

THE PUBLIC WORKS TASK FORCE FOR EMPLOYEE ACHIEVEMENT AND MORALE (T.E.A.M.)

BY LAWS

(REVISED OCTOBER 11, 2006)

ARTICLE I

NAME

The name of the Task Force shall be: "The Public Works Task Force for Employee Achievement and Morale" (T.E.A.M.), formerly the Public Works Task Force for Participative Management and Employee Morale. Name change occurred in October 2000. Herewith, whenever Task Force is referred to in the By-Laws, it will be referred to as the T.E.A.M.

ARTICLE II

PURPOSE

The purpose of the Task Force shall be to focus on stimulating team building efforts throughout the Department, to encourage a management philosophy which endorses a concern for people desiring productivity, and to recognize effective performance by Public Works' employees, supervisors or teams.

ARTICLE III

MEMBERSHIP

Section 1. Number of Members

The number of members for this task force shall be from each Bureau in the Department of Public Works as follows:

Board of Public Works	4
Bureau of Contract Administration	3
Bureau of Engineering	3
Bureau of Sanitation	4
Bureau of Street Lighting	2
Bureau of Street Services	4
Total Members	20

Section 2. Individual Bureau Requirements

- (a) Board of Public Works – Four (4) representatives. The Board shall be represented by one (1) Commissioner, one (1) representative from the Public Affairs Office, one (1) representative from the Office of Management Employee Services, and one (1) representative from the Office of Accounting.
- (b) Contract Administration – Three (3) representatives. At least one (1) Principal Construction Inspector, Sr. Construction Inspector or Construction Inspector ; one (1) member from the Administrative Services Division, and one (1) member from the Office of Contract Compliance.

- (c) Engineering – Three (3) representatives. Membership shall be limited to the level of Senior Civil Engineer or lower. Participation should be encouraged from the outlying District Offices and Divisions; and no District/Division Office shall have more than one representative on the Task Force.
- (d) Sanitation – Four (4) representatives. Representatives shall be from (1) Solid Resources (Downtown Office), (2) Hyperion Treatment Plant, (3) Media Center Office and (4) any other division. No more than one (1) member shall represent a particular facility or office, but more than one (1) may represent a particular division. Sanitation representatives will endeavor to diversify the divisions represented.
- (e) Street Lighting – Two (2) representatives who have served with the Bureau for at least two years in the downtown office or from the field office.
- (f) Street Services – Four (4) representatives. Representation will be from, but not limited to field operations, administration, and clerical support. Street Services will endeavor to diversify the divisions represented.

Section 3. Member Qualifications

- (a) Membership on the Task Force is limited to employees of the City of Los Angeles, Department of Public Works, who have passed their probation in their specific classes and are in good standing.
- (b) Members of this Task Force must have the approval to participate from their respective Bureau Directors.
- (c) Members must possess an interest in the Task Force, a willingness to actively participate and to abide by and uphold the goals, objectives, and *By Laws* of this Task Force. Part of the function of members is to take charge of an investigation for the nominee of their respective Bureau. Every effort should be done to accomplish the investigation by the next meeting. If necessary, the committee can grant more time for special situations.
- (d) Members must resign from the Task Force upon their being promoted to a top-level management position (e.g. Assistant Division Director or higher, or as specified in Section 2).
- (e) Minimum/Maximum Term of Service: Minimum term of service as a member is one year. There is no maximum term of service as a member.

ARTICLE IV

OFFICERS

Their titles are as follows: Chairperson, Vice-Chairperson, Treasurer, Historian, Secretary, and Board Liaison.

Section 1. Duties of the Officers

Officers of this Task Force shall perform the duties prescribed by these *By Laws* and by the parliamentary authority adopted by the Task Force. No officer shall be eligible to serve for more than two (2) consecutive terms in the same office.

The Chairperson will be responsible for enforcing the *By Laws*.

CHAIRPERSON:

The Chairperson shall open the meeting by calling the meeting to order. The Chairperson will ascertain that a quorum is present; announce in proper sequence the business that comes before the assembly with the prescribed order of business according to an agenda or program and with the existing orders of the day; recognize members who are entitled to the floor; state and put to vote all questions that legitimately come before the assembly as motions; expedite business in every way possible with consideration for the rights of the members; respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly; and declare the meeting adjourned when the assembly votes or where applicable. The Chair shall work closely with the Recording Secretary to monitor the nomination paperwork as it moves on through the final steps.

VICE-CHAIRPERSON:

If the Chairperson for any reason vacates the chair or is absent, the Vice-Chairperson shall take the chair and govern the meeting the same as the Chairperson. The Vice-Chairperson keeps on file all committee reports; has at each meeting all committee reports and their membership; maintains the record book(s) in which the *By Laws*, special rules of order, standing rules and minutes are entered. This individual shall endeavor to assist the Chair in any of his duties, with special emphasis on monitoring the various stages of the nomination procedure to ensure the timeliness of the certificates for the Presentation at the Board of Public Works.

TREASURER

In the absence of the Chairperson and Vice-Chairperson, the Treasurer should call the meeting to order and preside until either arrives. At each meeting of the Task Force, the Chairperson may ask the officer for a "Treasurer's Report," which may consist simply of a verbal statement of the cash balance on hand. Such a report requires no action by the assembly. In addition, the Treasurer is required to make a full financial report annually. It is compiled and dated as of the last day of the calendar year.

HISTORIAN:

The Historian prepares a narrative account of the Task Force's activities during his or her term of office; which, when approved by the Task Force, becomes a permanent part of the Task Force's official history. The narrative account is due at the end of the calendar year, and shall be presented at the first meeting of the following year.

BOARD LIAISON:

The Commissioner's Executive Administrative Assistant shall serve as the Board Liaison to the Task Force. This individual shall place approved nominations on the Board calendar with the consent of the Chairperson as to the date and time of the award; shall process and monitor the paperwork as it moves on to the final stages; contact the respective Bureau Head to obtain a brief description as to what the awardee(s) is/are being recognized for; work closely with the Chairperson to ensure that the certificate is created and to ensure that the recipient is contacted and given ample time to invite his/her family, friends and co-workers to this event. In cases of removal from membership to the Task Force, the Secretary shall notify the respective Bureau's Director of the release and request the nomination or selection of another member.

SECRETARY:

The duties shall be to record all the proceedings of the organization, usually called the minutes; keep the organization's official membership roll and call the roll when it is required; have minutes and records available to members upon request; send out to the membership the agenda for the

upcoming meeting; be responsible for the general correspondence of the organization; and to prepare, prior to each meeting an Agenda, which shall be the order of business for use by the presiding officer.

Section 2. Election of Officers

Election of officers will take place annually at the first regular meeting in January. Elections will be held by secret ballot.

Section 3. Voting for Officers

A majority of the Task Force must be present for voting. A majority constitutes one (1) member over half of the total membership. Absentee ballots are due to the Recording Secretary one day prior to the election meeting.

ARTICLE V

MEETINGS

Section 1. Regular Meetings

Regular meetings of the Task Force are held twice each month unless changed by a majority of the Task Force members. Except for election of officers, those members present shall constitute a quorum. However, in no case shall a single member constitute a quorum.

Section 2. Absences and Removal

Three (3) unexcused absences or (7) absences unauthorized or excused during a 12-month period from regular meetings will constitute a non-interest in the Task Force and automatic release from the Task Force membership. Any member encountering exceptional circumstances, i.e., long-term illness, injury, or a death in the family, shall have a substitute designated for him/her in a non-voting capacity. If such a circumstance will keep a member unavailable for longer than a six (6) month period, the member will be replaced. The Task Force Recording Secretary shall notify the respective Bureau's Director of the release and request the nomination or selection of another member.

Section 3. Excused Absences

Excused absences are to be called in to the Task Force Secretary.

ARTICLE VI

ORDER OF BUSINESS

The order of business for Task Force meetings shall be conducted by the Chairperson, Vice-chairperson, or acting Chairperson according to the Agenda prepared prior to the meetings by the Recording Secretary.

ARTICLE VII

RECOGNITION AWARDS

The criteria for these awards is contained in the nomination forms revised on February 24, 2006 and are an integral part of the *By Laws* (see attachments). The procedure for awarding *Outstanding Employee, Outstanding Team, Outstanding Supervisor* and T.E.A.M. Recognition Awards is as follows:

Outstanding Awards

A. Nominations

1. *Outstanding Employee* nominated by supervisor and/or co-workers.
2. *Outstanding Supervisor* nominated by employees (co-workers).
3. *Outstanding Team* nominated by supervisor and/or co-workers.

B. Investigation of nominee(s). These recognition awards shall be granted to employees once the committee has performed an investigation as to the qualifications of said nominee(s).

C. Criteria for Outstanding Awards

1. Outstanding Employees

The Outstanding Employee award recognizes the employee who displays an exceptional job-related service. This individual should be highly motivated, highly dedicated, demonstrate good work ethics, maintain a positive viewpoint and utilize effective communication skills to inspire his/her fellow employees. It is important that he/she continuously show courtesy toward others in his/her daily interactions in public service.

2. Outstanding Supervisor

The Outstanding Supervisor award recognizes the employee who displays exceptional leadership skill, manages and motivates employees, and sets a good example by demonstrating good work ethics and dedication. This individual exercises excellent judgment and ability, as well as encouraging employees to promote by offering training. An Outstanding Supervisor also provides a positive atmosphere for his or her staff to accomplish work goals. It is important that he/she continuously show courtesy toward others in his/her daily interactions in public service.

3. Outstanding Team

The Outstanding Team award recognizes an accomplishment with a clear-cut goal that benefits/or will benefit the City, its employees or the public at large (i.e., savings for the City monetarily, either in time or in effort). To qualify for this award, a team must show harmony and team work in the pursuit of accomplishing this worthwhile goal.

D. Recommendation by Bureau committee representatives to advance nominee(s) to candidacy approving nomination of the candidate for the award.

E. Recommendation forwarded to the Board Office and the appropriate Bureau.

F. Award(s) presented at a regular meeting of the Board of Public Works. The T.E.A.M. will endeavor to give the nominee(s) ample time to make plans for the presentation. A Board of Public Works Commissioner who acts as their liaison and any available T.E.A.M. member(s) shall represent the Task Force.

Recognition Awards

Recognition Awards shall be presented to outgoing members who have served a minimum of two (2) years on the Task Force at a luncheon meeting. Past outgoing members who were not presented with a "Recognition Award" and meet the above requirements, may be eligible for such an award upon request. The date and location of the presentation shall be determined by a majority of the members of the Task Force.