



"We Move America"

October 25, 2012

TO: AA TWU Members

Re: TWU – ATD Local Restructure - Update

Dear Brothers and Sisters:

At the meeting of the International Executive Council of TWU on October 23 and 24, important decisions were made that will affect the future of the ATD plan to restructure the M & R Locals at American Airlines so as to successfully cope with the conditions that now prevail at the airline.

The plan was presented in detail to the IEC, along with the economic data and projections that, in our view, establish the need to do the restructuring. However, the IEC determined that, without an adequate opportunity to study, consider and evaluate the comments of the plan submitted by Locals and members, it was unable to properly pass on whether to implement the restructuring plan. As a result of this, the IEC decided that it would appoint a subcommittee that would be given the responsibility of studying and evaluating the ATD plan in light of the comments submitted. The subcommittee will have full power to call upon those who formulated the ATD plan, as well as TWU experts and those who submitted comments both pro and con regarding the plan, to help them in their deliberations.

The subcommittee will issue its recommendations on the restructuring plan during the week of November 26, 2012. This will of course have a major impact on the elections schedule previously released by the ATD. No elections are now scheduled; if the IEC votes to adopt a restructuring plan that involves elections, you will be informed promptly of the fact, and of the resulting new elections schedule.

Finally, you may view below the Bylaws under which Local 591 will begin its operations, if and when it should be chartered as a result of IEC action. In order to begin operating, it is necessary that the Local have an initial set of Bylaws; these, however, will of course be amendable by the Local and its membership, in accord with the TWU Constitution, when the Local begins operating.

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TWU-LOCAL 591 BY-LAWS

PREAMBLE

These By-Laws are the legal document which establishes the Transport Workers Union of America (TWU) Local 591. These By-Laws provide the mechanism through which all Members are represented both individually and collectively, thereby, providing for responsible leadership and, at the same time, retention of control of the Local by the Membership.

ARTICLE ONE

GENERAL

SECTION ONE: NAME AND AFFILIATION

- A. This organization shall be known as Local 591, Transport Workers Union of America, AFL-CIO representing American Airlines M&R and Material Logistics Specialist (Stores) employees. Whenever the term "Local" or "Union" is used, it shall refer to and mean TWU Local 591. Whenever the term "TWU" or "International" is used, it shall refer to and mean Transport Workers Union of America International.
- B. The jurisdiction of the Local shall include all line stations where American Airlines operates within the United States and such other areas as may be assigned to Local 591 by the International Executive Council of the Transport Workers Union of America, AFL-CIO.
- C. This Local shall be affiliated with the State and City AFL-CIO Councils, and such other Central Bodies and Councils as may be deemed necessary in the interest of advancing the welfare of Members of this Local.

SECTION TWO: LOCATION

The general office and headquarters of the Local shall be in the same city/area as American Airlines headquarters. The headquarters may be changed by action of the Local Executive Board, in accordance with the applicable provisions of the By-Laws.

SECTION THREE: DURATION

The duration of the Local shall be perpetual, or until it is dissolved as provided for in the TWU Constitution.

SECTION FOUR: PURPOSE

- A. To unite in this Union, regardless of race, creed, color, gender, sexual orientation, nationality or marital status all workers eligible for membership.

- B. To protect the individual and collective rights of the Members of the Local and to promote their professional interests.
- C. To police the Collective Bargaining Agreement in accord with powers delegated to it by the International. To disseminate information which enhances the professional status of the Membership.

SECTION FIVE: LOGO

The official logo of the Local shall be that furnished by the TWU International.

SECTION SIX: OBLIGATION OF MEMBERS

Members of the Local shall accept and agree to abide by the TWU International Constitution and the Local's By-Laws as they are in force or as amended, changed or modified in accordance with the provisions of such Constitution and By-Laws.

SECTION SEVEN: PARLIAMENTARY LAW AND RULES OF ORDER

All questions on parliamentary law and rules of order that are not answered in the Constitution and By-Laws shall be decided according to the principles set forth in Robert's Rules of Order, revised.

SECTION EIGHT: FISCAL YEAR

The fiscal year of the Local shall be from January 1 to the following December 31.

ARTICLE TWO

SECTION ONE: GOVERNMENT

The TWU Constitution and these By-Laws shall govern all business relevant to the Members of the Local.

SECTION TWO: GOVERNING BODIES

The governmental powers of the Local shall be vested in the Local Executive Board (the "Board") and the Officers, in accordance with the laws provided herein. The final control of the Local shall be vested in the Membership.

SECTION THREE: OFFICERS

The Officers of the Local shall be: President, Vice President, Regional Vice Presidents, Recording Secretary, Financial Secretary-Treasurer, Title I Executive Board Member and Title V Executive Board Member.

- A. Officers are required to attend all Executive Board Meetings and answer the roll call. The Executive Board will accept excusable absences. The Executive Board, by

majority vote, can suspend any Officer who misses more than two (2) Executive Board Meetings within a twelve (12) month period, for unexcused absences, in accordance with the provisions of Article XXI of the TWU Constitution. The Executive Board shall meet at least once a month in accordance with the International Constitution. The President or the majority of the Executive Board may call Special Meetings. A running tally of each Executive Board Officers' attendance record at Executive Board Meetings will be (in addition to the Minutes) charted and logged on the Local 591 Web site during their full or partial term and will be used as a voting aid by the Membership during elections. Attendance or absence will be recorded and charted as: Present; Pre-excused absence; Tardy; Post-excused absence; Non-excused absence. The attendance record can be amended only by a majority vote of the Executive Board.

- B. Duties of Officers shall be outlined in the TWU Constitution and the Bylaws of Local 591.
- C. Officers shall perform such duties as may be assigned to them by the President or by majority vote of the Executive Board.
- D. In the absence of the President, the Vice President shall assume the duties of the President.
- E. In the event the President is unable, for any reason, to complete his/her term of office, the Vice President shall automatically become President.
- F. In all vacancies except the President, if a position is vacated within the first eighteen (18) months of the Officers' term the person receiving the next highest number of votes from the Officers election for the vacated position will be offered that position. If that Member does not accept the position, the position will be offered to the candidate who ran for the vacated position by descending order of votes. If all candidates refuse or the position was unopposed, the Executive Board will appoint a Member in good standing. If the position is vacated within the second eighteen (18) months of the term, the Executive Board will appoint an eligible Member to the position. All vacancies must be filled within forty-five (45) days of the occurrence of the vacancy.
- G. The Executive Board, by a majority vote, can suspend any Officer of Local 591, subject to and in accordance with the provisions of Article XXI of the International Constitution.

SECTION FOUR: AMENDMENTS

The By-Laws may be altered by two-thirds (2/3) vote of the entire Board.

SECTION FIVE: LOCAL EXECUTIVE BOARD (the "BOARD")

- A. The Board shall consist of the elected Local Officers. The Officers of the Local shall be: President, Vice President, five (5) Regional Vice Presidents, Recording Secretary, Secretary-Treasurer, Title I Executive Board Member and Title V Executive Board Member.

- B. The Executive Board shall transact all business of the Local and faithfully execute the orders of the Membership; adopt measures in the interest of the Local and recommend such actions to the Local, as it may deem necessary. The Executive Board shall receive and make recommendations in regard to reports by Standing and Special Committees and Officers. The Executive Board shall exercise these powers entrusted to it as specifically expressed in the TWU Constitution.
- C. Executive Board Members shall carry out such other duties as may be assigned to them by the President, Executive Board, or Membership.
- D. The Executive Board shall set salaries and/or expenses for all Officers, subject to the approval of the Membership at a Membership Meeting. Changes of salaries and/or expenses of Officers shall be posted on all Union Bulletin Boards and any electronic means available, at least forty-five (45) days prior to the meeting, as part of the agenda.
- E. The President shall be placed on UB and paid his/her current rate of pay plus a 35% override of their annual base wage including all premiums
- F. The Vice President shall be placed on UB and paid his/her current rate of pay plus a 15% override of their annual base wage including all premiums
- G. The Regional Vice President(s) shall be paid a 10% override of their annual base wage including all premiums
- H. The Secretary-Treasurer shall be placed on UB and paid his/her current rate of pay plus a 15% override of their annual base wage including all premiums
- I. The Recording Secretary shall be paid a 10% override of their annual base wage including all premiums
- J. The Executive Board Members shall be paid a 5% override of their annual base wage including all premiums
- K. Station Chairpersons, EAP Peer Coordinators, and ASAP Representatives shall be paid a 2.5% override of their annual base wage including all premiums
- L. Officers or members who are on UB, UBP, or UBC for the day are not eligible to work overtime, field trips, or other premium pay on the same day.
- M. Officers who are working full time for the Local or International are not eligible to work overtime, field trips, or CS.
- N. The Executive Board Meetings shall be governed by Robert's Rules of Order, Revised.
- O. The Executive Board Meeting Minutes will be posted, read, and requires approval by the members at each membership meeting.
- P. The Executive Board of the Local will be responsible for providing to the Membership at least four (4) newsletters during a 12-month period.
- Q. The written approval of the President, Secretary- Treasurer or Vice President shall be required before any member is taken off the clock to work for the Local Union, except that in an emergency this approval may be oral.
- R. Special meetings of the Board may be called by the President or will be called within fourteen (14) days upon written request of twenty-five percent (25%) of the Board. There shall be no restrictions of business conducted at any meeting of the Board.
- S. The Local's business issues, other than specifically provided for in the By-Laws, shall be decided by a majority vote of the Board.

- T. At a meeting of the Board, it shall be necessary that a minimum of two-thirds (2/3) of the elected Board Members be represented to constitute a quorum.
- U. A vote to determine whether to take a termination grievance to arbitration will require a 50% (tie) or more to pass.

SECTION SIX: BILLS, NOTES, CHECKS, FINANCIAL DOCUMENTS

- A. All bills payable, notes, checks, or other negotiable instruments of the Local shall be made in the name of the Local and shall be signed by the President and shall be counter-signed by the Secretary-Treasurer. In the absence of the President, the Vice President and the Secretary-Treasurer may sign.
- B. The Board from time to time shall have the power to designate an individual or individuals who will have temporary authority to counter-sign checks, provided there is a two-thirds (2/3) majority vote of the Board. This authority must be in writing and the Membership notified within seven (7) days.
- C. Reports and Inspections
 - 1) An audit of the Local's books shall be performed by a Certified Public Accounting Firm and the results of that audit made available to the Membership at the end of each fiscal year. The Board may, at its discretion, appoint an internal audit committee to examine any aspect of the Local's finances.
 - 2) The Local's books shall be balanced and an un-audited income statement and balance sheet prepared monthly. These monthly trial balances shall be made available.
 - 3) The books and financial records of the Local shall be made available for inspection by an active Member provided the Member gives written notice to the Secretary-Treasurer at least two (2) weeks prior to the date he/she wishes to conduct such inspection.
- D. Lost Time
 - 1) Local Officers and other Members who are required by the President to perform duties for the Local that require a release from their normally assigned duties, with a subsequent loss of income, shall be directly compensated for that loss of income by the Local on the date which such Member would normally be paid by the Company.
 - 2) Authority to pay lost time is controlled by the President.
 - 3) The Local's Secretary-Treasurer shall verify all lost time monthly. A written monthly record shall be kept by the Secretary-Treasurer of Employees by name, date, location and total lost time paid by the Local.

ARTICLE THREE

MEMBERSHIP

SECTION ONE: QUALIFICATIONS AND RULES OF MEMBERSHIP

- A. Employees who are probationary Employees shall be eligible for and required to maintain Membership during the first full month following completion of such

employee's probationary period. An initiation fee of \$100.00 will be charged on a one-time basis for all new members. There will be no initiation fee for anyone transferred into the Local as a result of the mergers creating the Local.

- B. Members delinquent in any assessments for more than sixty (60) days will suspend their right to vote, introduce or discuss any item of business at any meeting, suspend their right to the privileges and protection afforded Members of the Local, until the delinquency is removed. Any member who is prevented by illness, injury, or lay-off from earning any wages in a calendar month shall be excused from paying dues for such month and such nonpayment shall not affect his/her good standing. For the purposes of this paragraph, the word "Wages" shall be construed to include any monetary compensation, totaling seventy-five (75%) percent or more of the member's regular monthly income from his/her employment, payable to an ill or injured worker under applicable law, and/or pursuant to a collective bargaining agreement. In order to be excused, such member shall be required to file with his/her Local Financial Secretary-Treasurer a request for exoneration on the official form supplied by the International Secretary-Treasurer.
- C. Members in good standing are entitled to participate in all Local activities and are entitled to all of the rights, privileges, and benefits of membership. Every Member should make an effort to attend Membership meetings and keep abreast of the current affairs of the Local.
- D. It will be the responsibility of each Member to advise the Local within thirty (30) days of any change of address, in writing; otherwise, the Union cannot be held responsible if the Member does not receive correspondence or ballots mailed out by the Local or International Union.
- E. No Members shall perform their duty on the job in such a manner as to place an unfair burden on his/her fellow workers.
- F. No Member shall join or participate in any way in any organized group which purports to make decisions concerning rates of pay, hours of service and working conditions on behalf of the Membership, or obligates the Membership or Union in any way without the authorization of the International Union (pursuant to the procedures of the International Constitution).
- G. No Member shall improperly disclose confidential matters of the Union.
- H. No Member shall make a collection in the name of the Union, regardless of its purpose, without prior approval of the Local Executive Board.

SECTION TWO: DUES AND DUES DETERMINATION

- A. Member's obligation for dues shall commence as of the date of eligibility for active Membership.
- B. Dues are as provided for in the TWU Constitution.
- C. It shall be the duty of the Board to conduct an annual review of the dues structure of the Local to determine if the dues structure should be revised. The Board shall also establish the financial goals of the Local, supervise their implementation, and make financial recommendations to the Membership.

ARTICLE FOUR

OFFICERS

SECTION ONE: OFFICERS DEFINED

The Officers of the Local shall be the President, Vice President, Recording Secretary, Secretary-Treasurer, five (5) Regional Vice Presidents, Title I Executive Board Member and one Title V Executive Board Member.

The five (5) regions will be as follows:

- A) Northeast Region: JFK, LGA, EWR, BOS, DCA, and PHL
- B) Southeast Region: MIA, MCO, RDU, SJU, and TPA
- C) Southwest Region: DFW, SAT, and AUS
- D) Central Region: ORD, STL and ATL
- E) Western Region: DEN, LAS, LAX, SEA, SFO, and SAN

SECTION TWO: ELIGIBILITY

The Officers and Station positions may be held by any active Member of the Local employed by the Company and having successfully completed the Company designated probationary period. Members holding the position of President, Vice President, or Secretary-Treasurer must reside in the Dallas-Fort Worth area or commute to the Union office on normal business days. Regional Vice Presidents must reside in the Region they seek election from and reside in such region as long as they represent same. No member shall be able to run for multiple positions during the same election. No person may hold more than one office at a time. The first office may be held until a replacement officer is elected.

SECTION THREE: TERM OF OFFICE

- A. Beginning May 1, 2014, terms of office will start on May 1 of the respective year of each election.
- B. The term of office for Officers shall be for three (3) years.

SECTION FOUR: DELEGATE SELECTION

Each officer described in these by-laws, and elected pursuant to the procedures herein, is deemed to be elected as an ex officio delegate to the International Convention.

ARTICLE FIVE

REMOVAL AND RECALL OF OFFICERS

Removal of Officers shall be in accord with the TWU Constitution. Recall of a Regional Vice President must be by the members of that Vice President's region only. Recall of the Title I or Title V Executive Board Member must be by members of the respective Title group.

ARTICLE SIX

BONDING

The Officers of the Local shall be bonded in amounts not less than those provided for and required by appropriate Federal statute.

ARTICLE SEVEN

DUTIES OF OFFICERS

SECTION ONE: OFFICERS

A. President

The President shall notify the Officers of all regular and special meetings of the Board. He/she shall be the authorized representative of the Local and shall select and supervise all committees and committee activities.

The President shall also serve as the Chair of the Board. The President shall insure that the regions conduct business meetings as necessary. He/she shall, subject to the approval of the Board, appoint and remove, employ and discharge agents and Employees of the Local other than duly elected Officers. He/she shall sign notes, checks, drafts, or bills of exchange; warrants or other orders for the payment of money duly drawn by the Treasurer; enforce the TWU Constitution and the Local's By-Laws; sign any agreement entered into between the Local and any other organization; carry out any other duties the Local may request; supervise the activities of the Local and shall render an Annual Report to the membership.

The President shall be present at all negotiations. The President or the President's designee shall carry out the resolution of the Membership as adopted at Membership Meetings and perform such other duties as may be assigned to him/her by the Executive Board or the Membership. The President or the President's designee may arrange for an Officer or individual Member to be absent from her/his regular assigned work, at the expense of the Union, for the purpose of assisting the President in conducting the affairs of the Local Union. The President or the President's designee shall draft all Board of Adjustment submissions and be responsible for the proper processing of said submissions. It shall be the President's or the President's designees' responsibility to assemble all facts pertaining to Local 591 grievances pending before System/Area Board of Adjustment or Arbitration, and to assure the

proper presentation of said grievances. The President or the President's designee shall attend all Membership Meetings and Special Meetings of the Local and shall preside at said meetings. The President or the President's designee shall assist other Officers, Union Representatives, or individual Members in the handling or processing of grievances and such other problems, which have not yet become grievances. The President shall perform all duties required by the Executive Board. The President shall be responsible for the staffing of the Local office. The Executive Board will approve all full-time staff.

B. Vice President

The Vice President shall assist the President in the discharge of his/her duties, and during his/her absence shall perform the duties of the President. He/she shall attend the monthly Executive Board meeting. He/she shall perform all duties required by the Executive Board.

C. Secretary-Treasurer

The Secretary-Treasurer shall receive all monies paid into the Local Union. He/she shall keep regular books and records of the Local's finances pursuant to the rules and regulations established by the International Administrative Committee. He/she shall report monthly to the Local Executive Board and to the International Secretary/Treasurer. He/she shall submit all records and books at least once a year to a Certified Public Accountant and will forward the name and address of the Certified Public Accountant who is to conduct the audit to the International. He/she or his/her successor will present this audit upon completion to the Board and to the Membership. The Secretary-Treasurer shall compile and file all financial reports as required by law and the Membership. He/she shall sign all financial instruments of the Local as required by these By-Laws. He/she shall prepare and submit under his/her signature all Federal and State reports required under law. He/she shall perform all duties required by the Executive Board.

D. Recording Secretary

The Recording Secretary shall take charge of all records of Membership and effects of the Local. He/she shall keep a record of all proceedings at all regular and special meetings of the Board. He/she shall keep a record of all Officers and special appointees. He/she shall assist the President in preparing an Annual Report to the members of the Local. He/she shall cause to be kept the Local's Membership records so as to show at all times the number of Members, their names, their respective places of residence, and their post office addresses. He/she shall perform all duties required by the Executive Board.

E. Regional Vice Presidents

It shall be the duty of the Regional Vice President (or his/her designee) to call and preside at any meetings of the Region, to preserve order during its deliberation, to authorize expenditures of any budgeted funds and to administrate the Local's regional duties. He/she will: be responsible for the members in their region; be the Grievance

Chairperson in their respective region; coordinate with Local Arbitration Unit on cases going forward; be the point of contact for American Airlines Managing Directors in the region they are responsible for; and oversee the station chairpersons and stewards in their region.

F. Title I and Title V Executive Board Members

Title I and Title V Executive Board members shall attend all monthly Executive Board meetings and shall perform all duties assigned by the Executive Board.

SECTION THREE: STATION CHAIRPERSONS

A. Station Chairpersons

It shall be the duty of the Station Chairperson to call and preside, in the absence of the Regional Vice President, at any station meetings and to preserve order during its deliberations. The Station Chairpersons shall be responsible for Station grievance administration and other daily Station business. He/she will be responsible for reporting all Station business to the Executive Board and is required to provide a written report of all stations activities. He/she shall perform all duties required by the Executive Board. Station Chairpersons may not hold a full time-position in the Local Union Office.

SECTION FOUR: EAP, ASAP, SAFETY AND BENEFIT COORDINATORS

- A. The Aviation Safety Action Program (ASAP) Peer Coordinator(s), Employee Assistance Program (EAP) Peer Coordinator(s), and Safety Coordinator(s) will be assigned in each region by the Executive Board and will perform all duties assigned to them by the Executive Board. The President, at his discretion, may appoint "Benefit Coordinators" subject to the approval of the Executive Board and will perform all duties assigned to them by the Executive Board.

The written approval of the President, Financial/Recording Secretary- Treasurer or Vice President shall be required before any member is taken off the clock to work for the Local Union, except that in an emergency this approval may be oral.

The Employee Assistance Program (EAP) Peer Coordinator(s), Aviation Safety Action Program (ASAP) Peer Coordinator(s), Benefits Coordinator(s), and Safety Coordinator(s) shall receive a monthly salary override as set by the Executive Board.

SECTION FIVE:

SHOP STEWARDS

- A. Elected Shop Stewards shall represent the Members at each Station they represent and assist the Regional Vice President and Station Chairperson with station duties.
- B. Special Meetings of Shop Stewards may be called by the President or majority vote of the Executive Board and will not conflict or coincide with other meetings.
- C. Nominations and elections for Shop Stewards shall be held at the first regularly scheduled Membership Meeting following the swearing in of the new Officers. The vote will be by secret ballot of those present and voting.
- D. To be eligible for nomination as a Shop Steward, a Member must, in addition to all other requirements of the International Constitution and these Bylaws: (1) be on the American Airlines Seniority list for not less than a period of six (6) months at the time of nominations; (2) Shop Stewards must be a Member in good standing.
- E. It shall be the duty of all Shop Stewards to represent all/any Members requesting or requiring representation in any meeting with Management upon the direction of the Executive Board. It shall be the duty of Shop Stewards, at all times, to keep in close contact with the Regional Vice President(s) in order to keep informed on events of interest to the Membership. It shall be the duty of all Shop Stewards to clarify and explain to Members any matters pertaining to Union affairs.
- F. Shop Steward terms begin the first day of the month following their election. Within the first 45 days of their terms, Shop Stewards will receive training on the duties outlined in letter (e) from their Regional Vice President(s) or his/her designee. The term for a Shop Steward is three (3) years.
- G. Elected Shop Stewards may change their Station and continue to represent Members in their new Station with Executive Board approval by filling any existing Shop Steward vacancies.
- H. Any discipline which would result in suspension or expulsion from the office of Shop Steward will be governed by Articles XXI and XXII of the TWU Constitution.
- I. Existing Shop Steward terms will end three (3) years from the date of the first day of their term.
- J. Anytime there is a vacancy on the Shop Steward Staff in a station, the Regional Vice President(s) will appoint a Shop Steward with the approval of the Membership at their respective Station Membership Meeting.
- K. There shall be a minimum of one (1) Shop Steward per every 100 Members (rounded up) in each Station location and Section.
- L. The Shop Steward will be responsible to the Executive Board for all Station or Section Union business.
- M. An elected Shop Steward will keep the Executive Board updated on current address and phone numbers.

ARTICLE EIGHT

COMMITTEES

The President shall appoint special committees as he/she may deem necessary to administer the business of the Local.

ARTICLE NINE

AGREEMENT APPROVAL AND VALIDATION

All negotiations and ratifications shall be in accord with Article XXV of the TWU Constitution.

ARTICLE TEN

VOTING: NOMINATIONS AND ELECTIONS / CONDUCT OF MEETINGS

SECTION ONE: VOTING

Voting shall be a simple majority vote of those Members casting ballots.

SECTION TWO: BOARD OF ELECTIONS

- A. The Board of Elections shall adopt appropriate rules and provide forms and ballots, conduct the nominations and election of Officers in accordance with the International Constitution and Bylaws of Local 591. The Board of Elections will be responsible for ensuring that all eligible ballots received are counted.
- B. The Board of Elections shall consist of three (3) Members. Nominations for Board of Elections will be held following the general election and installation of new Officers and elections will be by secret ballot. The term will be for a three year period. Vacancies will be filled by the nominee with the next highest vote total. The nominee receiving the highest number of votes will chair the Board of Election. In the event of a tie, drawing of lots will determine the winner.

SECTION THREE: NOMINATIONS

- A. Nominations for the office of President, Vice President, Recording Secretary, Financial Secretary-Treasurer, Regional Vice Presidents, Title I Executive Board Member and Title V Executive Board Member will be open at least fifteen (15) days. A notice of such will be posted on the web site and sent to each station for posting two (2) days prior to the nomination opening date.
- B. Any eligible Member may be nominated by another active Member in good standing, with any accompanying second by a different Member in good standing. Regional Vice Presidents must be nominated by a Member from within their Region. For the position of Title I Executive Board Member, a Member from that classification must make the

nomination. For the position of Title V Executive Board Member, a Member from that classification must make the nomination.

- C. Each nominee must verbally accept the nomination prior to the distribution of the ballot. If a nominee can NOT be reached to verbally accept or decline, a message will be left on the number on file at the Union office where applicable until nominations close. Each nominee has until the nominations close, or three (3) days from the date the message was left to respond (whichever is longer), otherwise the nomination becomes invalid.
- D. If only one person is nominated for office, that person shall be deemed elected by acclamation and no further vote is required.

SECTION FOUR: ELECTION

- A. Election of Officers, ratification of labor agreements and ratification of side agreements to existing labor agreements other than those side agreements excluded by Article Two (2), Section Five (5), Paragraph E, shall be conducted by a secret ballot, either through the Local's ballot box, mail or electronic balloting. Control numbers may be used on ballots as long as steps are taken to insure the secrecy of the ballot.
- B. No less than fifteen (15) days prior to the closing of an election of officers, notice of such election shall be mailed to each Member at his or her last known home address. Each active Member in good standing may vote for the candidate/s for each office. Provided that there is in place a voting system or procedure sufficient to guarantee the secrecy of the ballot being cast, a member may vote by either by phone or via the internet prior to the closing date and time.
- C. The candidates receiving a plurality of the secret ballot votes cast for each office shall be deemed elected to the office. A Member of the Election Committee will notify the winner via phone. If the winner can not be reached a message will be left on their home or mobile phone. After this is done the results will be released to the Membership.
- D. In the event of a tie for the most votes cast in an election, there will be a runoff election for the candidates involved in the tie.
- E. Each candidate will be notified of the date and time when the results are retrieved, and will be allowed one (1) representative at their own expense to monitor the outcome.
- F. Any Member in good standing who believes that he/she has been improperly denied the opportunity to be a candidate for elective office or position or that an election in which he/she was a candidate was improperly conducted, may file a complaint with the Local Executive Board no later than fifteen (15) calendar days after the results of the election have been made known.

SECTION FIVE: CONDUCT OF MEETINGS

A. Order of Business:

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|--------------------------------|------------------------|
| 1) Minutes of Previous Meeting | 5) Unfinished Business |
| 2) Financial Report | 6) New Business |
| 3) Committee Reports | 7) Adjournment |
| 4) Prior Business | |

B. Conduct of Business:

- 1) Members desiring to bring up items of business should notify their Regional Vice President or his designee of such items in writing at least three (3) days before scheduled meeting date, so an agenda item may be prepared.
- 2) Meetings will be conducted in accordance with Robert's Rules of Order (Revised).