



Hollywood Division
Rules of Procedure

October 2010

HOLLYWOOD DIVISION

Rules of Procedure

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Hollywood Division Rules of Procedure

Article I – Rules of Procedure

These Rules of Procedure (“Rules”) shall govern the affairs of the Hollywood Division in accordance with Article VI of the Constitution and By-laws of the Screen Actors Guild (“Guild”).

Article II – Name, Affiliation and Scope

This Division shall be identified as the Hollywood Division, with its scope, authority, and geographic area established and functioning at the direction of and by resolution of the National Board of Directors (“National Board”) in accordance with Article VI of the SAG Constitution and By-laws.

Article III – Hollywood Division Board of Directors

Section 1.

The Hollywood Division shall be governed by a Board of Directors elected by the members of the Hollywood Division (the “Hollywood Board”).

Section 2.

The Hollywood Division Board of Directors will be composed of the Hollywood National Board members and elected Alternate Directors.

Section 3.

The term of office for members of the Hollywood Board shall be the same as the term that those individuals serve either as members of the National Board or as Alternates to the National Board.

Article IV – Membership

Section 1.

Membership in the Guild shall be obtained in accordance with such requirements as may be established by the National Board.

Section 2.

Assignment of members of the Guild to the Hollywood Division shall be determined by the National Board pursuant to Article VI, Section 4 of the SAG Constitution and By-laws.

Section 3.

Members of the Guild who wish to transfer their membership from a Branch or another Division to the Hollywood Division must request such a transfer in writing addressed to the “Membership Department” at National Guild Headquarters.

Section 4.

If a member who works in the Hollywood Division paid a lower initiation fee than the initiation fee established by the National Board, the member shall pay an additional initiation fee equal to the difference between the standard initiation fee and the initiation fee paid by the member, in accordance with any procedures established and approved by the National Board.

Article V – Alternate Directors

Section 1.

Members of the Hollywood Division shall elect Alternate Directors who shall serve terms of one year. Alternate Directors shall serve as full members of the Hollywood Board (except as provided in Article VIII of these Rules) and as Alternate members of the National Board of Directors. In addition, Alternate Directors may sit for National Directors when the Hollywood Board addresses those national issues which are specified in Article VIII of these Rules.

Section 2.

The number of Alternate Directors elected by the Hollywood Division shall be two-thirds rounded to the nearest whole number of the number of National Directors elected by the Division.

Section 3.

Alternate Directors shall be those candidates for National Director who are not elected as a National Director, but who receive the next highest number of votes.

Section 4.

The Hollywood Board shall annually elect a Hollywood Board Replacement Committee (“Replacement Committee”) of three members of the Hollywood Board, plus one alternate from among the members of the Hollywood Board. The members shall be elected by cumulative voting unless they are appointed by acclamation or unanimous consent of those present and voting, or unless there is only one position to be filled. The alternate shall be elected in a subsequent election.

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Section 5.

If a National Board Director will be absent for a National Board meeting, that National Board Director may designate any Alternate Director to sit as a National Director for that meeting by timely notifying the Replacement Committee of that designation.

Section 6.

If a National Board Director is absent for a National Board meeting and fails to designate an Alternate pursuant to Section 5, the Replacement Committee may appoint an Alternate to sit for that National Director at that meeting of the National Board. If the Hollywood Board Replacement Committee does appoint an Alternate Director, the Replacement Committee shall appoint the Alternate Director who received the highest number of votes in the National Board election, who is available to attend the meeting.

Section 7.

When the Hollywood Board is addressing those issues specified in Article VIII and a National Director is not present, the Alternate Director shall sit who has been timely designated to the Replacement Committee by that Board member to sit at that meeting. If the National Director has not designated an Alternate Director, the Replacement Committee shall designate the Alternate Director who received the highest number of votes in the National Board election who is available to attend the meeting to sit in place of that National Director.

Section 8.

Alternates may serve in the place of a National Director for any part of a National or Hollywood Board meeting during which time the National Director is absent. However, a National Director may be replaced by any Alternate Director for only one continuous period of time during any one day.

Article VI – Permanent Replacements

Section 1.

A permanent vacancy shall exist whenever a National Director or Alternate National Director shall resign or become deceased.

Section 2.

If a Director shall be absent from three (3) consecutive meetings of the Board without excuse, the Hollywood Division Board may declare that a permanent vacancy exists.

Section 3.

In the case of a permanent vacancy for a National (Hollywood) Director, the [election] procedure established in Article VIII, Section 4 shall be utilized. In the case of a permanent vacancy for an Alternate (Hollywood) Director, the Hollywood Division Board shall have the power to fill such vacancies from the membership of the division.

Section 4.

In filling the Permanent Replacements in Section 3, the replacement will be made in consultation with the Replacement Committee, providing that the member chosen as that replacement must be qualified to be a candidate for, and hold, that office pursuant to Article V of the SAG Constitution and By-Laws. Any such Permanent Replacement shall thereafter serve as a Director until the next annual election in accordance with the Hollywood Division Rules of Procedure.

Article VII – Meetings of the Board

Section 1.

The Hollywood Board shall hold no fewer than 4 regular meetings annually.

Section 2.

Hollywood Division Board meetings shall end by 11:00 p.m. (Pacific Time). A vote of two-thirds of those present shall be required to extend the meeting by no greater than two one-half hour increments, with a definite adjournment time of 12:00 a.m. (Pacific).

Section 3.

Additional meetings may be called with no less than 36 hours notice by the Hollywood Division Vice President, by the Hollywood Executive Director, the Hollywood Executive Committee, or the Hollywood Board at a meeting.

Section 4.

The presence of at least one-third (1/3) of the Hollywood Board shall constitute a quorum.

Section 5.

All voting at meetings of the Hollywood Division Board shall be done in person and not by proxy. However, this shall not preclude the right of the Hollywood Board to act by written assent of 60% of votes of its members, or such higher percentage of the Board votes, as may be required by the SAG Constitution or National Board.

Section 6.

Meetings of the Hollywood Board shall be conducted pursuant to Robert's Rules of Order.

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Section 7.

Members of committees not otherwise governed by these Rules of Procedure shall be elected by cumulative voting unless they are appointed by acclamation or unanimous consent of those present and voting, or unless there is only one position to be filled. A committee's alternates shall be elected in a subsequent election by cumulative voting unless they are appointed by acclamation or unanimous consent of those present and voting, or unless there is only one position to be filled.

Article VIII – National Responsibilities of the Hollywood Division Board

Section 1.

The Hollywood Board shall elect a Vice President, and any members of the National Executive Committee (“NEC”), Strategic Planning Committee, Finance Committee, or any other committees which have been allocated to the Division. Members of any such committee shall be elected by cumulative voting unless they are appointed by acclamation or unanimous consent of those present and voting, or unless there is only one position to be filled. A committee's alternates shall be elected in a subsequent election by cumulative voting unless they are appointed by acclamation or unanimous consent of those present and voting, or unless there is only one position to be filled.

Section 2.

The Hollywood Board shall elect those trustees, delegates, or representatives of the Guild to outside organizations, including, but not limited to the Screen Actors Guild Producers Pension and Health Plans, which the Board of Directors has delegated for selection to the Hollywood Board.

Section 3.

The Hollywood Board shall elect Alternate members of the NEC. Alternate NEC members must be National Directors (not Alternate National Directors). The number of Alternate NEC members shall equal the number of NEC members elected by the Hollywood Board. Alternate Directors shall be elected in a separate vote, after the election of the NEC members by cumulative voting unless they are appointed by acclamation or unanimous consent of those present and voting, or unless there is only one position to be filled. Alternate NEC members shall serve on the NEC in the absence of elected members of the NEC. The Alternate NEC member with the highest numerical rank or who received the highest number of votes who is available shall attend the NEC meeting.

Section 4.

In exercising its authority under any section of this Article VIII, only National Directors, or Alternates sitting for National Directors shall vote.

Article IX – Hollywood Executive Committee

Section 1.

The Hollywood Executive Committee (“HEC”) shall consist of Hollywood NEC members, or Alternate NEC members sitting for an absent NEC member.

Section 2.

The HEC shall be chaired by the National Vice President elected by the Hollywood Board, or by one of the alternate chairperson(s) elected, pursuant to Article XI, Section 2.

Section 3.

The HEC shall meet at such times as are designated by the National Vice President elected by the Hollywood Board, by the HEC at a meeting, or by the Hollywood Executive Director.

Section 4.

The HEC shall have such powers as may from time to time be delegated to it by the Hollywood Board.

Article X – Membership Meetings

Section 1.

In addition to the “Annual Meeting” mandated by Article VII, Section 1 of the Guild Constitution, a Mid-Year Hollywood Division membership meeting shall be held in Hollywood, California on an appropriate date fixed by the Hollywood Board of Directors. A quorum of this Hollywood Division membership meeting shall be fifteen percent (15%) of the Hollywood Division present in person. If a quorum is not present, the meeting shall adjourn to a day and hour fixed by the presiding Officer unless a majority of the members of the Board of Directors present at such meeting decides to proceed with the meeting as provided for in Article VII, Section 3 of the Guild Constitution.

Section 2.

Any member may present a “resolution” at the Mid-Year Hollywood Division membership meeting so long as

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the presentation of such a resolution conforms to the provisions outlined in Article VII, Section 5(A) through (F) of the Guild Constitution.

Article XI – Officers

Section 1.

The National Vice-President elected by the Hollywood Board of Directors pursuant to Article VIII, Section I of these Rules shall serve as the Chairperson of the Hollywood Board of Directors.

Section 2.

The Hollywood Board of Directors may also elect Vice Chairperson(s), who shall also have been elected as members of the National Executive Committee. Vice Chairpersons shall be elected by cumulative voting, with rank determined by number of votes received, unless they are appointed by acclamation or unanimous consent of those present and voting, or unless there is only one position to be filled. Any Vice Chairperson shall serve as the Chairperson of the Hollywood Board of Directors and as Chairperson of the Hollywood Executive Committee, but shall not serve as an Alternate National Vice President.

Article XII – Eligibility to Run for Office or to Serve

Section 1.

No one may serve as a member of the Hollywood Board who is not qualified to be a National Director pursuant to the Guild Constitution.

Section 2.

No one is eligible to be a member of the Hollywood Board who has not been a member of the Hollywood Division for at least one year as of the date of the filing of an election petition or the date of appointment as a Permanent Replacement.

Article XIII – Elections

Section 1.

Candidates for National Board of Directors/Hollywood Board of Directors shall be nominated by a nominating petition which shall be submitted in writing and shall be signed by not less than thirty-five (35) members in good standing and not in arrears of dues. Only members of the Hollywood Division shall be eligible to sign nominating petitions. Said petitions must be filed with the Hollywood Executive Director or his or her designee not later than July 25. Each nominating petition shall be accompanied by a signed statement of the nominated candidate stating the candidates' acceptance of nomination for the office indicated on the face of the petition.

Section 2.

The names of all persons nominated for the National Board/Hollywood Board from the Hollywood Division shall be printed on the ballot in random order. The name of each candidate shall appear on the ballot exactly as the name is listed on the candidate's SAG membership card, unless the member requests in writing that the member's professionally known name be used.

Section 3.

No later than June 1 of each year in which there will be an election, the Board shall appoint an Elections Committee to supervise the preparation and mailing of the brochure and ballots, the election procedures for the election of National Board Members and Alternate Board Members elected by the Hollywood Division, and to hear charges as set forth in Section 6.

Section 4.

The Elections Committee shall be made up of not fewer than five (5) members in good standing of the Hollywood Division, not fewer than three (3) of whom shall be members of, [or alternates to] the Hollywood Division Board of Directors. Elections Committee members shall be elected by cumulative voting unless they are appointed by acclamation or unanimous consent of those present and voting, or unless there is only one position to be filled. Any alternates shall be elected in a subsequent election by cumulative voting unless they are appointed by acclamation or unanimous consent of those present and voting, or unless there is only one position to be filled. No member of the Elections Committee may be a candidate for election. A member of the Elections Committee who resigns from the Committee before the Committee meets or begins any deliberations is still eligible to be a candidate for office. An Elections Committee quorum shall be a majority (50% + 1) of the members of the Committee. [For the year 2002 elections, there is no requirement that any members of the Elections Committee be members of the Division Board of Directors.]

Section 5.

In the event any member in good standing claims that any violation of any provisions of the Constitution and By-Laws or these Rules of Procedure or any applicable Federal or State law has taken place in connection with such election other than an alleged violation by the Elections Committee, either prior to, during or after the conduct of the election, such member may request a hearing by the Elections Committee by filing a written

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charge within fourteen (14) days following the election setting forth with reasonable certainty the nature of the alleged violation, and the facts constituting the alleged violation.

- (A) The Elections Committee shall advise the member in writing of the time and place of the hearing of the charges, which hearing shall be held as promptly as possible following the filing thereof, but in no event more than forty-five (45) days following the election.
 - (1) The Elections Committee shall make a record of the proceedings before it.
 - (2) The Elections Committee shall render its written decision to the Hollywood Division Board of Directors as promptly as possible, but in no event more than thirty (30) days following the hearing of the charges.
 - (3) The decision of a majority of the Committee present at such hearing shall be conclusive and binding with respect to the matters before it and, upon the rendition thereof, such decision shall be deemed to be the final decision of the Guild.

Section 6.

In the event any member in good standing claims that the Elections Committee has violated any provision of the Constitution and By-Laws or these Rules of Procedure or any applicable Federal or State law in connection with the exercise by such Committee of its delegated duties, other than its duties as an appeal tribunal under Section 5, such member may request a hearing by the Hollywood Division Board of Directors by filing, no later than fourteen (14) days following notification of the decision of the Elections Committee, with the Hollywood Division Board of Directors a written charge setting forth with reasonable certainty the nature of the alleged violation and the facts constituting the alleged violation.

- (A) The Hollywood Division Board of Directors shall advise the member in writing of the time and place of the hearing of the charges, which hearing shall be held as promptly as possible following the filing thereof, but in no event more than forty-five (45) days following the election.
 - (1) The Hollywood Division Board of Directors shall make a record of the proceedings before it and render its decision as promptly as possible, but in no event more than thirty (30) days following the hearing of the charges.
 - (2) The decision of a majority of the Hollywood Division Board of Directors present at such hearing shall be conclusive and binding with respect to the matters before it and, upon rendition thereof, shall be deemed to be the final decision of the Guild.

Section 7.

The jurisdiction of the Hollywood Division Elections Committee shall be limited by, and consistent with, the jurisdiction of any Elections Committee established by the National Board of Directors.

Section 8.

Candidates shall be elected in order of plurality of vote, with lesser duration terms being filled by candidates with lower vote counts.

Article XIV – Discipline of Members

Discipline of members shall be in conformance with Article XIV of the Guild Constitution and Bylaws.

Article XV – Incorporation of the National Constitution and By-Laws

All Matters not covered by these Rules of Procedure shall be governed and covered by the Constitution and By-laws and Rules of the Guild, as interpreted and applied by the National Board. Any question or dispute as to the interpretation or application of these Rules of Procedure shall be submitted first to the National Executive Director/Chief Executive Officer, or his/her designee, for a decision, with the right of appeal to the National Board.