

Additions to Sector Structure, Policies and Guidelines:
Unanimously ratified by the Allina Sector Delegates on 9-9-06

I. Sector Delegate Council Operating Guidelines:

- a) 2 Delegates per Medical Center to the ASDC
 1. (Up to) 2 Delegates per Hospital to the ASDC
 2. (Up to) 2 Alternates per Hospital to the ASDC
 3. Alternates are welcome to attend all meetings, but may not vote on decisions unless their delegate is absent.
- b) Elections
 1. The Worksite Steward Council shall decide their delegates to the Sector Delegate Council. Where the Worksite Stewards' Council cannot agree on their delegates, the Worksite Stewards' Council in that facility will decide by secret ballot election.
 2. Eligibility- must be a shop steward
 3. All participants get elected or reconfirmed by their Worksite Steward Council the first meeting following contract ratification and should remain seated for the term of the contract, subject to their compliance with the policies of the Union, the Sector Delegate Council, and their facility Worksite Steward Council. The Worksite Steward Council shall fill all vacancies for their facility.

c) Sector Delegate Council Meetings

Bi-monthly

Attendance is required at all meetings unless excused for a valid reason such as illness, vacation, leave, or the like.

- 1) If both Delegates and Alternates are absent from a meeting, their Worksite Council will be notified that their facility was not represented at the Sector Delegate meeting.
- 2) If both Delegates and Alternates miss a second consecutive meeting the Worksite Steward Council will be notified that their facility was not represented on the ASDC and will be requested to arrange consistent participation.

II. The Sector Delegate Council members shall:

- a) Agree to represent and support decisions made by the majority vote of the council and support the Union's program.
- b) Report Sector Delegate Council activity to their Worksite Steward Council
- c) Represent all members' interests in the worksite.

III. Guests:

- a) With advanced permission, the ASDC may allow groups to address the Sector Delegate Council over issues particular to their group.
- b) The ASDC members may invite stewards from their Worksite Steward Council to observe as guests provided that advance notice is given and space is available.
- c) Allina Sector members are welcome to observe as guests provided that advance notice is given and space is available.

IV. Steward Requirements:

Before Local 113 officially recognizes a Steward and notifies the membership, the member must meet the following criteria:

- a) Be a member in good standing
- b) Be trained on and understand:
 - Their duty to fair representation
 - Tests for just cause discipline
 - Weingarten rights
 - Steward Rights
 - How to investigate and file a grievance and lead members into direct action when appropriate

- The policies of the Union, the ASDC, and of their Worksite Steward Council
- c) New Stewards will be oriented and trained by Union designated trainers
- d) Stewards agree to continue training to be able to handle grievances through step 3 of the Grievance Procedure

In order for a Steward to remain qualified to represent his/her members, he/she shall:

- a) Attend all monthly steward meetings at his/her facility or, if excused, meet with the Lead Steward or Union Representative to review all pending cases and be updated on all Worksite Steward Council actions (valid excuses for absence include but are not limited to illness, family emergency, leave of absence, vacation and the like)
- b) Investigate and represent assigned members in grievance meetings
- c) Must support the Union's program to build power and work collectively with the Worksite Steward Council to enact its program
- d) Must abide by the Steward pledge

V. Revocation or Suspension of a Steward's Authority:

- a) The appropriate Steward Council (worksite and/or delegate) is responsible to enforce the guidelines and policies for stewards. Where compliance problems cannot be resolved, the council shall have the authority to revoke or suspend the steward's authorization to act for or on behalf of the Union. Any suspension or revocation by the worksite steward's council (as opposed to a recall by members in the steward's work area) may be appealed to the Allina Sector Delegate Council for a final disposition.
- b) If a steward does not meet the above requirements, he/she may have their authority to act on behalf of the Union suspended or revoked.
- c) Prior to suspension/revocation of any steward's authority from the Steward Council he/she will be notified in writing by the Lead Steward or Union representative of the specific reasons for the intended action
- d) At the next Worksite Steward Council meeting or at a "special-called" meeting the steward will discuss and be asked to remedy the reasons for the proposed actions. The worksite steward council will then vote to determine what action, if any, will be taken.

VI. Worksite Steward Councils:

- a) Each worksite will establish a Steward Council consisting of all Worksite Stewards at a facility or other designated area
- b) The Worksite Steward Council will meet at least once a month
- c) The Worksite Steward Council will develop ground rules for conducting Steward Council meetings
- d) The Worksite Steward Council will keep notes from their meetings
- e) The Worksite Steward Council will elect a rank and file chair person who will also participate in the development of the Steward Council meeting agenda
- f) Steward Councils will seek to maintain their size at 1 steward for every 35 members as directed by the Executive Board. They will define the constituency each Steward represents and to which he/she is accountable.
- g) Steward Councils share the responsibility for organizing the worksite by sharing and distributing the responsibilities of the individual steward.
- h) Steward Councils will be a forum for discussing common problems and concerns and establishing effective solutions
- i) Steward Councils will help to develop an effective system of worksite communications including: distribution of written materials, updating bulletin boards, worksite meetings, and other activities
- j) Steward Councils will facilitate discussion and dialogue on relevant issues, including Union activities, training, education and other concerns
- k) Steward Council will participate in, promote and recruit for the Union's organizing and political programs
- l) Steward Councils will operate within guidelines approved by the Executive Board on such matters that include but are not limited to: stipends, officers, and other appropriate policy matters

Steward Elections and re-call:

- a) A Steward Election may be called to fill a vacancy or Re-call a Steward by submitting a petition signed

by a majority of the members in a specifically defined constituency.

b) Stewards will be elected or reconfirmed by their constituency by a petition of support at least every three years