

LINCOLN COUNTY EMPLOYEES ASSOCIATION

Policy and Procedure Manual

This Policy and Procedure Manual (hereinafter, "Manual") shall supplement, and not supplant the authority and guidance of the Lincoln County Employees Association (the "Association") Bylaws. The Association's Board of Directors shall have the authority and responsibility to keep each section of the Manual up-to-date so that it provides helpful, reliable, and authoritative guidance to the Board of Directors for all matters of the Association within the scope of the Board of Directors' authority. Because this document shall serve as the authoritative policies and procedures of the Association, each individual section of the Manual is dated so that when revisions are approved by majority vote of the board of directors, the date following the section headed will be modified. The original date of the section shall read as "adopted on x date" and any revision by subsequent Board of Directors shall read "revised on x date."

CORPORATE GOVERNANCE – POLICIES AND PROCEDURES

Non-Discrimination Policy

The Association does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, national origin, age, gender, sexual orientation, religion or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or employment therein, whether carried out directly by the Association or through a contractor or any other entity with whom the Association arranges to carry out its programs and activities.

Officers

- a. Titles and Duties of officers. The titles and duties of LCEA officers are defined in the LCEA Bylaws Article 5.
- b. Terms of office. The terms of office for LCEA Officers shall be two years. The terms shall be staggered so that as close as possible one half of the officers terms expire each year.

Members

- a. Dues. The Association collects constituents dues monthly.
- b. Dues Amount. Monthly membership is \$__20__ per person.

Committees

- a. Bargaining Committee.
 - i. Each Bargaining unit (Transit, Roads, DDAs and Main) shall have a bargaining committee.
 - ii. The Bargaining Committee shall be chosen by the board from a pool of member volunteers.

- iii. The Bargaining Committee shall select a spokesperson.
- iv. Final ratification of a negotiated collective bargaining agreement shall be submitted to the Board of Directors for recommendation to the members, and a ratification vote by the members.

b. Elections Committee.

- i. The Elections Committee shall be chosen by the Board from a pool of member volunteers.
- ii. The Elections Committee shall consist of at least two LCEA members in good standing. The primary purpose of the elections committee is to proctor the various elections for the LCEA directors and collective bargaining ratification and ensure an impartial, accurate account of the vote.
- iii. The Elections Committee shall publish a slate of directors to be presented to the members 14 days prior to the election.
- iv. Members may recommend other candidates to the Elections Committee.
- v. The Elections Committee shall a prepare brief bio and other information on each candidate nominated for a board position.

[Add other committees as appropriate.]

CONFLICT OF INTEREST POLICY – See Attached.

Conflict of Interest Statement. Every board member shall complete the Conflict of Interest Statement and provide a signed copy to the Secretary. Individual forms shall be signed and dated by each board member at the beginning of their term of office and updated annually with each year of board service.

FISCAL POLICIES AND PROCEDURES (Adopted 11/15/2018)

1. The Board shall not continuously increase our bank balance beyond a prudent reserve. One years worth of dues is deemed prudent. Beyond that, the Board, at it's discretion, shall either refund the excess or lower dues.
2. Access to LCEA monetary assets shall be limited to the President, Vice President and Treasurer.
3. Checks shall be signed by two of the three authorized persons.
4. All expenditures shall be approved by the board of directors in advance of payment. Regular periodic payments may be authorized by the board (for things like web services, email hosting etc) on an ongoing basis.
5. The Treasurer shall prepare a monthly financial report to the board. The financial report shall be made available to the membership.

6. The bank statements and tax returns may be viewed by any member with reasonable notice.

7. The LCEA shall retain the services of a registered accountant to review the books, assist with tax filings , etc. The accountant will give an annual financial revue to the board and membership.

EMPLOYMENT POLICIES AND PROCEDURES – *If applicable.*