

June 12, 2025

NW25-013

To: Northwest Professional Bargaining Unit Council Delegates

From: Alex Phillips, CR QS-10

Subject: **PRESUBMITTED NEW BUSINESS:** Revision of Northwest Professional Bargaining Unit Governance

Background

The Bargaining Unit governance is defined in the Northwest Policy and Procedure Manual and includes various timelines for the standing committees to be established and disbanded. Many of the dates were chosen when the committees work needed large amounts of flow time to allow for completion. An example of this includes the need for the Negotiation Support Committees to determine property lines in order to properly plan for where picket lines could be established. Property records previously taking weeks to months to obtain are now available via County web portals. As such the time lines for these committees is generally much longer than necessary and could lead to members of the committees ceasing to participate.

As such this motions seeks to reduce the required time lines and allow flexibility for when the standing committees are established for when it makes sense. Additionally, this incorporates efforts to clean up the language and structure of the Bargaining Unit Governance to make it more accessible and easier to maintain.

Finally, the motion aligns the Bargaining Team requirements to match other roles within SPEEA's governing roles and includes a requirement for petitions endorsed by members.

Motion

It is moved The Northwest Professional Bargaining Unit Council approves the proposed revisions of Professional Bargaining Unit Governance as is shown in the attached redline document and summarized below.

Summary of material changes:

Subsection A:

- Remove duplicate sentences regarding formation/termination of standing committees.

Typical Negotiation Schedule:

- Updated dates to align with changes to Subsection C.

Subsection C, Negotiation Prep Committee:

- Clarified "30 month" wording.
- Added "if possible" to requirement for inclusion of prior Negotiation Team Members.

Subsection C, Negotiation Support Committee:

- Changed formation timeline to be no later than 2 months after Negotiation Team is selected.

Subsection D, Negotiation Nominating Committee:

- Added requirement for applicants to have endorsement of 20 members of the bargaining unit.
- Changed timelines for requirements and application form to be at least 2 months prior to Negotiation Team formation.
- Changed timeline for application review to be at least 1 month.

Professional Bargaining Unit Governances

Addendum A: SUBSECTION A: *Committees*

1. Professional Bargaining Unit Committees

The Professional Bargaining Unit Officers, with the approval of the Professional Bargaining Unit Council, must establish standing, special or recurring committees as the needs arise.

Standing committees must be chartered with a purpose when necessary.

A Recurring Standing committee must be chartered with its purpose and a definition of when the committee is called and when the committee must consider its function complete and cease to exist until it is called into existence again.

A Special committee must be chartered with its purpose and a definition of when the committee must consider its function complete and cease to exist.

a. Recurring Standing Committees

- (1) Professional Bargaining Unit Negotiation Preparation Committee – Open to all Professional Bargaining Unit members. The Professional Bargaining Unit Council Officers should ensure, by appointment if necessary, that the Negotiation Preparation Committee includes at least three (3) former Professional Bargaining Unit Negotiation Team members. Additional responsibilities are defined under negotiations.
- (2) Professional Bargaining Unit Negotiation Support Committee - Open to all Professional Bargaining Unit members. ~~Must be formed no later than ten months prior to contract expiration and must terminate with a final report no later than three months following contract ratification.~~ Additional responsibilities are defined under negotiations.
- (3) Professional Bargaining Unit Negotiation Team Nominating Committee – Open to all Professional Bargaining Unit members by appointment by a majority of the Professional Bargaining Unit Council Officers. The Professional Bargaining Unit Negotiation Team Nominating Committee must consist, if available, at least two Council Representatives from the Professional Bargaining Unit and two Executive Board members from the Professional Bargaining Unit. ~~The Committee must be formed no later than fourteen months prior to contract expiration and must terminate upon the election of the Professional Bargaining Unit Negotiation Team.~~ Additional responsibilities are defined in this Governances under negotiations.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

April 17, 2019

VERIFIED:

/s/ Douglas Brazzel
Signature

Council

Secretary
Office

4/17/2019
Date

Professional Bargaining Unit Governances

Addendum A: SUBSECTION B: *General*

1. This Section covers all aspects of contract negotiations from the Professional Bargaining Unit Negotiation Preparation Committee effort, which starts within six months after ratification of a contract, through the final report of the Professional Bargaining Unit Negotiation Support Committee, which is scheduled not later than three months after ratification of the next contract.
2. Joint and/or coordinated bargaining by Professional Bargaining Unit with another aerospace union must be permitted if both parties agree and concurrence is received from the Professional Bargaining Unit Council.
3. To assure a strong bargaining position for the Professional Bargaining Unit Negotiation Team, the Professional Bargaining Unit Council may support an early referendum seeking strike authorization.
4. The Professional Bargaining Unit Council must provide the Professional Bargaining Unit Negotiation Team with any directives or instructions that are necessary and pertinent for it to follow.
5. The Professional Bargaining Unit Council must actively monitor the activities of the Professional Bargaining Unit Negotiation Team.
6. Negotiation activities are funded by the Executive Board.

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TYPICAL NEGOTIATION SCHEDULE

Professional Bargaining Unit Negotiation Preparation Committee

BEGINEND

30 months prior to contract termination 2 months after Negotiation Team election

Professional Bargaining Unit Negotiation Support Committee

BEGIN.....END

~~402 months after Negotiation Team election -months prior to contract termination-~~ 3 months after contract ratification

Professional Bargaining Unit Negotiation Team Nominating Committee

BEGINEND

~~6-2-3~~ months prior to Negotiation Team formation .. upon election of Negotiation Team

Professional Bargaining Unit Negotiation Team Requirements/Application Date Published

One (1) month for submittal ~~two-one (1)~~ months for committee review

Slate of Nominees to Professional Bargaining Unit Council

Present slate and qualifications one (1) week prior to Council meeting

Professional Bargaining Unit Negotiation Team

BEGINEND

8 months prior to contract termination ratification of proposed contract

Professional Bargaining Unit Governances

Addendum A: SUBSECTION C: *Negotiation Preparation Activities*

1. Professional Bargaining Unit Negotiation Preparation Committee

A Professional Bargaining Unit Negotiation Preparation Committee must be formed no earlier than thirty (within 30) months prior to contract termination and must ~~terminate~~ ~~dissolve~~ ***AMENDED 6.12** no more than two (2) months following election of the Professional Bargaining Unit Negotiation Team. The Professional Bargaining Unit Negotiation Preparation Committee must be open to all Professional Bargaining Unit SPEEA members within the region. The Professional Bargaining Unit Council officers should ensure, by appointment if necessary, that the Professional Bargaining Unit Negotiation Preparation Committee includes at least three former Professional Bargaining Unit Negotiation Team members if possible.

 - a. This Committee must be responsible for, but not limited to, the following, to be completed prior to Professional Bargaining Unit Negotiation Team elections:
 - (1) Review history of several past negotiations, both proposed and accepted contract terms, to provide continuity in the recommendations to the Professional Bargaining Unit Negotiation Team.
 - (2) Review contract administration activity to determine problem areas in the existing contracts for the purpose of recommending contract changes to the Professional Bargaining Unit Negotiation Team.
 - (3) Provide, to the membership, written information describing at least the following, providing disclosure does not compromise SPEEA's bargaining position nor reveal sensitive information:
 - (a) The exact nature of the collective bargaining process and the membership's role in that process.
 - (b) The process of negotiation preparation.
 - (c) A general outline of the training to be received by the Professional Bargaining Unit Negotiation Team members.
 - b. This Committee must ensure availability of general negotiation seminars for interested bargaining unit members prior to the call for Professional Bargaining Unit Negotiation Team applications.
 - (1) Review previous negotiation seminar material to determine current applicability.
 - (2) Conduct negotiation seminars, including preparation, scheduling, and maintenance of accurate participation records.
 - c. Prepare and conduct necessary surveys. Coordinate effort and work with other committees as appropriate.
 - d. Prepare the following final reports:
 - (1) Report to the Professional Bargaining Unit Negotiation Team with recommendations including recommended changes to the contracts.
 - (2) Report to the Professional Bargaining Unit Council summarizing the report to the Professional Bargaining Unit Negotiation Team but excluding sensitive items.
 - (3) Document the important material developed by the Professional Bargaining Unit Negotiations Preparation Committee.
 - e. Evaluate all Committee material for confidentiality and implement appropriate safeguards.
2. Professional Bargaining Unit Negotiation Support Committee

A Professional Bargaining Unit Negotiation Support Committee must be formed within two (2) months following the election of the Professional Bargaining Unit Negotiation Team no later than ten months prior to contract expiration and must ~~terminate~~ ~~dissolve~~ ***AMENDED 6.12** with a final report no later than three (3) months following contract ratification. This Committee must report to and take direction from the Professional Bargaining Unit Negotiation Team ~~from election of the Professional Bargaining Unit Negotiation Team~~ through contract ratification and must be responsible for, but not limited to, the following:

 - a. Preparing and conducting surveys appropriate to the performance of picketing, letter writing, membership protests and other sanctions.

- b. Devising strategy and logistics for implementing activities appropriate to the performance of picketing, letter writing, membership protests and other sanctions. The Committee must maintain appropriate confidentiality safeguards.
- c. Coordinating efforts and working with other committees as appropriate.
- d. Recruiting and training personnel required to implement activities appropriate to the performance of picketing, letter writing, membership protests and other sanctions under the direction of the Professional Bargaining Unit Negotiation Team.
- e. Providing the Professional Bargaining Unit membership regular information relating to picketing, letter writing, membership protests and other sanctions.
- f. Implementing the plans at each predetermined work location, ensuring oversight, support, and safety.
- g. Preparing a final report to cover:
 - (1) Logistics and strategy items considered/rejected and why.
 - (2) Analysis of logistics and strategy effectiveness.
 - (3) Training and recruiting plans.
 - (4) Recommendations for future actions.
 - (5) Maintaining appropriate confidentiality safeguards.

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VERIFIED:

/s/ Douglas Brazel

Signature

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Professional Bargaining Unit Governances

Addendum A: SUBSECTION D: *Nomination and Election of Negotiation Team*

1. A Professional Bargaining Unit Negotiation Team Nominating Committee is formed to propose qualified candidates for a Professional Bargaining Unit Negotiation Team for the upcoming contract.
2. Minimum eligibility guidelines for nomination and election of SPEEA members to the Professional Bargaining Unit Negotiation Team must be as follows:
 - ~~a.~~ a. ~~File a petition endorsed by Twenty (20) Regular Members of the Professional Bargaining Unit in good standing.~~
 - ~~a.~~ b. Regular SPEEA membership for the immediate past three years.
 - ~~b.~~ c. Member of the Professional Bargaining Unit.
 - ~~c.~~ d. Not a member of the Professional Bargaining Unit Negotiation Team Nominating Committee.
 - ~~d.~~ e. At least two years of active SPEEA participation in the immediate past three years, including committee member, Area Representative, Council Representative, and/or Executive Board member.
 - ~~e.~~ f. ~~No member~~ **Not a member** of a Tellers Committee or Judicial Review Committee ~~may serve concurrently on the Professional Bargaining Unit Negotiation Team.~~ ***AMENDED 6.12**
 - ~~f.~~ g. Completion of, and full participation in negotiation seminars and interviews.
 - ~~g.~~ h. Written commitment to:
 - (1) Participate in further negotiation training sessions.
 - (2) Take time off during scheduled working hours for negotiations.
 - (3) Work any contract area.
3. Abide by the Professional Bargaining Unit Negotiation Team rules.
4. The Professional Bargaining Unit Negotiation Team Nominating Committee must publish Professional Bargaining Unit Negotiation Team eligibility requirements and application forms (see suggested form at end of this subsection) to the membership at least ~~four~~two (2) months prior to the required date for the formation of the Professional Bargaining Unit Negotiation Team and must specify an application deadline which allows at least one (1) month for application submittal and ~~two~~one (1) months for Professional Bargaining Unit Negotiation Team Nominating Committee processing
5. The Professional Bargaining Unit Negotiation Team Nominating Committee should give consideration to providing a balanced Team with some members with prior negotiations experience and some without to provide both continuity and training for the future.
6. The Professional Bargaining Unit Negotiation Team Nominating Committee must review applications, interview all applicants, and perform other checking and research as necessary to select the best qualified nominees. The Professional Bargaining Unit Negotiation Team Nominating Committee must nominate those applicants from the Professional Bargaining Unit whom the Committee feels would comprise the best members of the Professional Bargaining Unit Negotiation Team and Alternate(s).
7. The Professional Bargaining Unit Negotiation Team Nominating Committee must present the slate of nominees for, together with the qualifications for each nominee, to each member of the Professional Bargaining Unit Council at least one week prior to the Professional Bargaining Unit Council meetings at which elections will be held. In addition, the Professional Bargaining Unit Negotiation Team Nominating Committee shall include in that mailing the names and qualifications of the remaining applicants who meet the minimum requirements ~~(3 above)~~.
- a. If desired by the Professional Bargaining Unit Council, nominations may be made from the floor from the remaining applicants.
8. The Professional Bargaining Unit Council must review the nominees' qualifications and, at a meeting held at least ~~nine~~eight (8) months prior to termination of the existing contract, must elect the Professional Bargaining Unit Negotiation Team by secret ballot. The three nominees receiving the most votes must be the Bargaining Unit Negotiation Team. A separate secret ballot election must be held for the Alternate(s) and the person(s) receiving the most votes from the Professional Bargaining Unit Council must be the Alternate(s). After these elections, the Professional Bargaining Unit Negotiation Team Nominating Committee is disbanded.

9. In the event of a Professional Bargaining Unit Negotiation Team vacancy, the Alternate must automatically fill that vacancy. In the event of additional vacancies, the Professional Bargaining Unit Council may elect to nominate and elect a new Professional Bargaining Unit Negotiation Team member who meets the minimum qualification guidelines specified ~~in 3-a~~ above.
10. Upon election of the Professional Bargaining Unit Negotiation Team, the Executive Board must initiate a campaign to familiarize the membership with the individual Professional Bargaining Unit Negotiation Team members and must continue the campaign throughout the negotiations.
11. The Executive Board must ensure negotiations training in accordance with the outline of training provided by the Professional Bargaining Unit Negotiation Preparation Committee for the Professional Bargaining Unit Negotiation Team (including Alternates) during the two months immediately following elections.
12. The Professional Bargaining Unit Negotiation Team Alternate(s) must have voting rights during all preparation for negotiations.