



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

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AT THE SECTOR LEVEL

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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 in communicating accurate and timely information to individual members of the union.

Assistance getting answers to members

Nobody expects every steward to be able to answer every possible question or scenario. 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 receive 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 to each member.

Website for information

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

Utilize the Sector bulletin board

Lastly is the local bulletin board. Most updates and information are given to the Chief Sector Stewards by hard copy mail every other Friday or by email. Information is also given at the NYSCOPBA Executive Assembly meetings. This information should be shared with the membership, updated regularly, and placed on the sector's bulletin board for members to read. Even though NYSCOPBA's membership services send out email updates to members that have provided an address, any updates and new information should also be displayed on the local bulletin board.

AT THE SECTOR LEVEL

Sector Meetings

This section deals with an excerpt of NYSCOPBA's Constitution under Article XIII Section B – Sector Meetings.

“The primary purpose of sector meetings 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 designee shall chair all 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 NYSCOPBA's headquarters office in Albany 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 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 nonbinding upon the sector membership until the following occurs:

1. A posting of the business transacted at the sector meeting shall be made at the 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. Report(s) of Committees
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

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

We will concentrate on an overview of the concept of Labor/ Management relations, starting with the local level. Each local may have different committees set up with management. 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 at your work place or facility. Specifically, these are meetings that deal 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 typically it is requested by the labor side. 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 and without rank. Stewards and management (or their representative) should be equal during this meeting, with the meeting and discussion 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 of the meeting before signing agreement.

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