



## New York State Correctional Officers & Police Benevolent Association, Inc.

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# AT THE SECTOR LEVEL

## Communication

Here we will talk about what is expected at the local sectors and how to promote and communicate the most accurate and up to date information.

The local sectors are one of the most important aspects to the union. Accurate and up to date information is the key.

Nobody expects every steward to be able to answer every possible scenario or question. The key is to be able to call for help or send a member to the right contact for help. NYSCOPBA has a vast array of officials, support staff, and attorneys to be able to answer your questions or send you in the right direction. Most questions can be answered by your Chief Stewards, Business Agents, and Regional Vice Presidents. If for any reason you do not have an answer, always tell the member that you will find out and get back to them. We will get you an answer or information to give a proper response. We have also enclosed a telephone list in your packet for contact numbers. Important numbers are also listed in the front section of the NYSCOPBA calendar books given out to each member.

The next important avenue for up to date communication is the NYSCOPBA.org website. Most information such as forms, Contract updates, Department directives, Constitution, press releases, updates, etc can be found on our web pages. The web site is updated daily and will likely answer your questions or quell rumors.

Lastly is the local bulletin board. Most updates and information are given to the Chief Sector Stewards and mailed out every other Friday. Information is also given out at the NYSCOPBA Executive Assembly meetings and by e-mail. This information should be shared with the membership and placed and updated regularly on the local's bulletin board for members to read. Even though NYSCOPBA's membership services also sends out e-mail updates to members in its database, any updates and new information should also be displayed on the local's bulletin board.

# AT THE SECTOR LEVEL

## Sector Meetings

This section deals with a section of the NYSCOPBA Constitution- Sector meetings.

The primary purpose of the sector meeting is to disseminate information to the membership, solicit input on issues affecting the members in that sector, and to resolve disputes that arise at the sector level. The chief sector steward or his/her designees shall chair such meetings. A record of attendance shall be taken and all business conducted will be recorded as 'minutes' of the meeting. A copy of these minutes shall be supplied to the Albany office as a record and back up for monies encumbered for projects, donations, etc.

It shall be the responsibility of the individual sector steward(s) to hold regular Association meetings for their membership. Such meetings are to be held no less than six (6) times per calendar year at times which will provide full opportunity for members to attend and provide input concerning sector and Association business. Failure of any sector steward to attend three (3) consecutive meetings of their respective sector, unless excused by the remaining stewards of the said sector, is grounds for removal of that person as a sector steward.

Votes taken and decisions made at the sector meetings must be such that their impact does not affect other Association members in other sectors and are not contrary to this Constitution and Bylaws or rules, regulations, policies and/or existing collective bargaining agreement(s), and shall be deemed null and void if the decisions do not comply with these requirements.

At all sector meetings ten (10) percent of the sector membership will be required to constitute a quorum and shall be qualified to transact business brought before it.

In the event that a quorum does not exist at a sector meeting, the membership in attendance may conduct business, provided however, that all such business is non-binding upon the sector membership until the following occurs:

- 1.) A posting of the business transacted at the sector meeting shall be made at that sector and shall include:
  - a.) A complete copy of all motions made at the meeting; and
  - b.) The official tally for each motion.
- 2.) Notice of the time, date and place of the next sector meeting shall be provided whose first order of business shall be the adoption of the previous meeting minutes.

If said minutes are adopted by a majority vote of those in attendance, those matters so decided at the previous meeting shall be binding upon the body, provided however, that they comply with Association policies, procedures, and any applicable collective bargaining agreements, the Constitution and Bylaws and applicable law.

When the Chief Sector Steward, or their designee, chairs sector meetings the rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority of the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws.

The following will be the format for all Association meetings;

- 1.) Meeting called to order.
- 2.) Pledge of Allegiance.
- 3.) Roll call of officers.
- 4.) Reading of minutes of previous meeting(s).
- 5.) Reading of correspondence.
- 6.) Reports of Officers.
- 7.) Reports of committee(s).
- 8.) Unfinished business, (old business).
- 9.) New Business which shall be submitted in writing and signed by the maker.
- 10.) Adjournment.

When the meeting is finished the minutes and any motions (if any), should be safe guarded and handled as outlined in the Sector Reporting Policy and Procedure.

# AT THE SECTOR LEVEL

## Labor/Management

In this section Labor/Management deals with Article 25 of the Security Services Agreement or contract. Starting with page 101 it details all language dealing with Article 25.

We will concentrate on an overview on the whole concept of Labor/Management starting with the local level. Each local may have different committees set up with management and your Regional Vice-President can help facilitate which committees may be appropriate for your work place. What we are discussing in this training will be the local Labor/Management meetings dealing with issues specific to your work place or facility. This is the meeting that is dealing with your work sites executive team or management and local union stewards.

First, either management or the union may ask for a labor/management meeting, though mostly it is asked for by labor. An agenda should be submitted by the requesting party a week in advance and list the topics of discussion. A meeting date should be scheduled soon after the written request is submitted. Relief time should be permitted to the stewards who are attending the meeting. It should also be noted that, at the labor/management meeting, all parties are treated as equal without rank. Stewards and management (or their representative) should be equal during this meeting with the meeting and discussions conducted in good faith.

After the meeting has taken place, minutes from the meeting should be generated. If management has taken minutes and asks for approval please make sure the minutes are an accurate reflection on the meeting before signing.

The Regional Vice President will give examples of a Memorandum of Understanding and a successful labor/management agreement.



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## FILLING SECTOR STEWARD VACANCIES

This policy establishes the procedure for filling Sector Steward vacancies. Additional Sector Steward positions created are considered vacancies and are to be filled in accordance with this policy as per NYSCOPBA Constitution Section 6(a).

If and when a vacancy or vacancies occur at a sector the vacancy or vacancies will immediately be posted on the work site bulletin board. The posting shall include the date posted and the last eligible day for submitting a request. Eligible members will have fifteen (15) days to submit in writing to the Chief Sector Steward a request to be considered for filling the vacant position. To be eligible to be considered for filling a vacancy one must be an active member in continuous good standing with the Association for no less than six(6) consecutive months.

The Sector Stewards at the work site will then have fifteen (15) days to appoint a candidate and/or candidates to the vacancy and/or vacancies. If the worksite Stewards are unable to appoint a candidate in the fifteen(15) days an election must take place.

# Motion Sheet

Additional Sector Steward positions may be established by a motion made at a sector meeting and done in accordance with the NYSCOPBA Constitution.

Any changes will be reported to the NYSCOPBA Recording Secretary and Membership Services.

Motion Made by: Al Mothershed

Motion Seconded by: Tom Haas

Motion Passed - unanimous

Date: June 23, 2009