



San Francisco Bay Area IWW General Membership Branch Bylaws

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I. Name, Scope, and Membership Rights

- (1) The San Francisco Bay Area General Membership Branch (hereafter referred to as “SFBAGMB” or “Branch”) is a voluntary association of IWW members in good standing who live or work in the greater San Francisco Bay Area. Membership in the SFBAGMB is available to all IWW members in the Bay Area who do not belong to another industrial union branch or general membership branch.
- (2) These Bylaws shall apply to all members of the SFBAGMB.
- (3) No portion of these Bylaws shall contradict the IWW International Guiding Principles & Rules or the IWW North American Regional Administration’s Constitution and Bylaws.
- (4) These Bylaws shall be posted online and a copy of these Bylaws shall be made available to any IWW member in good standing upon request.
- (5) Every SFBAGMB member in good standing shall be provided adequate notice for all SFBAGMB business meetings (see Article II).
- (6) Every SFBAGMB member in good standing shall have an equal vote in SFBAGMB decision-making.
- (7) The SFBAGMB membership is the highest authority in the Branch and the final arbiter of all Branch decisions/appeals.
- (8) Every SFBAGMB member in good standing has the right to constructively criticize the performance of Branch officers, delegates, and committee members without retribution. Time for questions and constructive criticism shall be made available at every Branch business meeting after the appropriate report.
- (9) Every SFBAGMB member in good standing has the right, at any reasonable time, to inspect all membership lists, meeting minutes, bookkeeping, and documents of the SFBAGMB by submitting a written request to the Branch Secretary. Such inspections shall not violate the privacy of Branch members nor make their personal information public.

II. Business Meetings

- (1) The SFBAGMB shall conduct a business meeting once per month. It will take place on the first Thursday of every month, at 7:00 PM, at 2022 Blake Street in Berkeley (or a mutually agreed upon alternate location in case of an emergency). If the first Thursday in January and/or May falls on the first day of that month, the monthly SFBAGMB business meeting shall be held on the second Thursday of that month. In these Bylaws, “business meeting” is synonymous with “Branch meeting”.
- (2) The day, time, and location of regular SFBAGMB business meetings shall be published in all SFBAGMB publications and posted to IWW/SFBAGMB websites.
- (3) The SFBAGMB Branch Secretary shall be responsible for drafting and electronically distributing a tentative agenda for all SFBAGMB business meetings. The tentative agenda (including the full text of all proposals and motions) for each SFBAGMB business meeting shall be posted to the general SFBAGMB listserve no less than 48 hours prior to the SFBAGMB business meeting (by Tuesday at 7:00 pm). All “New Non-Urgent Business” agenda items, including the text of all motions and proposals, shall be forwarded to the Branch Secretary no less than 72 hours prior to the SFBAGMB business meeting (by Monday at 7:00 pm). The Branch Secretary shall include these agenda items in the tentative agenda posted to the general SFBAGMB listserve. “New Non-Urgent Business” agenda items which do not meet this time requirement may be added to the SFBAGMB business meeting agenda, but cannot be voted upon until the next SFBAGMB business meeting.

- (4) Quorum is required to make all decisions at SFBAGMB business meetings. Quorum is defined as 5 or more SFBAGMB members in good standing present at the meeting; members paid by the Branch shall be excluded from quorum. Proxies are not allowed. No paid official of any part of the IWW shall be permitted to vote in SFBAGMB meetings. If there is not quorum within 15 minutes past the start time of the business meeting, the meeting shall not be called to order. Branch members may meet informally if they wish, but no formal decisions can be made until the next scheduled Branch business meeting. If a Branch business meeting is called to order with quorum, but fails to maintain quorum, no formal decisions can be made after losing quorum and the Branch business meeting shall be adjourned. Branch members may meet informally if they wish, but no formal decisions can be made until the next scheduled Branch business meeting.
- (5) SFBAGMB business meetings shall be conducted in 120 minutes or less. A business meeting can be extended if a successful motion is made at the meeting to extend it for a specific amount of time.
- (6) SFBAGMB business meetings shall be conducted according to the following agenda:
- (a) Opening and call meeting to order
 - (b) Election of a recording secretary (“notetaker”), chairperson (“facilitator”), and timekeeper (if desired)
 - (c) Introductions and card check
 - (d) Amend/accept agenda
 - (e) Guest presentations (to be approved by a vote)
 - (f) Reading of the minutes from the last SFBAGMB business meeting
 - (g) Urgent business
 - (h) Review of applications for membership
 - (i) Reports of shops (official and unofficial), delegates, committees, and members
(includes time for questions and constructive criticism by Branch members)
 - (j) Official reports (SFBAGMB officers)
(includes time for questions and constructive criticism by Branch members)
 - (k) Unfinished business
 - (l) New (non-urgent) business
 - (m) Nominations, elections, and installations
 - (n) Good and welfare
 - (o) Meeting evaluation
 - (p) Adjournment
- (7) The SFBAGMB Branch Secretary shall be responsible for providing business meeting packets for SFBAGMB members attending each Branch business meeting. This packet shall include the agenda, the minutes from the last Branch business meeting, the current financial report, the text of all proposals considered at the current Branch business meeting, any written reports, and any other material the Branch Secretary deems appropriate.
- (8) SFBAGMB business meeting minutes shall be taken by the Recording Secretary. At minimum, these typewritten minutes shall include the date of the meeting, the number of SFBAGMB members in good standing and guests present, a list of agenda items, who gave which reports, and decisions made (with vote counts for each decision). More information can be included in the minutes if the Recording Secretary prefers.
- (9) SFBAGMB members (including officers, delegates, and committee members) are encouraged to submit their reports in writing (and limit verbal reports to highlights and items requiring discussion) and circulate those reports online to the membership.
- (10) The decision-making procedure at SFBAGMB business meetings shall be made using *Robert’s Rules of Order* parliamentary procedure. The Branch shall purchase at least one hard copy and have it on hand at Branch meetings for reference.

- (11) SFBAGMB business meeting decisions shall be made by simple majority (50% + 1) rule. Unless otherwise written in these Bylaws, SFBAGMB business meeting decisions shall be made by voice vote (unless a SFBAGMB member requests a show of hands or if a voice vote appears inconclusive). Voting shall be conducted with a call for affirmative votes, followed by a call for negative votes, followed by a call for abstentions. In order for a motion/proposal to pass, a simple majority of SFBAGMB members in good standing present at the Branch business meeting must vote in the affirmative. Branch members who abstain in a vote (including formal abstentions and choosing not to vote) shall NOT be included in the tabulation of the vote. If the number of abstentions exceeds the sum of ayes and nays, the motion (if not withdrawn) shall fail.
- Illustration: Assume there are 10 Branch members in good standing at a Branch meeting. A vote is taken on a proposal requiring a simple majority to pass. There are 5 ayes, 3 nays, 1 formal abstention, and 1 member who does not vote. The proposal passes. The 2 abstentions are subtracted from the tally. With the 8 votes counted, 5 ayes meet the simple majority threshold to pass the proposal.*
- (12) The SFBAGMB may vote to hold additional meetings and events at 2022 Blake Street and/or other locations as it sees fit. All decisions made at these additional meetings shall be reviewed and approved at the next Branch business meeting unless specified otherwise at a previous Branch business meeting.
- (13) Monthly Branch business meetings cannot be cancelled. Under extraordinary circumstances, the Branch Secretary may postpone a monthly Branch business meeting for no more than 7 days. To postpone a monthly Branch business meeting, the Branch Secretary shall notify the Branch membership via the general SFBAGMB general listserve no less than 72 hours prior to the Branch business meeting (by Monday at 7:00 pm) explaining why the Branch business meeting is being postponed and announcing the date, time, and location of the rescheduled Branch business meeting.
- (14) No Branch decisions can be made outside of Branch business meetings. In extraordinary circumstances, an emergency Branch meeting can be called to make decisions between the regularly scheduled monthly Branch meetings. “Emergency” is defined as an extraordinary and time-sensitive situation that cannot wait until the next regular monthly Branch meeting. Any Branch member in good standing can call for an emergency Branch meeting by posting to the Branch’s listserve. The subject line of such a post shall read: “Proposal for Emergency Branch Meeting” with the proposed day and time. Although any Branch member in good standing can call for an emergency Branch meeting and comment on a call for an emergency meeting, only elected Branch officers and delegates shall decide whether or not to approve the call for an emergency Branch meeting and decide on the date and time of the emergency meeting. For an emergency Branch meeting to happen, a simple majority of all elected Branch officers and delegates must vote in the affirmative via the Branch listserve.

III. Officers

- (1) There are currently 6 officer positions in the SFBAGMB. They are listed below with job descriptions:
- (a) Secretary (oversees the administrative affairs of the Branch).
- Job responsibilities include the following in accordance with Article V of the of the IWW North American Regional Administration’s Constitution and Section 7-2 of the IWW North American Regional Administration Manual of Policies and Procedures (MPP):
- Prepare the Branch for events and decision-making throughout the year, including electing Convention delegates, scheduling time to discuss Convention proposals, providing materials for Branch elections, etc. (see Appendix C of these Bylaws).

- Draft and post each Branch meeting's tentative agenda to the Branch listserve no less than 48 hours prior to the meeting (see Article II, Section 3 of these Bylaws).
- Provide an adequate number of meeting packets for attendees of monthly Branch meetings. Packets shall include the tentative agenda, the minutes from the last Branch meeting, the current financial report, the text of all proposals considered at the current Branch meeting, any written reports, and any other material the Branch Secretary deems appropriate (see Article II, Section 7 of these Bylaws).
- Produce a monthly written Secretary's report to the Branch membership, which shall be included in the meeting packet for every regularly scheduled Branch meeting. The length and depth of the report shall be at the Secretary's discretion. At the Branch meeting, the Secretary shall provide a verbal summary of the written report before answering questions.
- Compile a final written packet for each Branch meeting for the Branch's records. This packet shall include the agenda of the meeting, the approved minutes as taken by the elected recording secretary, the Treasurer's report, all written reports submitted, the approved text of all motions and decisions made by the Branch, and any other material the Branch Secretary deems appropriate.
- Make an effort to keep all Branch members in good standing and maintain the database of Branch members.
- Provide any Branch member in good standing access to all Branch membership lists, meeting minutes, bookkeeping, and documents upon request.
- Upon election as Branch Secretary, this individual shall automatically become a Branch delegate for their entire term. No Branch election is needed to make the Secretary a Branch delegate. See Article IV in these Bylaws for Branch delegate responsibilities.
- Prepare and submit monthly reports to IWW General Headquarters (GHQ) no later than the 10th day of the following month. The Secretary shall collect reports and dues/assessments from Branch delegates, write the Branch report, work with the Branch Treasurer to include a check for the appropriate percentage of funds due to GHQ, and transmit the report—with appropriate documents and funds—to GHQ. Monthly Branch reports shall include the following (as outlined in Section 7-2 of the MPP):
 - 1) Collect reports and dues/assessments from Branch delegates and consolidate all of the Branch delegate reports. A copy of all Branch delegate reports for the month shall be included in the Branch Secretary's report.
 - 2) Remit GHQ's share of all funds collected by the Branch for the month.
 - 3) A copy of all IWW membership applications processed through the Branch for the month.
 - 4) A copy of the Branch's membership meeting minutes for the month.
 - 5) A copy of the Branch's approved membership meeting minutes from the previous month.
 - 6) A copy of updated Branch bylaws, if applicable.
 - 7) Updated Branch contact information, if applicable.
 - 8) Changes to the list of elected Branch officers, if applicable.
 - 9) The name of the Branch member authorized to request Literature Department credit.
 - 10) A report on the activities and prospects of the Branch.

- Along with the Branch Treasurer, be an authorized signer on the Branch's credit union and all other accounts.
- Serve as the main contact between the Branch and the General Secretary-Treasurer (GST) and the General Executive Board (GEB).
- Serve as the liaison between the Branch and the annual IWW Delegate Convention. Responsibilities include completing the blank Convention delegate credentials and return one copy to GHQ at least 15 days prior to the start of Convention.
- If the Branch's charter is revoked, the Branch Secretary shall work with an authorized Union representative to surrender the charter and all union supplies, property, and funds to GHQ within the agreed upon time frame.

(b) Treasurer (oversees the financial affairs of the Branch).

Job responsibilities include the following in accordance with Section 7-2 of the IWW North American Regional Administration Manual of Policies and Procedures (MPP):

- Maintain the financial records of the Branch, including the recording of all income and expenses, paying Branch bills, making Branch deposits, keeping records of all transactions with Branch delegates, transferring funds between Branch accounts, securing the Branch treasury, and maintaining the Branch's books in accordance with generally accepted accounting principles.
- Maintain the books of the Branch electronically using bookkeeping software.
- Pay the annual U.S. Postal Service fee for the Branch's post office box.
- Along with the Branch Secretary, be an authorized signer on the Branch's credit union and all other accounts.
- Produce a monthly written financial report for the Branch membership, which shall be submitted to the Branch Secretary and be included in the meeting packet for every regularly scheduled Branch meeting. This report, at minimum, shall include Branch financial information commonly found on income statements (profit & loss statements) and on balance sheets. The time period of the report shall be from the 11th day of two months before the Branch meeting to the 10th day of one month before the Branch meeting.

For example, the financial report for the May Branch meeting shall include economic activity between March 11th - April 10th.

- Complete and electronically file the annual LM-3 form (Labor Organization Annual Report) with the U.S. Department of Labor (DoL) after the close of the Branch's fiscal year on June 30. The LM-3 filing is due by September 28 (90 days after the end of the Branch's fiscal year). No extensions are granted by the DoL. The Branch Treasurer shall make every effort to file the LM-3 by September 15. Prior to filing the LM-3, the Treasurer shall include a copy of the completed LM-3 in their financial report to the Branch membership to review, either at the August or September Branch meeting. After filing the LM-3, the Treasurer shall transmit a copy of the completed LM-3 to GHQ.
- Complete and electronically file the annual 990-N form (filing for small tax-exempt organizations) with the Internal Revenue Service after the close of the Branch's fiscal year on June 30. The 990-N is due by November 15 (the 15th day of the 5th month after the close of the Branch's fiscal year). The Branch Treasurer shall make every effort to file the 990-N by August 31. After filing the 990-N form, the Treasurer shall transmit a copy of the completed 990-N form to GHQ.

(c) Communications Officer (receives and responds to incoming Branch communications and serves as liaison to Grassroots House).

Job responsibilities include the following:

- Receive and respond to incoming Branch communications in a timely manner across all media (mail, voicemail, email, text messages, social media, etc.). The Communications Officer shall answer inquiries or refer them to the appropriate Branch officer or member in good standing.
- Check the Branch's post office box on a weekly basis (or make arrangements with another Branch member in good standing to fulfill this task in case of geographical or other legitimate reason why this task would be a hardship for the Communications Officer).
- Serve as the liaison between the SFBAGMB and Grassroots House. This includes attending all Grassroots House meetings as the SFBAGMB representative and reporting to the Branch as part of their monthly Communications Officer's report (see next bullet point).
- Produce a monthly written report for the Branch membership, which shall be submitted to the Branch Secretary and be included in the meeting packet for every regularly scheduled Branch meeting. The length and depth of the report shall be at the Communication Officer's discretion. At the Branch meeting, the Communications Officer shall provide a verbal summary of the written report before answering questions.
- Serve as a member of the Outreach Committee.

(d) Organizing Department Liaison (connects Branch organizing to the broader Union).

Job responsibilities include the following:

- Report to the Organizing Department Board about the Branch's industrial organizing efforts and any resources our Branch needs.
- Report to our Branch a summary of the industrial efforts of other branches.
- Chair the Branch Organizing Committee (BOC) or call for the election of a separate chair, whose duties shall be:
 - 1) Schedule, create agendas for, and chair BOC meetings. Note that BOC meetings are run using *Robert's Rules of Order*.
 - 2) Follow up with committee members regarding assigned tasks.
- Produce a monthly written report for the Branch membership, which shall be submitted to the Branch Secretary and be included in the meeting packet for every regularly scheduled Branch meeting. The length and depth of the report shall be at the Organizing Department Liaison's discretion. At the Branch meeting, the Organizing Department Liaison shall provide a verbal summary of the written report before answering questions.

(e) Membership Coordinator (integrates new members into the Branch and maintains the Branch's electronic dues collection; this position requires delegate credentials).

Job responsibilities include the following:

- Ensure that members who join the Branch through Stripe receive their new member packets. This includes the initial filling of their red cards. The Membership Coordinator is authorized to make the necessary spending for postage. This spending will draw from the Branch Secretary and Treasurer's discretionary spending.

- Issue replacement cards for members who lose their red cards.
- Submit monthly delegate reports to the Branch Secretary for Branch members whose dues are collected electronically by the Branch.
- Inform Branch delegates which workers should receive a stamp for having paid monthly dues.
- For Branch members who pay dues electronically to the Branch, troubleshoot problems that arise related to electronic dues payment.
- Follow up with the new online sign-ups sent to the Branch by the NARA Membership Coordinator and either 1) connect directly with those workers and invite them to join the Branch or 2) direct them to a Branch delegate who will integrate them into the Branch.
- Ensure that member records are kept up to date in the Red Card database by informing the NARA Membership Coordinator of any necessary changes.
- Ensure that the necessary new membership packet materials are kept on-hand, including new member letters, envelopes, constitutions, One Big Union pamphlets, membership buttons, books and stamps, and the pins for Branch shops who may be in need of membership support. The Membership Coordinator is authorized to make the necessary spending for new membership packet materials.
- Provide an official report during Branch meetings, including the number of new members for that month as well as any other information they may feel is necessary or relevant.
- Serve as a member of the Outreach Committee.

(f) System Administrator, hereafter referred to as Sysadmin (oversees the technological infrastructure of the Branch).

Job responsibilities include the following:

- Maintain regular backups of the Branch's computer system(s).
- Maintain security, antivirus protection, etc. of the Branch's computer system(s).
- Maintain the Branch's databases and listserves.
- Maintain the Branch's page on iww.org (excluding content, which is handled by the Outreach Committee).
- Maintain the Branch's social media (excluding content, which is handled by the Outreach Committee).
- Setup and maintain the Branch's ability to conduct remote meetings.
- Contribute expertise to any Branch security audits and implement any changes deemed necessary by such.
- Produce a monthly written report for the Branch membership, which shall be submitted to the Branch Secretary and be included in the meeting packet for every regularly scheduled Branch meeting. The length and depth of the report shall be at the Sysadmin's discretion. At the Branch meeting, the Sysadmin shall provide a verbal summary of the written report before answering questions.

- (2) Each year at the October Branch business meeting, the Branch shall decide which officer positions will exist for the following year.
- (3) The SFBAGMB shall elect officers every year by secret ballot. Officers shall serve one-year terms, from January 1-December 31. However, outgoing officers shall be available to assist incoming officers with their responsibilities for the first month of the new officers' terms. Nominations for officers shall take place at the November SFBAGMB business meeting. See "Appendix A,

Election Procedure” of these Bylaws for details regarding Branch elections, including eligibility requirements, timeline, procedure, and materials.

- (4) In order to be eligible to serve as a Branch officer, candidates shall be in good standing in the SFBAGMB. Branch officers shall maintain their good standing in the SFBAGMB throughout their terms. Branch officers in bad standing for more than 1 month shall be immediately removed from office. If there are no alternates to fill the vacant officer position, the Branch membership—at a Branch business meeting—shall decide how to proceed.
- (5) Branch members can serve as officers in more than one position at the same time only if there is no one else to fill the officer position.
- (6) There are no term limits for Branch officer positions nor limits on consecutive terms.
- (7) SFBAGMB officers shall be required to attend at least half of all Branch business meetings and shall not miss more than two consecutive Branch business meetings during their terms. Failure to meet these requirements shall result in their immediate removal from office (unless at least 2/3 of the membership present at a Branch business meeting vote to allow the officer to retain their position). If a Branch officer is unable to attend a Branch business meeting, they shall report the reason for their absence to the Branch Secretary and submit a typewritten report to be included in the meeting packet.
- (8) At each Branch business meeting, officers shall give a brief verbal report on their activities since the last Branch business meeting. Officers shall also provide a typewritten report to the Branch Secretary (including any expenditures) in time to be included in the Branch meeting packet. At the January Branch business meeting, Branch officer reports shall be made by the outgoing officers.
- (9) Any elected SFBAGMB officer may resign at any time. The resigning officer shall post a resignation statement to the Branch general listserve explaining why they are resigning. Preferably, the resigning officer should attend the next Branch business meeting to make an announcement and answer any questions from Branch members. If there are no alternates to fill the vacant officer position, the Branch membership—at a Branch business meeting—shall decide how to proceed. The Branch Secretary is empowered to appoint an interim officer until one is elected by the Branch if the Branch Secretary believes essential tasks need to be completed during the vacancy.
- (10) If the Branch Secretary position becomes vacant and there are no alternates to fill the vacant position, the Branch Treasurer shall fulfill the duties of the Branch Secretary until a new Branch Secretary is elected by the Branch membership. If the Branch Treasurer position becomes vacant and there are no alternates to fill the vacant position, the Branch Secretary shall fulfill the duties of the Branch Treasurer until a new Branch Treasurer is elected by the Branch membership. If both the Branch Secretary and the Branch Treasurer positions become vacant at the same time and there are no alternates to fill the vacant positions, the Branch membership—at a Branch business meeting—shall decide how to handle the vacancies. If the Branch Communications Officer, Outreach Coordinator, and/or Organizing Department Liaison positions become vacant and there are no alternates to fill the vacant position(s), the Branch membership—at a Branch business meeting—shall decide how to handle the vacancies.
- (11) Branch officers are accountable to the Branch membership and shall make themselves reasonably available to Branch members who have questions or concerns. In turn, Branch members should understand that officer positions are volunteer and officers fulfill their Branch duties in addition to their working and personal commitments. Therefore, Branch members shall be respectful of the time limitations of Branch officers and act accordingly. Although officers can be recalled by the Branch membership (see Section 12 below), Branch members shall first try to constructively resolve concerns about officer performance before resorting to recall.

- (12) Any Branch officer can be recalled by the Branch membership at any time during their term. To initiate a recall, a petition (requiring 10% of the Branch's membership in good standing to sign) shall be delivered to the Branch Secretary describing the reason(s) why the officer(s) should be recalled. If the Branch Secretary is named in the recall petition, the order of who should receive the petition is outlined in Article III, Section (1) of these Bylaws. The appropriate Branch officer receiving the petition shall determine if the petition has the required number of Branch member signatures. If it does, the recall shall be put on the agenda of the next Branch business meeting and the Branch officer receiving the petition shall draft the secret ballot and bring enough to the Branch business meeting. The recall petition shall be posted to the Branch's general listserve by the appropriate Branch officer in as far advance of the next Branch business meeting as possible.

If all Branch officers are named in a recall petition, the recall petition shall be posted to the Branch's general listserve by the main author of the petition in as far advance of the next Branch business meeting as possible. The recall petition shall be delivered to the Branch membership at the Branch business meeting and the membership shall determine if the petition has the required number of Branch member signatures. The main author of the recall petition shall draft the secret ballot and bring enough to the Branch business meeting.

Assuming the recall petition has the required number of Branch member signatures, it shall be heard, discussed, and voted upon by secret ballot at the earliest possible Branch business meeting. A Recall Ballot Committee shall be elected at the Branch business meeting and be comprised of 3 Branch members in good standing. Officer(s) named in the recall and Branch members involved in the writing of the recall petition have a conflict of interest and therefore shall not be allowed to serve on the Recall Ballot Committee. The Recall Ballot Committee shall be responsible for counting the ballots (and conducting the election in case all officers are named in the recall petition) and reporting the results to the Branch business meeting.

For voting, the appropriate Branch officer or the Recall Ballot Committee shall pass out a secret ballot to every Branch member in good standing present at the meeting (voter). The secret ballot shall consist of the name of each Branch officer named in the recall with two options next to the officer's name. The first option will read "Recall" followed by a check box. The second option will read "Don't Recall" followed by a check box. Each voter shall check one box per officer. The completed ballots shall be submitted to the Recall Ballot Committee, who will tabulate and report the results to the meeting. After the Recall Ballot Committee report, the recall election results shall be ratified by the membership before the end of the business meeting. If a simple majority of Branch members in good standing present at the business meeting cast ballots in favor of recall, the officer(s) shall immediately be recalled. Branch members who abstain in the vote (including formal abstentions and choosing not to vote) shall NOT be included in the tabulation of the vote. If the number of abstentions exceeds the sum of votes cast, the recall shall fail. If the recall is successful, all SFBAGMB property and money shall be collected from the recalled officer and returned to the Branch within 30 days. If there are no alternates to fill the recalled officer position, the Branch membership—at a Branch business meeting—shall decide how to proceed. If the recall fails, the officer(s) cannot be subject to another recall attempt during their term for the same reason(s).

All decisions made at Branch business meetings can be appealed to the SFBAGMB membership through a Branch member referendum (see Article IX of these Bylaws). However, the recalled officer shall be stripped of their officer status until a successful Branch member referendum reinstates the officer.

IV. Delegates

- (1) Delegates are SFBAGMB members in good standing who are empowered to sign up new IWW members, collect membership dues, sell assessment stamps, and are liaisons between the IWW and rank & file members. Branch delegate descriptions in these Bylaws shall be in accordance with the IWW North American Regional Administration's Constitution and Section 7-1 of the IWW North American Regional Administration Manual of Policies and Procedures (MPP). "Delegates" in these Bylaws should not be confused with "General Convention Delegates", those members elected from chartered branches and industrial unions to participate in the General Convention of the IWW.
- (2) The SFBAGMB shall elect delegates each year at the February Branch business meeting. Delegates must be members of the SFBAGMB in good standing for no less than 6 months prior to their election and shall remain in good standing throughout their one-year term in order to maintain their delegate credentials. The Branch Secretary shall announce at the January Branch business meeting (and post to the general Branch listserve) that Branch members who want to be delegates for the year should contact the Branch Secretary no later than January 31 to put their names on the ballot for the delegates election at the February Branch meeting. The secret ballot election process at the February Branch business meeting shall be as follows:
 - (a) The Branch Secretary shall compile a list of Branch members who want (and are eligible) to serve as delegates for the year.
 - (b) A Delegate Ballot Committee shall be elected, comprised of 3 SFBAGMB members in good standing who are present at the February Branch business meeting. No Branch member who wants to be a delegate can serve on the Delegate Ballot Committee.
 - (c) Branch members shall have a chance to ask questions of the delegate candidates attending the February Branch business meeting and will have time for discussion before voting.
 - (d) Voting shall take place for each candidate with a single secret ballot. The Branch Secretary shall draft the secret ballot and bring enough to the Branch business meeting. For voting, the Branch Secretary shall pass out a secret ballot to every Branch member in good standing present at the meeting (voter). The secret ballot shall consist of the name of each delegate candidate with two options next to the delegate candidate's name. The first option will read "Elect" followed by a check box. The second option will read "Don't Elect" followed by a check box. Each voter shall check one box per delegate candidate. The completed ballots shall be submitted to the Delegate Ballot Committee, who will tabulate and report the results to the meeting. After the Delegate Ballot Committee report, the delegate election results shall be ratified by the membership before the end of the business meeting. If a simple majority of Branch members in good standing present at the business meeting cast ballots in favor of electing the delegate, they shall be elected and immediately become a delegate. Delegate candidates who do not receive a simple majority of "Elect" votes from Branch members in good standing present at the business meeting shall not be delegates that year. Branch members who abstain in the vote (including formal abstentions and choosing not to vote) shall NOT be included in the tabulation of the vote. If the number of abstentions exceeds the sum of votes cast, the delegate shall not be elected.

- (3) Delegates can be elected by the Branch membership after the February Branch business meeting only if a need arises for a new delegate. If the election of a new delegate is placed on the agenda of a Branch business meeting, the Branch Secretary shall be responsible for bringing secret ballots to the meeting. The process outlined above in this Article, Section (2), subsections (b) through (d) shall be followed for the election of new delegates.
- (4) The Branch Secretary shall be a Branch delegate for their entire term. No Branch election is needed to make the Secretary a Branch delegate.
- (5) All delegates and shop stewards from Bay Area IWW shops not part of existing industrial union branches shall report to the SFBAGMB.
- (6) The SFBAGMB shall elect delegates for Bay Area IWW shops that decline to elect their own delegates, subject to approval by the workers in the represented IWW shop.
- (7) Delegates shall complete monthly delegate reports and submit them to the Branch Secretary. The time period for a delegate report is from the 6th day of the month to the 5th day of the following month. Completed monthly delegate reports shall be submitted to and received by the Branch Secretary no later than the 7th day of the following month.
For example, the March delegate report period is from March 6th - April 5th; the March delegate report shall be submitted to and received by the Branch Secretary no later than April 7th.
- (8) All delegates shall notify the Communications Officer of their following information:
- (a) Name of delegate
 - (b) Phone number and email address
 - (c) Any industries in which the delegate is involved or has knowledge
- The Communications Officer shall use this information as a guide for initial contact in shops or by individuals who contact the Branch.
- (9) Any Branch delegate may resign at any time. The resigning delegate shall post a resignation statement to the Branch general listserve explaining why they are resigning. Preferably, the resigning delegate should attend the next Branch business meeting to make an announcement and to answer any questions from Branch members. All IWW property and money shall be returned to the Branch within 30 days.
- (10) Branch delegates are accountable to the Branch membership and shall make themselves reasonably available to Branch members who have questions or concerns. In turn, Branch members should understand that delegate positions are volunteer and delegates fulfill their Branch duties in addition to their working and personal commitments. Therefore, Branch members shall be respectful of the time limitations of Branch delegates and act accordingly. Although delegates can be recalled by the Branch membership (see Section 11 below), Branch members shall first try to constructively resolve concerns about delegate performance before resorting to recall.
- (11) Any Branch delegate can be recalled by the Branch membership at any time during their term. To initiate a recall, a petition (requiring 5% of the Branch's membership in good standing to sign) shall be delivered to the Branch Secretary describing the reason(s) why the delegate(s) should be recalled. If the recall petition has enough valid signatures, as determined by the Branch Secretary, the recall shall be placed on the agenda of the next Branch business meeting. The Branch Secretary shall post the recall petition to the Branch's general listserve as far in advance of the next Branch business meeting as possible. The Branch Secretary shall draft the secret ballot and bring enough to the Branch business meeting.

Assuming the recall petition has the required number of Branch member signatures, it shall be heard, discussed, and voted upon by secret ballot at the earliest possible Branch business meeting. A Recall Ballot Committee shall be elected at the Branch business meeting and be comprised of 3 Branch members in good standing. Delegate(s) named in the recall and Branch

members involved in the writing of the recall petition have a conflict of interest and therefore shall not be allowed to serve on the Recall Ballot Committee. The Recall Ballot Committee shall be responsible for counting the ballots and reporting the results to the Branch business meeting. For voting, the Branch Secretary shall pass out a secret ballot to every Branch member in good standing present at the meeting (voter). The secret ballot shall consist of the name of each Branch delegate named in the recall with two options next to the delegate's name. The first option will read "Recall" followed by a check box. The second option will read "Don't Recall" followed by a check box. Each voter shall check one box per delegate. The completed ballots shall be submitted to the Recall Ballot Committee, who will tabulate and report the results to the meeting. After the Recall Ballot Committee report, the recall election results shall be ratified by the membership before the end of the business meeting. If a simple majority of Branch members in good standing present at the business meeting cast ballots in favor of recall, the delegate(s) shall immediately be recalled. Branch members who abstain in the vote (including formal abstentions and choosing not to vote) shall NOT be included in the tabulation of the vote. If the number of abstentions exceeds the sum of votes cast, the recall shall fail. If the recall is successful, all Union property and money shall be collected from the recalled delegate and returned to the Branch within 30 days. If the recall fails, the delegate(s) cannot be subject to another recall attempt during their term for the same reason(s).

All decisions made at Branch business meetings can be appealed to the SFBAGMB membership through a Branch member referendum (see Article IX of these Bylaws). However, the recalled delegate shall be stripped of their delegate status until a successful Branch member referendum reinstates the delegate.

V. Finances

- (1) The fiscal year of the SFBAGMB is July 1 - June 30.
- (2) The Branch Treasurer shall oversee the financial affairs of the SFBAGMB and maintain all Branch funds, unless otherwise specified by the Branch. Branch bookkeeping shall be kept in accordance with generally accepted accounting principles (see the Treasurer's job description in Article III, Section (1)(b) of these Bylaws).
- (3) The Branch Treasurer is responsible, in consultation with the Branch Secretary, for completing and filing all tax forms and Department of Labor forms, including the annual 990-N with the IRS and the annual LM-3 with the Department of Labor (see the Treasurer's job description in Article III, Section (1)(b) of these Bylaws).
- (4) The SFBAGMB shall have two check signers, the Branch Treasurer and the Branch Secretary. These two check signers shall have complete access to all SFBAGMB accounts. If the Branch Treasurer and the Branch Secretary positions are held by the same person, the SFBAGMB shall elect a second Branch member to be a check signer in the event that the Branch Secretary-Treasurer is not able to perform their duties. The election of a second check signer shall occur at a Branch business meeting. The second check signer can be removed from this position at any time during their term by the Branch Secretary-Treasurer. If this occurs, the Branch shall elect a replacement second check signer at a future Branch business meeting.
- (5) All expenses shall be approved by the Branch at a business meeting or by the appropriate committee/individual designated in the budget before funds are disbursed by the Branch Treasurer.
- (6) The Branch Secretary and Treasurer shall have the combined discretionary power to spend no more than \$2000.00 of Branch funds between Branch meetings without prior approval from the Branch

membership. Discretionary spending is intended for small expenses or for expenditures that cannot/should not wait until the next Branch business meeting. The Branch Secretary and Treasurer shall be required to disclose all discretionary spending in their reports to the membership at the upcoming Branch meeting.

- (7) No Branch officer or member is authorized to enter the Branch into a real estate or other long-term agreement/contract without prior approval of the Branch membership.
- (8) In April of each year, the SFBAGMB may convene a Budget Committee to develop a budget for the upcoming July 1 - June 30 fiscal year. The Budget Committee shall be open to all Branch members in good standing. The Branch Secretary and Treasurer shall be ex-officio members of the Budget Committee. The Budget Committee shall meet no less than once to develop and propose an annual budget to the SFBAGMB at the May Branch business meeting. The Branch shall discuss and possibly amend the proposed budget at the May Branch business meeting and will have a final vote at the June Branch business meeting.
- (9) In June of each year (no later than June 20), the SFBAGMB shall complete an inventory of all Branch merchandise, items related to tabling, and petty cash. Inventory shall be conducted in person by one or more members of the Outreach Committee plus the Treasurer. This will include comparing, for every inventory item, the number of units in the inventory system to the actual units on hand. This will also include comparing petty cash in the bookkeeping to actual petty cash on hand. The Outreach Committee shall produce a written report to the Branch membership outlining the results of the inventory count, discrepancies, and any recommendations. This report shall be presented to the SFBAGMB membership at the July Branch business meeting.
- (10) In July of each year, the SFBAGMB may convene an Audit Committee to conduct an audit of the Branch's past fiscal year's finances. The Audit Committee shall be open to all Branch members in good standing except for the current and past calendar year's Branch Secretary and Branch Treasurer. The Audit Committee shall report their findings to the SFBAGMB at the September Branch business meeting.
- (11) In an effort to encourage industrial organizing, the SFBAGMB will provide one-time, refundable, seed money for Branch members who decide to leave the SFBAGMB to establish a chartered Industrial Union Branch (IUB) in the Bay Area independent of the SFBAGMB.
 - (a) To receive one-time, refundable seed money from the SFBAGMB, the IUB shall be required to do both of the following:
 - 1) Present reason(s) for establishing an IUB to the SFBAGMB membership at a monthly Branch business meeting. This is for information purposes only and the SFBAGMB does not approve the establishment of an IUB.
 - 2) Request one-time, refundable seed money in writing from the SFBAGMB Treasurer within 15 days of receiving its IUB charter.
 - (b) If both requirements in subsection (a) above are met, the amount of one-time, refundable seed money the SFBAGMB provides will be based on the number of Branch members in good standing who leave the SFBAGMB for a chartered IUB the day the IUB charter is established:
 - For between 10-25 members in good standing, the SFBAGMB will provide \$2000.00
 - For between 26-50 members in good standing, the SFBAGMB will provide \$3000.00
 - For between 51-75 members in good standing, the SFBAGMB will provide \$4000.00

- For between 76-100 members in good standing, the SFBAGMB will provide \$5000.00
- For between 101-150 members in good standing, the SFBAGMB will provide \$6000.00
- For over 150 members in good standing, the SFBAGMB will provide \$7000.00

(c) If an IUB received one-time, refundable seed money from the SFBAGMB and is dechartered, it is required to return the full amount of the seed money to the SFBAGMB immediately. If there is not enough funds to return all the seed money, the IUB shall return as much of it as possible. The SFBAGMB can elect not to provide seed money for IUBs in the same industrial union number as a dechartered IUB for up to 3 years after the decharter.

(12) The Outreach Committee is empowered to make all decisions related to the Branch's merchandise for resale, including: purchasing/ordering, pricing, sales, inventory recordkeeping, and when/where to table. Included in this discretion are decisions related to purchasing materials and tools related to storing and selling merchandise such as bins, tables, carts, canopies, and signs. The Outreach Committee is permitted to spend no more than \$2000.00 in Branch funds related to merchandise between monthly Branch business meetings. It can also make spending proposals at Branch business meetings. The Outreach Committee is required to provide a written monthly report to the Branch membership describing all expenditures and income related to merchandise since the last monthly report.

VI. Representation

- (1) Any SFBAGMB officer or delegate may represent the Branch provided that they do not violate the IWW International Guiding Principles & Rules or the IWW North American Regional Administration's Constitution and Bylaws. Any such representation shall be communicated to the Branch membership at the next Branch business meeting by reporting what they said and to whom.
- (2) Any SFBAGMB officer or delegate may list their title on any publication, letter, or correspondence. Any member of the SFBAGMB in good standing may list their membership in the IWW on any publication, letter, or correspondence but must indicate that listing is for identification purposes only, unless otherwise approved by the SFBAGMB. Any such listing shall be communicated to the Branch membership at the next Branch business meeting.
- (3) All decisions made by Branch members in Article VI, Sections (1) and (2) of these Bylaws shall be reviewed, and may be voided, by simple majority vote at the next SFBAGMB business meeting.

VII. Committees

- (1) The SFBAGMB may establish committees for various purposes as it sees fit, and these committees may establish their own bylaws and operating procedures provided that these do not contradict the SFBAGMB Bylaws, the IWW International Guiding Principles & Rules, or the IWW North American Regional Administration's Constitution and Bylaws. All committees are accountable and responsible to the Branch.

(2) Types of SFBAGMB committees:

(a) Mandated Committees.

Mandated committees are committees established in the SFBAGMB Bylaws to perform specific business functions for the Branch. After the business function is completed, the mandated committee is dissolved.

(b) Standing Committees.

Standing committees are committees with a continued existence, formed to do their assigned business on an ongoing basis. Once per year, at the October Branch business meeting, standing committees shall be reviewed by Branch members and shall either be extended for another year or dissolved. The annual election of standing committee members shall occur at the November Branch business meeting. Standing committee members shall serve one-year terms.

(c) Special Committees.

Special committees are ad hoc committees that accomplish a specific task within a specific period of time. After the task is completed, the special committee is dissolved.

(3) All SFBAGMB committees shall be established using the following process:

A formal motion/proposal shall be submitted to the Branch Secretary according to Article II, Section (3) of these Bylaws to be considered at a Branch business meeting. The motion/proposal shall include:

- (a) The name of the proposed committee.
- (b) What type of committee it will be (see Section 2 above).
- (c) Why the proposed committee is being formed/objectives of the proposed committee.
- (d) The number of proposed committee members. This can be a particular number or a range depending on Branch member interest.
- (e) Any skills required by committee members.
- (f) How a Chairperson will be elected and what responsibilities/powers the Chairperson will have (if the proposed committee will function with a chairperson).
- (g) How the proposed committee will make decisions.
- (h) If a Special Committee, the proposed timeline for completing its task(s) and dissolving.

At the Branch business meeting, the motion/proposal shall be made and—if seconded—discussed and a vote shall take place. If a simple majority of Branch members in good standing at a Branch business meeting vote in the affirmative, the committee shall be established.

(4) All Branch committees shall be comprised solely of Branch members in good standing elected by the Branch membership at a Branch business meeting. The minimum number of members a committee can have is 2 Branch members in good standing. If a committee's membership falls below 2 Branch members in good standing and there are no more alternates to fill vacant seats, the committee's work shall be suspended until the next Branch meeting. At this next Branch meeting, the committee shall either be dissolved or there will be an election of additional members/alternates to serve on the committee.

(5) Branch committee member elections shall be conducted using the following election process:

- (a) When a committee's establishment is approved at a Branch business meeting, the election of committee members shall be conducted at the same Branch business meeting. Standing committee members shall be elected at the November Branch business meeting and begin their terms January 1st.
- (b) In cases where there are NOT more candidates than open committee seats and there is NOT a request made for a secret ballot election by one of more Branch members in good standing, members of Branch committees shall be elected by affirmation at a Branch

business meeting. Before the affirmation vote, Branch members shall have a chance to ask questions of the candidates. After questions, the vote shall take place. Candidate names shall be read individually followed by a voice vote on each candidate.

(c) In cases where there are more candidates than open committee seats OR where there is a request made for a secret ballot election by one of more Branch members in good standing, members of Branch committees shall be elected by secret ballot at the same Branch business meeting using the following process:

- 1) The Branch Secretary shall compile a list of Branch members who want (and are eligible) to serve on this committee.
- 2) Branch members shall have a chance to ask questions of the candidates at the Branch business meeting before the election. There shall be no candidate statements.
- 3) After questions, a Ballot Committee shall be elected, comprised of 3 Branch members in good standing. No candidate for this committee can serve on the Ballot Committee. The Ballot Committee shall be responsible for counting the ballots and reporting the results to the Branch business meeting.
- 4) Voting shall take place for all candidates on a single secret ballot of uniform shape and color. The Branch Secretary shall pass out one blank sheet to every Branch member in good standing present at the meeting (i.e. voter). The Branch Secretary shall read every candidate's name and the voter shall write each candidate's name on the blank ballot followed by a check box. Each voter shall have as many votes as there are open seats on the committee, but cannot assign more than one vote per candidate. Only checked boxes next to candidates' names shall count as single votes. Unchecked boxes and write-in votes shall not count as votes. After voting, the voter shall fold their ballot once in half so the writing on the ballot is not visible.
- 5) All ballots shall be collected by the Ballot Committee, who will tabulate the votes and report the results to the meeting. The number of candidates with the highest number of votes shall be elected to the committee. All other candidates shall be considered alternates and will be ranked according to the number of votes they received. After the Ballot Committee report, the election results shall be ratified by the Branch membership before the end of the business meeting. If a committee member leaves the committee before the end of their term, the position shall immediately be filled by the alternate (who accepts the position) with the most votes.

(d) Branch committees can add member(s) after the initial or annual election only if all current committee members agree by a vote. After this committee vote, the item shall be placed on the agenda of the upcoming Branch business meeting under "Nominations, elections, and installations". The election of this additional member(s) to the committee shall be handled using the process outlined above in Section (5), Subsections (b) and (c).

(6) All SFBAGMB committees shall establish a list of all committee members and their email addresses and/or phone numbers and make this list available to all members of the committee. If committee business will take place online, the committee shall establish a committee listserve through lists.iww.org or through another platform of the committee's choosing.

- (7) The default decision-making process for SFBAGMB committee decisions shall be *Robert's Rules of Order* parliamentary procedure and simple majority (50% + 1) rule. Committees can elect to use modified consensus if they wish, defined as the following:

Decisions shall be made upon by a process of discussion, modification, and agreement. During the course of this process, different positions will be articulated and debated. Committee members will try to work through differences and synthesize contradictory ideas. Consensus means that the final decision does not violate anyone's fundamental principles, or their interest in the Branch. If unanimous support is not available for a decision, committee members may take several positions:

- (a) Non-support: e.g. "I don't see the need for this, but I'll go along."
- (b) Reservations: e.g. "This may be a mistake, but I can live with it. These are my reservations . . ."
- (c) Standing aside: e.g. "I personally can't do this, but I won't stop others from doing it."
- (d) Blocking: e.g. "I think that this decision is fundamentally wrong and I can't go along with it."

Only position "4" (blocking) can initially stop a committee decision from being made. If the blocking cannot be overcome, a vote shall be taken to determine the outcome of a decision. The majority required to pass proposals/make decisions shall be determined by the committee members, but is usually higher than simple majority in modified consensus decision-making.

- (8) Proxies are not allowed when conducting committee business.
- (9) Committee work shall only be performed by members of the specific committee or by those tasked by the committee after a committee vote.
- (10) All SFBAGMB committees shall make monthly verbal reports to the membership at Branch business meetings. Written reports are encouraged, but not required.
- (11) Committee members are accountable to the Branch membership and shall make themselves reasonably available to Branch members who have questions or concerns. In turn, Branch members should understand that committee positions are volunteer and committee members fulfill their Branch duties in addition to their working and personal commitments. Therefore, Branch members shall be respectful of the time limitations of committee members and act accordingly.
- (12) Any committee member may resign at any time. The resigning committee member shall inform the remaining committee members of their resignation and explain why. All SFBAGMB property and money shall be returned to the Branch within 30 days. The committee shall include this resignation in its report at the next Branch business meeting. The alternate candidate with the most election votes shall immediately fill this vacancy on the committee.
- (13) Any committee member can be expelled from a committee for misconduct, failing to carry out their committee responsibilities, or for any other just cause. If at least 2/3 of the committee members vote that an individual be expelled from the committee in the affirmative, the committee member shall be expelled from the committee. All SFBAGMB property and money shall be returned to the Branch within 30 days. The committee shall include this expulsion in its report at the next Branch business meeting. The expelled member can appeal the committee's decision to a Branch business meeting if they inform the Branch Secretary in writing within 30 days of the expulsion. Alternate candidates filling this vacancy shall only become committee members if the expulsion is not appealed or if the expulsion is upheld by appeal. The alternate candidate with the most election votes shall fill this committee's vacancy.

- (14) Each committee shall perform its task(s) promptly and responsibly. If a committee fails to carry out its obligations, the SFBAGMB—at a Branch business meeting—shall discuss the performance of the committee and decide what action, if any, to take. Actions may include replacing committee members, dissolving the committee, or another action. Branch decisions shall be made by simple majority vote. If a committee fails to meet or serve its intended purpose for no stated good cause within 30 days of being established, this committee shall be dissolved.

VIII. Complaints Against Members and Conflict Resolution

The SFBAGMB, consistent with the traditions and principles of the IWW, is committed to democracy, equality, mutual respect, and solidarity. This commitment also extends to how we treat each other and resolve conflicts within this Branch. Below is the SFBAGMB's policy on unacceptable behavior and conflict resolution, consistent with the IWW International Guiding Principles & Rules and the IWW North American Regional Administration's Constitution and Bylaws. Section (1) outlines unacceptable behavior. Sections (2) through (5) describe the steps, in order, that SFBAGMB members shall take to resolve conflicts in the Branch. SFBAGMB members shall attempt to resolve conflicts locally before initiating the union-wide IWW complaints process as described in the IWW North American Regional Administration's Constitution and Bylaws.

At no point in the SFBAGMB conflict resolution process shall the following rights of Branch members be infringed: Branch members are presumed innocent until proven guilty; Branch members shall have due process/equal protection (fairness during the process with no Branch member receiving prejudicial or unequal treatment, including punishment before the process is complete); evidence shall be required to support complaints (rather than unsupported assertions, hearsay, and inflammatory language); and the rights to face one's accuser, be informed of the complaint, and examine all evidence presented to support said complaint shall be maintained. In addition, strict confidentiality of all parties involved shall be honored during the entire conflict resolution process (from the filing of the complaint to the time the report is submitted to the Branch by the Branch mediator/complaint committee).

- (1) Behaviors unacceptable in the SFBAGMB are consistent with those outlined in the IWW International Guiding Principles & Rules and the IWW North American Regional Administration's Constitution and Bylaws, and include the following:
- (a) Willfully failing to comply with the Preamble, Constitution, and/or Bylaws of the North American Regional Administration of the IWW, the SFBAGMB, or a body related to the SFBAGMB.
 - (b) Engaging in corruption or financial malpractice with respect to the funds or property of the SFBAGMB or a body related to the SFBAGMB.
 - (c) Bringing false charges or deliberately falsifying documentation with malicious intent against a member of the IWW, the SFBAGMB, or a body related to the SFBAGMB.
 - (d) Discriminating against a member of the SFBAGMB or against a member of a body related to the SFBAGMB. Discrimination is the treatment of one individual differently from another based on any of the following: perceived or actual race, ethnicity, ancestry, national origin, religion, sex, sexual orientation, gender identity/expression, age, height, weight, mental/physical ability, medical condition, marital/family status, and/or political activities or affiliations.
 - (e) Harassing a member of the SFBAGMB or a member of a body related to the SFBAGMB. Harassment occurs when an individual is subjected to unwelcome

verbal, written, or physical conduct by a Branch member. This conduct is often related to the areas listed in the Discrimination subsection above, but is not limited to these. Examples of harassment include verbal or physical abuse, threats, bullying, derogatory remarks, taunts, malicious jokes, offensive images, unwelcome requests, and innuendos. Included in harassment is sexual harassment, which includes unwanted sexual advances, unwanted requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature, whether such conduct is made explicitly or implicitly. Behavior does not need to be intentional in order to be considered harassment.

- (f) Being violent toward a member of the SFBAGMB or a member of a body related to the SFBAGMB. Violence is defined as any act of physical force intending to or causing physical harm to another person or endangering their health/safety. The SFBAGMB's position on violence as unacceptable behavior does not preclude the right of Branch members to engage in self-defense against unprovoked violent attacks.

- (2) Allegations of unacceptable behavior are serious and shall be treated seriously by the Branch. The first step in confronting and minimizing perceived unacceptable behavior is to tell the Branch member(s) that their behavior is inappropriate and to please stop. If the perceived unacceptable behavior was done at a Branch meeting or event, it is appropriate to either respectfully raise the issue at the meeting/event before the group or to raise the issue privately after the meeting/event (either verbally or in writing). If the perceived unacceptable behavior was done outside of a Branch meeting/event, the issue should be respectfully raised privately afterward, either verbally or in writing. Sometimes, a calm and respectful private conversation is the best way to constructively resolve an issue. If the perceived unacceptable behavior is mostly or entirely related to a Branch member's job performance as a Branch officer, delegate, committee member, etc., then the perceived unacceptable behavior can be raised at a Branch business meeting after the appropriate report or elsewhere on the agenda (see Article II, Section 6). Besides the Branch meeting/event, Branch members shall not publicize allegations of inappropriate behavior until the Branch conflict resolution process is complete.

If the Branch member does not feel comfortable confronting the other Branch member(s), if this initial personal approach does not produce the desired result, or if the behavior is so egregious that dealing with it cannot wait until the next Branch business meeting, then the next step is to file a written complaint against the other Branch member(s) with a Branch officer as soon as possible (see Section 3 below).

- (3) To initiate the SFBAGMB's conflict resolution process over perceived unacceptable behavior, a Branch member or members shall file a written complaint (hereafter referred to as the "complainant/s") against another Branch member or members (hereafter referred to as the "respondent/s") with the Branch Secretary. If the Branch Secretary is involved or has a perceived conflict of interest, the complaint shall be filed with any other Branch officer. As much detail as possible, including supporting documentation, should be included in the written complaint because it cannot be amended once it is filed. The Branch officer receiving the complaint shall make initial contact with both the complainant and the respondent as well as make all other Branch officers aware of the complaint within 48 hours. A complete copy of the complaint, with all supporting documents filed by the complainant, shall be made available to the respondent and to all other Branch officers within 72 hours of the complaint being filed. As soon as a complaint is filed and both parties have been notified by the Branch officer

receiving the complaint, the complainant and respondent shall not directly communicate with each other about issues in the complaint until the complaint is resolved; all communications by the complainant and respondent related to the complaint shall be made through the appropriate Branch officer or member.

In the initial contact with the complainant and the respondent, the Branch officer shall ask both parties if they are willing to resolve the complaint through mediation. If both parties agree to resolve the conflict through mediation, then the mediation process outlined in Section (4) below shall be followed. If either party declines to participate in mediation, the complaint shall immediately go to the “Branch Complaint Committee Process” outlined in Section (5) below. During the entire conflict resolution process (from the filing of the complaint to the time the report is submitted to the Branch by the mediator/complaint committee), strict confidentiality of all parties involved shall be respected. A complaint can be withdrawn at any time by the complainant by notifying, in writing, the Branch officer who received the complaint. Withdrawn complaints may be refiled by the complainant at a later date.

- (4) Mediation: If both the complainant and respondent are willing to participate in mediation to resolve the conflict (and the conflict does not present an imminent danger to the Branch’s interests or to any of the parties involved), then the following mediation process shall be followed. If the conflict presents an imminent danger to either the Branch’s interests or to any of the parties involved (as determined by the Branch officer receiving the complaint), mediation shall not be utilized and, instead, the complaint shall immediately go to the Branch Complaint Committee Process outlined in Section (5) below.

Mediation is a constructive dialogue facilitated by a mutually agreed upon third party with the goal of finding a resolution to the conflict that is suitable to all parties. Mediation is by necessity a voluntary process where all parties are willing to resolve the conflict by mediation. If mediation is chosen by the parties involved, the Branch officer who received the complaint shall coordinate the mediation process.

Confidentiality is a central component of mediation. Statements made during mediation shall remain confidential and cannot be used in the Branch Complaint Committee Process or any other public forum unless otherwise agreed to by all parties. If strict confidentiality is an issue to one or more parties, mediation may not be the appropriate process to resolve the conflict. Instead, the Branch Complaint Committee Process (see Section 5 below) may be better suited to resolve the conflict.

Participation in mediation does not affect the complainant’s right to use the Branch Complaint Committee Process (see Section 5 below) should mediation fail to resolve the conflict.

The SFBAGMB mediation process shall consist of the following:

- (a) If both parties are willing to mediate, the Branch officer who received the complaint shall coordinate the selection of a mediator from within the SFBAGMB membership. The role of the mediator is to listen to both parties, gain a better understanding of the conflict, identify whether it is related to the IWW/Branch, search for alternative ways to view the conflict, and assist the parties in identifying ways to resolve the conflict that is suitable to all parties. If no agreed upon mediator is available within the Branch’s membership, the complainant and

- respondent may go to an outside mediator if all parties agree. The Branch officer receiving the complaint shall be responsible for finding an outside mediator acceptable to all parties. If the parties are unable to agree upon a mediator within 30 days from the date the complaint was filed, the complaint shall immediately go to the Branch Complaint Committee Process (see Section 5 below).
- (b) A mediator shall be identified no later than 30 days after the complaint was filed. The Branch shall reimburse the in-Branch mediator for any reasonable expenses incurred in the process of conflict mediation. If an outside mediator is used, the Branch shall pay up to \$200.00 for outside mediation services per Branch complaint.
 - (c) The mediator shall first meet, speak by telephone, or communicate by other medium separately with each party to listen to each party's concerns. During these conversations, the mediator shall ask each party what they would like to see in order to resolve the conflict and whether each party would be willing to meet with the other party in the presence of the mediator.
 - (d) Based on these conversations, the mediator will identify the next step. This can include, but is not limited to, the following: a second round of mediator-party conversations, a planned meeting of the parties with the mediator, or the closure of mediation.
 - (e) If mediation meeting(s) occur, both the complainant and respondent may bring one other person with them to the mediation. The Branch mediator is empowered to remove these guests if their presence becomes disruptive. Proxies for the complainant and/or respondent are not permitted.
 - (f) If either party fails to attend more than one mediation meeting, mediation shall immediately terminate. The complainant has 10 days from the end of mediation to move the complaint to the Branch Complaint Committee Process (see Section 5 below). To do this, the complainant shall notify the Branch officer who received the complaint, in writing, that they want to pursue the Branch Complaint Committee Process. If the complainant fails to notify this Branch officer within 10 days, the complaint shall be immediately closed (and cannot be refiled).
 - (g) At any time during the mediation process, any party may withdraw from mediation by notifying, in writing, the mediator and the Branch officer who received the complaint. The Branch officer who received the complaint shall notify all parties involved in the mediation, in writing, that mediation has been terminated because one or more parties have withdrawn. The complainant shall have 10 days from the date the Branch officer notified all parties that mediation was terminated to move the complaint to the Branch Complaint Committee Process (see Section 5 below). To do this, the complainant shall notify the Branch officer who received the complaint, in writing, that they want to pursue the Branch Complaint Committee Process. If the complainant fails to notify this Branch officer within 10 days, the complaint shall be immediately closed (and cannot be refiled).
 - (h) If the mediation process is completed and is unsuccessful (i.e. a resolution to the conflict is not suitable to all parties) or is partially successful (i.e. there is some agreement by all parties but not enough to entirely resolve the conflict), the complainant has 10 days to move the complaint to the Branch Complaint Committee Process (see Section 5 below). To do this, the complainant needs to notify the Branch officer who received the complaint, in writing, that they want to pursue the Branch Complaint Committee Process. If the complainant fails to

notify this Branch officer within 10 days of the end of mediation, the complaint shall be immediately closed (and cannot be refiled).

- (i) If the mediation process is completed and fully successful (i.e. there is enough agreement by all parties to entirely resolve the conflict), the complaint shall be immediately closed. However, the complainant has the right, at any time, to reopen the complaint by notifying the Branch officer who received the complaint, in writing, that they want to reopen the complaint. If reopened, the complaint automatically moves to the Branch Complaint Committee Process (see Section 5 below).
- (j) The mediator and parties shall take no more than 90 days from the day the complaint was filed to conduct the mediation and report the results (whether it was fully successful, partially successful, or unsuccessful) to the next regular business meeting of the Branch. Except for the names of the parties and to what extent the mediation was successful, no details shall be released at the Branch meeting unless all parties agree. If there is agreement by all parties to discuss details, a written report agreed to by all parties shall be submitted at the Branch meeting. This written report shall also be submitted to the IWW North American Regional Administration as described in the IWW North American Regional Administration's Constitution and Bylaws.

(5) Branch Complaint Committee Process: The complainant can bypass mediation and move the complaint to the Branch Complaint Committee Process, described here. Even if mediation is attempted and/or completed, the complainant can move the complaint to the Branch Complaint Committee Process (see Sections 4f - 4h above). The Branch Complaint Committee Process shall consist of the following:

- (a) If the Branch Complaint Committee Process is used, a Complaint Committee shall be elected at the next Branch business meeting. The Complaint Committee shall be comprised of 3 Branch members in good standing elected at the Branch business meeting. No member of the Complaint Committee shall have a conflict of interest with the complainant or the respondent. The complainant and respondent may have voice in the election of the Complaint Committee, but no vote. If any member of the Complaint Committee resigns, they shall be replaced by another Branch member selected by the Branch officer who received the complaint.
- (b) The timeline for the Complaint Committee to hear and decide on the complaint is as follows:
 - 1) The Branch officer receiving the complaint shall provide all Complaint Committee members with a complete copy of the complaint, including all supporting documents filed by the complainant, within 24 hours of the election of the Complaint Committee.
 - 2) Within 48 hours of receiving the complaint and supporting documents, the Complaint Committee shall forward a complete copy of the complaint, including all supporting documents filed by the complainant, to the complainant and respondent to ensure all parties have the same information.
 - 3) From the moment the respondent receives the complaint and supporting documents from the Complaint Committee, the respondent shall have 14 days to respond in writing to the complaint and supporting

documents. This written response by the respondent shall be submitted to the Complaint Committee.

- 4) Upon receipt of the respondent's written response to the complaint and supporting documents, the Complaint Committee shall schedule, within 14 days, a hearing to discuss any questions it has regarding the complaint, supporting documents, or the respondent's response. The hearing date and time shall be agreeable to both the complainant and the respondent so all parties can attend. At the hearing, the Complaint Committee shall ask questions while all parties are present.
- 5) Within 14 days of the hearing, the Complaint Committee shall meet and decide by simple majority on the merits of the complaint and any disciplinary action recommendations. The Complaint Committee shall write a report outlining its findings and recommendations (including any dissenting opinions if the vote of the Complaint Committee was not unanimous) along with the complaint and all evidence provided by the complainant and the respondent, and submit it to the Branch at the next Branch business meeting.

Consistent with the IWW North American Regional Administration's Constitution and Bylaws, only the following offenses can result in remedial actions, discipline, and/or penalties:

- a) Willfully failing to comply with the Preamble, Constitution, and/or Bylaws of the IWW North American Regional Administration, the SFBAGMB Bylaws, or the bylaws of a body related to the SFBAGMB.
- b) Engaging in corruption or financial malpractice with respect to the funds or property of the SFBAGMB or a body related to the SFBAGMB.
- c) Bringing false charges or deliberately falsifying documentation with malicious intent against a member of the IWW, the SFBAGMB, or a body related to the SFBAGMB.
- d) Discrimination, harassment, and/or violence.

The remedial actions, discipline, or penalties which may be imposed can include censure, temporary suspension, disqualification or removal from office or official position, expulsion, restitution, and/or other remedy.

- 6) At the Branch meeting, the Complaint Committee shall submit its report to the Branch membership. After questions and discussion, the membership shall decide whether or not to accept the findings and recommendations of the Complaint Committee. This decision, like all decisions made at Branch meetings, is subject to appeal to the membership through a Branch mail-in appeal (see Article IX, Section 4 of these Bylaws). If not appealed, or after the Branch mail-in appeal, the Branch Secretary shall promptly submit the

final decision of the Branch, the Complaint Committee's report, and all supporting documents to the IWW North American Regional Administration as described in the IWW North American Regional Administration's Constitution and Bylaws.

- 7) If the complaint is dismissed by the Branch, the complainant cannot file this same complaint again with the Branch.
- 8) The decision by the Branch does not preclude the complainant or respondent from using the union-wide IWW complaints process as described in the IWW North American Regional Administration's Constitution and Bylaws.

IX. Appeal Process

- (1) There are several levels of decision-making in the SFBAGMB, including:
 - (a) Branch officer, delegate, and rank & file member decisions
 - (b) Branch committee decisions
 - (c) Monthly Branch business meeting decisions
 - (d) Branch member mail-in elections/referenda/appeals decisions
- (2) The SFBAGMB membership is the highest authority in the Branch and the final arbiter of all Branch decisions/appeals.
- (3) All decisions made by officers, delegates, rank & file Branch members, and committees can be appealed, and potentially reversed, at a monthly Branch business meeting. To do so, any Branch member in good standing can, within 60 days of the original decision, propose that a decision made by a Branch officer, delegate, rank & file member, or committee be reversed by adding this item to a Branch business meeting agenda according to Article II, Section (3) of these Bylaws. The Branch member shall also explain in writing why they think the decision should be reversed. Assuming that this appeal proposal is seconded at the Branch business meeting, it shall be heard, discussed, and voted upon by secret ballot at the Branch business meeting. Ballots shall be prepared in advance of the Branch business meeting by the Branch Secretary and brought to the business meeting. If a simple majority of Branch members in good standing present at the business meeting cast votes in favor of the appeal, the original decision by the officer, delegate, rank & file Branch member, or committee shall be reversed (if possible). The Branch membership, at the business meeting, shall decide how to handle the details and ramifications of the reversal of a previous decision.
- (4) All decisions made at monthly Branch business meetings can be appealed to the membership through a Branch Meeting Mail-in Appeal. To do so, a petition (requiring 15% of the Branch's membership in good standing to sign) shall be delivered to the Branch Secretary within 30 days of the Branch business meeting decision that is being appealed. The petition shall describe the reason(s) why this Branch business meeting decision should be reversed. If this appeal petition has enough valid signatures and was submitted within 30 days of the Branch business meeting decision that is being appealed—as determined by the Branch Secretary—the appeal shall move forward and be placed on the agenda of the next Branch business meeting. The Branch Secretary shall also post the appeal petition to the Branch's general listserve as far in advance of the next Branch business meeting as possible.

At the Branch business meeting (Branch meeting #1), the appeal shall be discussed. Also, a Branch Meeting Appeal Ballot Committee shall be established and be comprised of 3 Branch

members in good standing. No one directly involved in the appeal can serve on the Branch Meeting Appeal Ballot Committee because of conflict of interest. The Branch Meeting Appeal Ballot Committee shall be responsible for conducting the election and counting the ballots at the subsequent Branch business meeting, according to the “Appendix A, Election Procedure” in these Bylaws.

At the subsequent Branch business meeting (Branch meeting #2), Branch Meeting Appeal Ballot Committee members shall arrive at least 30 minutes before the start of this Branch business meeting to verify the status of provisional mail-in ballots and count all mail-in ballots. The Branch Secretary shall collect all mail-in ballots from the post office box and provide them to the Branch Meeting Appeal Ballot Committee. The Branch Secretary shall be available during the counting in case the Branch Meeting Appeal Ballot Committee has any questions. In addition to voting by mail, Branch members in good standing may vote during this Branch meeting by secret ballot. The Branch Secretary shall bring extra ballots to the meeting for members who wish to vote at the meeting. Completed ballots shall be given to the Branch Meeting Appeal Ballot Committee for verification and counting. Valid ballots cast at the meeting will be added to the mail-in ballot returns. A representative from the Branch Meeting Appeal Ballot Committee shall provide a brief verbal report at the Branch meeting announcing the election results. If a simple majority of all Branch members in good standing cast ballots in favor of the appeal, the original decision made at the Branch business meeting shall be reversed. *For example, if there are 80 Branch members in good standing, at least 41 ballots favoring the appeal are required to overturn the initial decision made at a Branch business meeting.* After the Branch Meeting Appeal Ballot Committee report, the election results shall be ratified by the membership at the Branch business meeting. The Branch membership, at the business meeting, shall decide how to handle the details and ramifications of the reversal of a previous decision.

X. Priorities

- (1) For the purpose of maintaining the spirit of the IWW and our commitment to organizing for the Abolition of the Wage System, the SFBAGMB shall prioritize, in order, the following activities:
 - (a) SFBAGMB organizing drives and shops
 - (b) SFBAGMB administration
 - (c) Solidarity with other IWW regions’ and branches’ campaigns
 - (d) Solidarity with other labor campaigns
 - (e) Tabling, outreach, fundraising, and events
 - (f) Solidarity with non-labor, “movement” campaigns
 - (g) Miscellaneous activities

XI. Paid Organizers

- (1) Any Branch member who receives payment for organizing by the Branch (a stipend) shall submit monthly written reports to the Branch at SFBAGMB business meetings. A copy of all reports shall also be submitted to the Branch Secretary and Treasurer. Such reports shall include any meeting minutes from formal meetings and synopses of informal meetings. Reports should be as detailed as security permits and include approximate dates, times, numbers of persons present, and topics discussed.

- (2) Any Branch member who only receives reimbursements for organizing by the Branch (not a stipend) shall submit monthly verbal or written reports to the Branch at SFBAGMB business meetings.
- (3) Reports shall be accepted by vote at the following SFBAGMB business meeting.
- (4) Payments from the Branch are only given after the report is accepted at the SFBAGMB business meeting.
- (5) Only members in good standing can receive payment for organizing.

XII. Keys/Codes

- (1) Upon request, all Branch officers and delegates shall be entitled to keys/codes to all SFBAGMB offices. When Branch members are no longer officers and/or delegates, they shall immediately return their keys to the Branch Secretary.
- (2) The Branch Secretary shall be responsible for the issuing of keys/codes to Branch members in good standing and maintaining a list of Branch members who have been issued keys/codes.
- (3) The Branch Secretary may issue keys/codes to other members of the SFBAGMB in good standing if required for organizing purposes. The Branch Secretary shall report on all keys/codes issued between meetings at the monthly Branch business meeting.
- (4) Keys/codes to all SFBAGMB offices can also be issued by a simple majority vote of SFBAGMB members in good standing at a Branch business meeting.
- (5) Each Branch member shall be responsible for the key(s) issued to them and pay all replacement costs for lost or stolen keys.
- (6) All SFBAGMB office keys shall be numbered and stamped “do not duplicate”, except for the master keys.
- (7) The Branch Secretary shall be responsible for the keys to the Branch’s post office box.

XIII. Amendments to Bylaws

- (1) SFBAGMB Bylaws shall have a revision date printed on each page of the Bylaws that reflects the date these Bylaws were approved by the Branch’s membership.
- (2) Amendments to these Bylaws shall only be made at monthly SFBAGMB business meetings. The process by which amendments to these Bylaws are made is as follows:
Any Branch member in good standing may submit a written motion/proposal to the Branch Secretary according to Article II, Section (3) of these Bylaws to be considered at a Branch business meeting. The motion/proposal shall include:
 - (a) Why the Bylaws change is being proposed.
 - (b) The Bylaws language that would be removed if the Bylaws amendment passes.
 - (c) The replacement Bylaws language or new Bylaws language that would be added if the Bylaws amendment passes.
 - (d) Where new language will be placed in the Bylaws.
 - (e) An estimate of the fiscal impact to the Branch if the Bylaws amendment passes (if any).

The motion/proposal shall be made, and if seconded at a Branch business meeting, shall be discussed and a vote shall take place. If a simple majority of Branch members in good standing present at the Branch business meeting vote in the affirmative, the Bylaws amendment shall pass. Bylaw amendments must be recorded with a show of hands or by secret ballot, not by voice vote.

- (3) A copy of the amended SFBAGMB Bylaws shall be transmitted (by the Branch Secretary) within 60 days to IWW General Headquarters in order to be reviewed by the General Executive Board (consistent with Article XI, Section 2 of the IWW North American Regional Administration's Constitution).

Appendix A: Election Procedure

The following procedure shall be used for annually electing SFBAGMB officers as well as for handling Branch mail-in referenda/appeals. This procedure assumes all Branch officers' terms are for one year, beginning on January 1 and ending on December 31. At the October Branch meeting, the Branch Secretary shall announce that Branch officer elections are coming up and nominations will be made at the November Branch meeting. The Branch Secretary shall also post this announcement to the Branch's general listserve no less than 15 days before the November Branch meeting.

1. Timeline & Procedure:

(A) At the November SFBAGMB meeting:

(1) Nomination and confirmation of candidates running for Branch office(s).

Nominations of Branch members in good standing shall be made at the November Branch meeting. "Good standing" is when a Branch member has paid IWW dues within the last two months prior to the current month; "bad standing" is when a Branch member has not paid IWW dues within the last two months prior to the current month. All candidates in good standing at the November Branch meeting (i.e. Branch members who have paid dues through September of the current year), who accept their nominations, shall be placed on the ballot. In contested elections (where there is more than one candidate running for any Branch office), candidates may provide a candidate's statement to the Branch Secretary. If submitting a candidate's statement, the statement must be received by the Branch Secretary within 48 hours from the end of the November Branch meeting. The candidate's statement shall be no longer than one page and include the candidate's name and why they are running for a particular Branch office. All candidate statements that meet the above criteria shall be included with the ballot.

* NOTE: If all Branch offices are uncontested (there is not more than one eligible candidate for every Branch office), there shall NOT be a mail-in ballot. Instead, these candidates shall simply be ratified at the November Branch meeting and begin their terms on January 1.

Ratification shall be done on a single secret ballot. The Branch Secretary shall pass out secret ballots at the November Branch meeting. The ballot shall list each Branch officer position followed by the uncontested candidate's name followed by a check box. In order for a candidate to be ratified, a simple majority of Branch members in good standing present at the November meeting must have checked the box next to the candidate's name. If this simple majority is not attained, the officer position shall remain vacant until a special election or until the regular election next year.

(2) Election of a Ballot Committee consisting of at least 3 Branch members in good standing. No candidate running for any Branch office can serve on the Ballot Committee. The Ballot Committee shall be responsible for conducting the Branch election, namely:

- (a) folding, assembling, and mailing ballots to Branch members using the address labels, a photocopy of the address labels, postage stamps, #10 envelopes (& a small number of Spanish tagline stickers), #9 envelopes, regular ballots, provisional ballots, vouchers, blank #6.75 ballot envelopes provided by the Branch Secretary, and candidate statements (if applicable). Ballots shall be mailed to Branch members within 7 days after the November Branch meeting.
- (b) attending the December Branch meeting. Ballot Committee members shall arrive at least 30 minutes before the start of the meeting to count ballots and check them against Branch records. Branch members in good standing may also vote by secret ballot during the December Branch meeting if they have not mailed in a ballot. After tallying the mail-in and in-person votes, a representative from the Ballot Committee shall provide a verbal report at the December Branch meeting with the election results. The election results shall be ratified by the Branch at the December meeting so the newly elected officers can start their terms on January 1.

(3) The voting process, described below, shall be explained to the meeting attendees.

The membership of the SFBAGMB shall vote by secret mail-in ballot (with in-person secret ballot voting allowed during the December Branch meeting) to determine the outcome of the Branch election. Candidates for each office shall be listed on the ballot in alphabetical order with a space for a write-in candidate. All Branch members who have paid dues through July of the current year shall be mailed ballots. However, mail-in ballots shall only be counted from members who have paid dues through September of the current year. Ballots must be received at the Branch's post office box by the December Branch meeting in order to count. If a Branch member in good standing does not mail in their ballot, they can cast a ballot during the December Branch meeting. If a ballot is cast at the December Branch meeting, the member shall have paid dues through October of the current year in order for the ballot to count. The candidate with the most votes (including a write-in candidate in good standing and who accepts the nomination) shall win. All other candidates shall be considered alternates and ranked according to the number of votes they received. If a Branch officer leaves office before the end of their term (e.g. resigns, is no longer in good standing, or is recalled by the Branch membership), the position shall immediately be filled by the alternate (who accepts the position) with the most votes. If there are no more alternates to fill vacant officer position(s), the Branch membership—at a Branch meeting—shall decide how to proceed. There can be a special election to fill the officer position(s) until December 31 or the officer position(s) can remain vacant until the next Branch election cycle.

(B) Within 48 hours from the end of the November Branch meeting:

Candidates who want to submit a candidate's statement to be included with the mail-in ballot must submit the statement to the Branch Secretary within 48 hours from the end of the November Branch meeting. The candidate's statement shall be no longer than one page and include the candidate's name and why they are running for a particular Branch office. All candidate statements that meet the above criteria shall be included with the ballot.

(C) Within 7 days after the November Branch meeting:

The Ballot Committee shall mail ballots to Branch members. The Branch Secretary shall produce all ballot materials and coordinate with the Ballot Committee regarding the transfer of materials so the Ballot Committee can assemble and mail the ballots. The materials that the Branch Secretary shall produce and give to the Ballot Committee are:

- (1) Address labels for all Branch members who have paid dues through July of the current year (and are therefore eligible to receive a ballot).
- (2) Photocopy of the mailing labels, with those receiving provisional ballots indicated, so the Ballot Committee can number them and the corresponding #9 return envelopes.
- (3) Postage stamps for the #10 outgoing envelopes and the #9 return envelopes (one 1 ounce stamp per envelope).
- (4) #10 outgoing envelopes & a small number of Spanish tagline stickers.
- (5) #9 self-addressed return envelopes.
- (6a) Regular Ballots (for Branch members who have paid dues through September of the current year). These should be printed on white paper to distinguish them from the Provisional Ballots.
- (6b) Provisional Ballots (for Branch members who have paid dues through July of the current year, but are not yet paid up through September of the current year). These should be printed on a colored paper to distinguish them from the Regular Ballots.
- (7) Vouchers (for provisional ballots only).
- (8) Blank #6.75 envelopes (in which the completed ballots are inserted).
- (9) Candidate statements (if applicable).

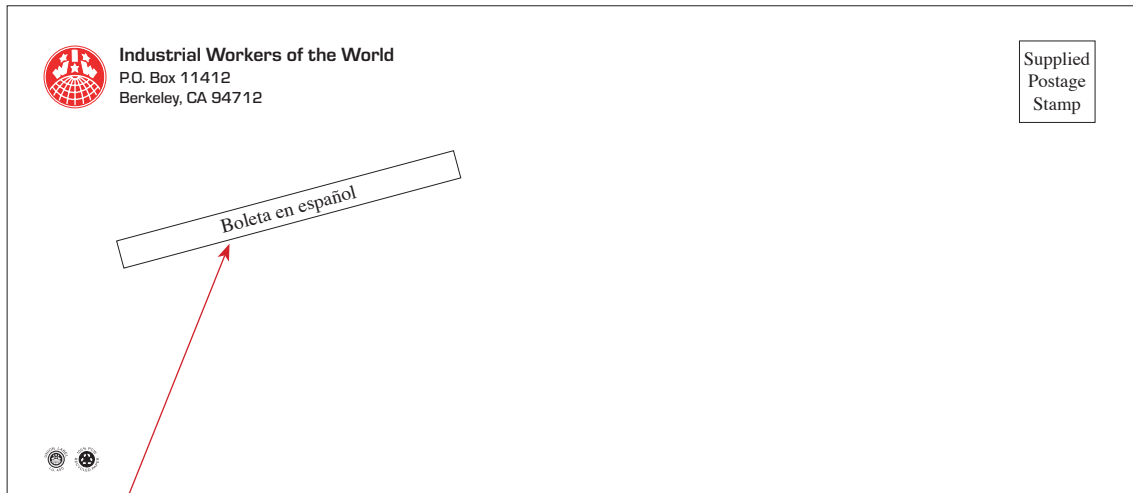
(D) At the December Branch meeting:

- (1) Ballot Committee members shall arrive at least 30 minutes before the start of the December Branch meeting to verify the status of provisional mail-in ballots and count all mail-in ballots. The Branch Secretary shall collect all mail-in ballots from the post office box and provide them to the Ballot Committee. The Branch Secretary shall be available during the counting in case the Ballot Committee has any questions.
- (2) In addition to voting by mail, Branch members in good standing may vote during the December Branch meeting by secret ballot. If a Branch member votes at the December Branch meeting, they shall have paid dues through October of the current year in order for their ballot to count. The Branch Secretary shall bring extra ballots to the meeting for members who wish to vote at the meeting. Completed ballots shall be given to the Ballot Committee for verification and counting. Valid ballots cast at the meeting will be added to the mail-in ballot returns.
- (3) A representative from the Ballot Committee shall provide a brief verbal report at the Branch meeting announcing the election results.
- (4) After the Ballot Committee report, the election results shall be ratified by the membership.

2. Materials:

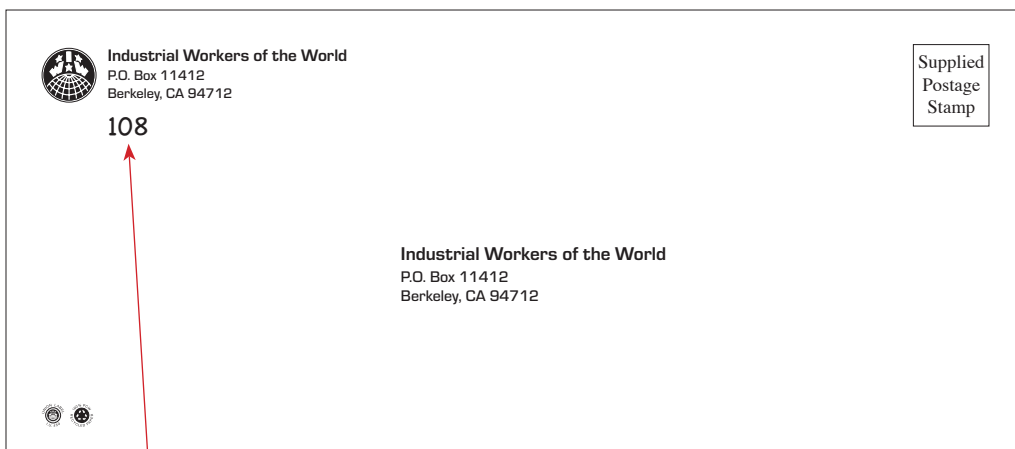
The materials needed for a Branch election are:

- (1) Address labels for all Branch members who have paid dues through July of the current year.
- (2) Photocopy of the address labels with those receiving provisional ballots indicated.
- (3) Postage stamps for the #10 outgoing envelopes and the #9 return envelopes (one 1 ounce stamp per envelope).
- (4) #10 outgoing envelopes & small number of Spanish tagline stickers, which look like this:



For a small number of ballots for native Spanish speakers, there will be a sticker on the #10 envelope that will read "Boleta en español". USPS requirements state that this tagline should be above the address lines on the address label. That is why the tagline should be positioned about here.

- (5) #9 self-addressed return envelopes, which look like this:



The Branch Secretary shall provide a photocopy of the mailing labels to the Ballot Committee. During the mailing, Ballot Committee members shall write a different number next to each member's mailing label and the same number on the #9 envelope for that member's ballot. When ballots are received, the Ballot Committee can use this number to make sure members are only voting once and that no fraudulent ballots are counted.

- (6a) Regular Ballots for Branch members who are paid up through September of the current year. These should be printed on white paper to distinguish them from the Provisional Ballots. The Regular Ballots shall be 8.5” x 11”. The wording of the Regular Ballot shall follow the template below. One side shall be printed in English and on the other side shall be printed in Spanish.

20xx San Francisco Bay Area GMB Ballot

Instructions:

This ballot is for the election of San Francisco Bay Area General Membership Branch officers for 20xx: Secretary, Treasurer, Communications Officer, Outreach Coordinator, & Organizing Department Liaison.

Please vote for one (1) candidate for each office by marking an “x” by the candidate’s name. For write-in votes, also print the name of the Branch member in good standing for which you are voting. This is a secret ballot, so please don’t write your name or other identifying marks on the ballot.

After voting, fold this ballot and place it in the enclosed small unmarked envelope. Place the small unmarked envelope in the enclosed self-addressed stamped return envelope and mail back to the Branch. The Branch must receive your ballot by December x, 20xx to be counted.

The Ballot Committee will count votes on December x, 20xx prior to the Branch meeting and will also accept ballots cast by eligible Branch members who vote at the December x, 20xx Branch meeting. The Branch will ratify the election results during the December x, 20xx Branch meeting.

Thank you!

1. Secretary: _____ Candidate name A
_____ Candidate name B
_____ Write-in (_____)

2. Treasurer: _____ Candidate name A
_____ Candidate name B
_____ Write-in (_____)

3. Communications Officer: _____ Candidate name A
_____ Write-in (_____)

4. Outreach Coordinator: _____ Candidate name A
_____ Write-in (_____)

5. Organizing Department Liaison: _____ Candidate name A
_____ Write-in (_____)

- (6b) Provisional Ballots for Branch members who have paid dues through July of the current year, but are not yet paid up through September of the current year by the time the ballots are mailed. These should be printed on a colored paper to distinguish them from Regular Ballots. The Provisional Ballots shall be 8.5" x 11". The wording of the Provisional Ballot shall follow the template below. One side shall be printed in English and on the other side shall be printed in Spanish.

20xx San Francisco Bay Area GMB Provisional Ballot

Instructions:

This ballot is for the election of San Francisco Bay Area General Membership Branch officers for 20xx: Secretary, Treasurer, Communications Officer, Outreach Coordinator, & Organizing Department Liaison.

In order to be eligible to vote, you must pay dues through September 20xx. The Branch has not received dues from you through September 20xx. Please pay your dues and complete the enclosed voucher form.

Please vote for one (1) candidate for each office by marking an "x" by the candidate's name. For write-in votes, also print the name of the Branch member in good standing for which you are voting. This is a secret ballot, so please don't write your name or other identifying marks on the ballot.

After voting, fold this ballot and place it in the enclosed small unmarked envelope. Place the small unmarked envelope and the completed voucher form in the enclosed self-addressed stamped return envelope and mail back to the Branch. The Branch must receive your ballot by December x, 20xx to be counted.

The Ballot Committee will count votes on December x, 20xx prior to the Branch meeting and will also accept ballots cast by eligible Branch members who vote at the December x, 20xx Branch meeting. The Branch will ratify the election results during the December x, 20xx Branch meeting.

Thank you!

1. Secretary: _____ Candidate name A
 _____ Candidate name B
 _____ Write-in (_____)
2. Treasurer: _____ Candidate name A
 _____ Candidate name B
 _____ Write-in (_____)
3. Communications Officer: _____ Candidate name A
 _____ Write-in (_____)
4. Outreach Coordinator: _____ Candidate name A
 _____ Write-in (_____)
5. Organizing Department Liaison: _____ Candidate name A
 _____ Write-in (_____)

- (7) Voucher (for Provisional Ballots only). This should be printed on light card stock and is 3.67" x 8.5" (3 up on 8.5" x 11" sheets and cut to size). The wording of the Voucher shall follow the template below:

20xx San Francisco Bay Area GMB Ballot Voucher In order to be eligible to vote, you must pay dues through September 20xx. The Branch has not yet received dues from you for September 20xx. Please pay your dues and complete this voucher form in order for your vote to count. Place completed voucher form in the enclosed self-addressed stamped return envelope (but NOT in the small unmarked envelope containing your ballot) and mail back to the Branch. Thank you. Name: _____ IWW Card #: _____ I last paid dues to _____ (delegate's name) on ____ / ____ / ____ through the month of _____, 20 ____.

- (8) Blank #6.75 envelope. The member shall fold their completed ballot into this unmarked envelope and seal it. No identifying marks should be made on this envelope. Then, this envelope should be placed (with a voucher if applicable) into the #9 return envelope. A postage stamp should be affixed and mailed back to the Branch. This ensures that the ballots are secret because the ballot committee shall separate the unmarked ballot envelopes from the return envelopes before counting ballots.

Appendix B: Current Committees

The list of current SFBAGMB committees is as follows:

- (1) **Mandated Committees.** Mandated committees are committees established in the SFBAGMB Bylaws to perform specific business functions for the Branch. Current Branch mandated committees are:
 - (a) Budget Committee (see Article V, Section 8 of these Bylaws)
 - (b) Audit Committee (see Article V, Section 10 of these Bylaws)
- (2) **Standing Committees.** Standing committees are committees with a continued existence, formed to do their assigned business on an ongoing basis. Once per year, at the October Branch business meeting, standing committees shall be reviewed by Branch members and shall either be extended for another year or dissolved. Current Branch standing committees are:
 - (a) Outreach Committee

The Outreach Committee is responsible for effectively incorporating new members into the Branch and for engaging with the community. Responsibilities include, but are not limited to, the following:

 - Welcome new Branch members and orient them about the SFBAGMB. This includes an initial contact with new members to both provide them with basic information (IWW North American Regional Administration's Constitution & Bylaws, the SFBAGMB Bylaws, a list of Branch officers and contacts, how the Branch functions, etc.) as well as to gauge their interests, strengths, and how they can contribute to Branch activities. This can be done in person, by phone, by email, or via another electronic platform within 30 days of joining the Branch. The Outreach Committee shall establish an effective and consistent approach to welcoming and orientating new Branch members.
 - Maintain the content of and ensure new members have full access to all SFBAGMB communications, including the Branch's website, listserve(s), social media pages, etc. within 30 days of joining the Branch.
 - Handle all aspects of the Branch's merchandising efforts, including sales, ordering, pricing, inventory recordkeeping, when and where to table, and purchasing materials/fixtures/tools related to storing and selling merchandise (see Article V, Section 9 of these Bylaws). The Outreach Committee is required to provide a written monthly report to the Branch membership describing all income and expenditures related to merchandise since the last monthly report.
 - Follow up on leads generated by outreach activities or refer them to the appropriate Branch officer, committee, and/or member in good standing.
 - In conjunction with appropriate Branch officers and the Branch Organizing Committee, determine the content of the SFBAGMB's "Introduction to the IWW" and coordinate such public events. This content, like all SFBAGMB content, shall be first approved by the Branch membership at a Branch business meeting.
 - Publicize and coordinate SFBAGMB events as well as Branch participation in other events (including public demonstrations).

The Outreach Committee shall consist of no less than three Branch members in good standing, including the Membership Coordinator, the Communications Officer, and the Sysadmin. There shall be no limit to the size of the Outreach Committee and members can be added throughout the year. The Outreach Committee can organize itself as it sees fit as long as it is consistent with Article VII of these Bylaws.

(b) Branch Organizing Committee

The Branch Organizing Committee (BOC) exists as a committee focused on encouraging, assisting, and furthering active worker organizing campaigns in the Bay Area and in fostering skill as organizers through hands-on experience. The purpose of the BOC is to establish standards and best practices for organizing, develop strategies for organizing in emerging situations, focus the organizing efforts of the Branch, allocate Branch resources in terms of organizing, seek out organizing leads, and hold organizers accountable while offering support. The BOC will handle all Branch organizing leads in cooperation with the Branch Communications Officer and all other relevant Branch persons.

The BOC consists of the Organizing Department Liaison (ODL) and up to 16 Branch members in good standing. The ODL shall chair the BOC (or at the ODL's discretion, the ODL may initiate an election within the Committee for a separate chair) and assemble BOC members at the beginning of their term. BOC members shall be nominated and approved by simple majority vote at a SFBAGMB business meeting. BOC members must have been IWW members for at least one month, must have adequate time and capacity to participate meaningfully in the BOC, and must be in good standing. BOC members may be added or replaced throughout the year as needed.

The BOC shall meet at least monthly, outside of SFBAGMB business meetings. Reports shall be submitted to the Branch by the ODL each month. The ODL will also continue their relationship to the Organizing Department Board (ODB), at least in part by submitting monthly reports to the ODB.

(c) Branch Education Committee

The Branch Education Committee develops and disseminates educational materials as well as conducts trainings, workshops, readings, etc. that are reflective of our specific economic and workplace environments, experiences from our shops' campaigns, and local organizing histories. This committee will also aim to cultivate a variety of educational methods/modes in order to be both adaptable and accessible to the range of needs, circumstances, or challenges of our fellow workers. Additionally, the committee provides another avenue of education to workers outside of the OT101/OT102 program, offering flexibility and mobilization that are not always attainable via the national route.

At least 3 members, including the co-chair(s), should maintain the committee. There are no specific skills required by this committee, as the diversity of skills, (dis)abilities, experience, and levels of institutional education are vital to its objectives.

- (3) **Special Committees.** Special committees are ad hoc committees elected by the SFBAGMB to accomplish a specific task within a specific period of time. After the task is completed, the special committee is dissolved. Examples of special committees have included ballot committees, a delegate convention committee, an organizing summit committee, and bylaws committees.

Appendix C: Annual Business Meeting Timeline

January Branch business meeting:

- Branch officers begin annual terms.
- Branch Secretary announces that Branch members who want to be delegates for the year should contact the Branch Secretary to put their name on the ballot.

February Branch business meeting:

- Delegates elected by secret ballot.

March 31: SFBAGMB delegate clearances due to GHQ.

April Branch business meeting:

- Convene a Budget Committee to develop a budget for the next fiscal year (July 1-June 30).

May Branch business meeting:

- Budget Committee proposes budget to the Branch membership for the next fiscal year (July 1-June 30). Branch discusses proposed budget for final approval at the next Branch business meeting.

June Branch business meeting:

- Approve the budget for the next fiscal year (July 1-June 30).

June 1-20: Conduct annual inventory of Branch merchandise and report findings to the Branch membership at the July Branch business meeting.

June 10: SFBAGMB report of branch membership numbers for Convention due to GHQ.

July Branch business meeting:

- Convene an Audit Committee to conduct an audit of the Branch's finances for the last fiscal year (July 1-June 30).
- Outreach Committee presents annual inventory report.
- Elect General Convention delegates.

August Branch business meeting:

- Discuss and make recommendations about how General Convention delegates should vote on proposals at the IWW Delegate Convention in September.
- Review the Branch's annual Department of Labor LM-3 before it is filed by the Treasurer (this can also be reviewed at the September Branch business meeting).

August 15: Deadline for SFBAGMB to return Convention delegate names to GHQ.

September Branch business meeting:

- Audit Committee presents their report to the Branch membership.
- Review the Branch's annual Department of Labor LM-3 before it is filed by the Treasurer (this can also be reviewed at the August Branch business meeting).

September 28: Deadline to electronically file the annual LM-3 form with the Department of Labor.

October Branch business meeting:

- Report back from General Convention delegates.
- Determine Branch officer positions and standing committees for the following year.
- Encourage Branch members to run for officer and standing committee positions and announce nominations shall be confirmed at the November Branch business meeting.

October 15: SFBAGMB members must be in good standing by October 15 to be issued a North American IWW Referendum ballot.

November Branch business meeting:

- Nomination and confirmation of candidates running for officer positions & standing committees.
- Officers: If all officer positions are uncontested, there will be no mail-in ballot and the candidates shall be ratified at this Branch business meeting. If one or more Branch officer positions are contested, elect a Ballot Committee to conduct the mail-in ballot election.
- Standing Committees: If standing committee positions are uncontested, candidates shall be ratified at this Branch business meeting. If one or more standing committee positions are contested, a secret ballot election shall be conducted at this Branch business meeting.

November 15: Deadline to electronically file the annual 990-N form with the Internal Revenue Service.

December Branch business meeting:

- If there is a contested election for one or more Branch officer positions, ballot returns will be counted and election results ratified at this business meeting.

Appendix D: Robert's Rules of Order Motions Summary

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Source: *University of North Carolina at Chapel Hill, Dialectic and Philanthropic Societies website (<http://dphl.web.unc.edu/files/2016/10/cheat-sheet.pdf>).*