on email polls, and clarifies that the Secretary is responsible for reporting the voting results. The existing policy is unclear as to whose responsibility it is to report the poll votes. Under the constitution, the Secretary is generally responsible for communications, but under the existing policy is not looped into the poll results so is entirely reliant on the President for this information. This change allows the Secretary to timely report voting results without having to wait for information from someone else.

4.08.010 (A) – Housekeeping – clarifies this section refers only to the State Executive Board. Vacancies on chapter boards are filled according to chapter bylaws.

4.08.010 (B) (C) and (E) – Brings written policy in line with the last 10 years of past practice of conducting vacancy elections by email; sets specific timeframes, and provides that the Elections Committee will be responsible for collecting and reporting the votes. These changes will ensure that vacant seats are filled timely, and that members maintain representation between quarterly business sessions. Prior to 2018, the Executive Director collected and reported the votes. This change eliminates concerns that a sitting Board member, even one without a vote, is conducting the election.

5.01.000 (A) – Housekeeping – clarifies existing practice.

5.02.026 (B) – Clarifies existing practice; eliminates confusion for members, reduces staff work, and may save money. The current proration rules of the State of Alaska Administrative Manual (AAM) require a \$45 proration on a travel day. With limited exception, ASEA has been paying the actual per-meal allowance incurred during the travel times outlined in 5.02.026, and the existing expense sheet reflects this. Members are often confused by the conflict between the expense sheet and the policy, and have to contact the bookkeeper to get clarification. Eliminating the proration may save money in situations where the per-meal allowance is less than the prorated amount for a travel day.

9.06.020 (C) – Clarifies the Chief Steward’s term of office. ASEA currently has three different employee groups operating under three different collective bargaining agreements; one of those agreements is only a 2-year agreement, so existing policy is confusing.

15.02.000 (A)(7) – Housekeeping – corrects a typo in the referenced section.

22.00.000 (B)(8)(a) – Eliminates the requirement that a candidate statement be an 8 1/2” x 11” sheet of paper, as it conflicts with ASEA Constitution Article 7.05(D)(2)(d)(4), which simply sets that as the limit, not as the required size. This change will allow the Elections Committee to use a smaller paper size to save money on printing costs for election packets.

98.01.000 (A) – Clarifies existing practice. Prior to the ASEA Biennial Convention in 2016, only Sections A and C existed, and P&P changes were only required to be sent out to chapter Presidents and to the State Executive Board. Since only the Board can make such changes, the notice effectively went to only 21 people out of a membership of 8,000. The 2016 Convention passed a resolution requiring notice of changes to go to all members via email. A version of that resolution was adopted as a formal P&P change by the 2018 Biennial Convention, adding existing section B. This report you are reading is the result of that requirement. Our proposed change combines the two existing Sections A and B, clarifying that all members are to be notified at least 30 days prior to a final vote on any changes.

98.01.000 (B) – Exempts committees from the 30-day notice requirement. This change will allow the Board to quickly respond to member requests to establish committees, which we hope will encourage members to get involved with issues they find important. The existing rules create unreasonable timelines for the establishment of committees, frustrating members who are anxious to get to work on specific – sometimes emergent – problems. Member committees are established by changes to P&P Section 2.00.000, and changes can only be proposed or made at a regularly scheduled quarterly meeting. Under the existing provisions of 98.01.000 (A) and (B), if the Board proposes to establish a committee at the 2<sup>nd</sup> Quarter (May) meeting, the proposed P&P change is sent out for 30-day comment, with a final vote taken at the 3<sup>rd</sup> Quarter (September) meeting. If the change passes, the committee is established. Only after that can notices go out soliciting members to be appointed to the committee. Appointments are then brought to the 4<sup>th</sup> Quarter (December) meeting and approved by the Board. Only then can the committee schedule an initial meeting. This means that, depending on when the initial request is made, it can take 5-7 months from the first Board vote to the first committee meeting. The proposed changes will establish a committee on initial vote of the Board, allowing solicitations to go out immediately after the meeting, and appointments to be made by email poll vote between meetings.

100.00.000 – Definitions – Poll – This allows the Secretary to notify Board members that a poll vote is taking place.