

Airdrie Professional Firefighters Association



IAFF LOCAL 4778

CONSTITUTION & BY-LAWS

THIS CONSTITUTION AND BY-LAWS WAS APPROVED BY THE MEMBERSHIP PRIOR TO ITS SUBMISSION TO THE IAFF, AS REQUIRED BY ARTICLE 13 OF THE IAFF CONSTITUTION.

Date of Membership Approval: December 12th, 2016

Authorized by:

Trevor Breitenbucher, President

REVISED: December 23, 2015

LOCAL ASSOCIATION CONSTITUTION & BY-LAWS CHECK SHEET

Please use this check sheet to ensure that your local Constitution and By-Laws contains the required provisions mandated by the IAFF Constitution and By-Laws and U.S. Department of Labor regulations. Leaving any of the items listed below out of your local Constitution and By-Laws or not informing the IAFF of your membership's approval will result in it not being approved.

APPROVAL BY MEMBERSHIP - All Local Constitution and By-Laws or any changes to it must be approved by the local's membership prior to submission to the IAFF General President. Indicate either in a letter or on the cover page of the document that the membership has approved The Constitution and By-Laws or the changes.

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AIRDRIE PROFESSIONAL FIREFIGHTERS ASSOCIATION CONSTITUTION & BY-LAWS

ARTICLE 1

Name

Section 1: Local Number and Name

The number of this organization shall be Local number: 4778.

The name of this organization shall be: Airdrie Professional Fire Fighters Association, Local 4778 of the International Association of Fire Fighters.

Section 2: Definitions

References in this Constitution and By-Laws to “Local” or "Association" shall refer to the Local as set forth in Section 1 above, and references to “International” or IAFF shall refer to the International Association of Fire Fighters.

Section 3: Compliance

This Local, its officers, representatives, and members shall recognize, observe, and be bound by the provisions of the Constitution and By-Laws of the International Association and the interpretations rendered by the International's General President, the resolutions, and decisions and directives of the Executive Board of officers of the IAFF, when made in conformity with the authority granted by the Constitution and By-Laws of the International, and the resolutions adopted and policies established by the delegates at conventions. Article XIII of the Constitution and By-Laws of the IAFF is recognized as providing the basic rules governing this Local.

Section 4: Purpose

The purpose of this organization is to represent and protect the interests of all members of this Association and its affiliated organizations. To assure that our professions’ advance in the area of working conditions, personal safety, wages, and service to the community. It is every member's duty to voice his or her opinion and to contribute to our objective. It is also every member's duty not to let his/her own personal feelings interfere with the majority will of this organization.

The Association shall also endeavor to establish and maintain a harmonious relationship and mutual confidence with the City of Airdrie.

Section 5: AFFA

The Association shall participate in the Alberta Fire Fighters Association.

ARTICLE 2

Jurisdiction

Jurisdiction shall be as follows: All full-time, paid employees engaged in fire fighting, emergency medical or rescue service activities, or related services.”

ARTICLE 3

Membership

Section 1: Active

Candidates for active membership shall pay to the Treasurer of the Association or his designate, all required fees, dues and assessments prior to the conditions of Active status has been achieved. No person can become an active member in this Association until such time as they have completed their Probationary period within the jurisdiction of this Association and have attended at least two (2) Association meetings. Before becoming an active member of the Association, a candidate for membership shall subscribe orally and affix his signature to a copy of the following agreement at the first scheduled meeting that a candidate for active membership attends:

“I (give name), shall subscribe to the following undertaking: to faithfully observe the Constitution of this Association, to comply with all rules and regulations for the government thereof; to comply with any directive, order or notice issued by the Executive Board of this Association provided such directives, orders or notices are in compliance with this Constitution; not to divulge or make public any of the private proceedings of this Association; to faithfully perform all the duties assigned to me to the best of my ability and skill; to so conduct myself at all times as not to bring reproach upon my Association; and at all times bear true and faithful allegiance to the Airdrie Professional Fire Fighters Association.”

Print Name: _____

Signed: _____ Date: _____

Section 2: Honorary

For meritorious service to the Association, or for distinguished public service, persons may be elected honorary members by a majority vote. Honorary members shall not pay initiation fees, dues or other charges and shall have no voice or vote in the Local. Such membership may be revoked for cause.

Section 3: Retiree

Members who have retired from this Local or have otherwise withdrawn as members in good standing may be allowed to return to this Local within 2 years or upon receipt of pension payments as active-retired members.

Section 4: Maintenance of Good Standing

Membership in good standing includes any person who has fulfilled the requirements for membership in this Local and who has not voluntarily withdrawn, become ineligible for continued membership or been suspended or expelled as provided in the Constitution and By-Laws of the International Association of Fire Fighters or the Constitution of this Local.

Section 5: Separation

When any member in good standing is separated from the fire service, the Association may allow said member to retain active membership or in lieu thereof, upon request of said member, shall issue a withdrawal card. The Association may issue withdrawal cards only to those members who leave the fire service or EMS in good standing or who are precluded by law or Local ordinance or contractually from maintaining Association membership by virtue of their fire department position. A former member holding a valid withdrawal card will not be charged a reinstatement fee upon reentry into the organization. A member who is duly elected as an officer of the International Association of Fire Fighters, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his/her active membership in this Local.

- 1) When any member in good standing becomes separated from the fire service, this Local may allow said member to retain his active membership in this Local. It is the policy of this Local to waive payment of monthly dues while a member is on LTD or Maternity/Paternity leave only.
- 2) Members who are taking a leave of absence from the service for other than Association purposes shall be required to pay to the Association all regular Association dues for the full period of absence in advance of such leave. Upon return to the service those members shall within 60 days of their return be required to pay to the Association any assessments, fees, or additional dues which were levied on the general membership during the period of the leave of absence.

Section 6: Delinquent Members

Members who fail to pay their monthly dues or assessments by the fifteenth (15th) day following the month such dues are payable shall be notified by the Local officer whose duty it is, that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within sixty (60) days following such notification. Delinquent and suspended members are not entitled to a voice or to vote in the Local or in the affairs of the International.

ARTICLE 4

Meetings

Section 1: Time and Place

Local 4778 shall meet a minimum of six times per calendar year. The date and time of these meetings will be set by the executive, who will provide a minimum of 14 days' notice to the membership. Meetings of the Association shall be held on the 2nd Monday of the month. Meetings shall start at 1900 sharp, Location TBA.

Section 2: Special Meetings

Special meetings may be called by vote of a majority of the Executive Board. All members in good standing shall be notified of such special meeting at least seven (7) days prior to the same.

The notice shall state the business to be considered at such meeting, and no other business than that stated in the notice shall be in order at such meeting.

Section 3: Quorum

The quorum for any meeting of this Local, either regular or special, shall be 10 members in good standing.

Section 4: Rights of Members

Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules set forth in the manual of parliamentary procedure adopted by this Local. Members shall conduct themselves in such a manner as to not interfere with the legal or contractual obligations of the International or this Association.

Section 5: Rules for meetings

The rules contained in Roberts Rules of Order shall govern the meetings of this Local in all cases not in conflict with this Constitution and By-Laws, or the Constitution and By-Laws of the International, or interpretations of these documents.

ARTICLE 5

Officers and Elections

Section 1: Number and Titles

The officers of this Local shall consist of a President, Secretary, Treasurer and members of the Executive Board consisting of 4 non-voting platoon delegates (one from each platoon A,B,C,D) who shall hold office for 2 Years, and until the election and installation of their successors, unless removed from office as provided in the Constitution and By-Laws of the International or this Constitution and By-Laws. The same individual may hold the offices of Secretary and Treasurer.

Terms for the offices of President, Treasurer, ‘A’ Platoon Delegate, & ‘B’ Platoon Delegate will expire in even numbered years, while the offices of Secretary, ‘C’ Platoon Delegate, & ‘D’ Platoon Delegate will be held in odd numbered years.

In the event of an office being vacated prior to the expiration of the term, or a term reaching 2 completed years prior to the appointed odd or even numbered year for their terms expiry, a bi-election will be held in order to fill the office in question for the remainder of the term.

Following a change in office, the outgoing officer will continue to support his/her successor for the first month following the election and will continue to receive compensation in the form of an equal honorarium to that provided to the candidate who now holds office. Continued support of the successor will continue when called upon from time to time.

Section 2: Eligibility for Office

Any member in good standing shall be eligible to be a candidate for office in this Local.

Section 3: Rights of Candidates

Every candidate for office shall have the right to request distribution of campaign literature, by mail or otherwise, to all members in good standing, at the candidate's own personal expense. "A candidate for office" includes a candidate for membership on the Executive Board. There shall be no discrimination in favor of or against any candidate with regard to the use of membership lists.

Section 4: Use of Funds Prohibited in Elections

No funds received by this Local through initiation fees, dues, or assessments or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers. This section does not prevent the expenditure from Local funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

Section 5: Method of Nomination and Election

- 1) Each member in good standing shall be given at least fifteen (15) days advance notice, in writing, of the date, time and place at which nominations shall be made, and at least fifteen (15) days advance notice, in writing, sent by postal service mail to the last known address of the member, of the date, time and place at which elections shall be held. Any member in good standing may nominate eligible members for office.
- 2) Elections shall be by secret ballot; write-in voting shall not be permitted. If there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy in the election of Local officers. The candidate receiving a majority of the ballots cast shall be declared elected. If no candidate receives a majority of the ballots cast, there shall be a run-off election between the two candidates who received the most votes. If the final ballot of any officer election results in a tie between the candidates, the winning candidate for office shall be selected by the drawing of lots in the presence of both candidates.
- 3) The Secretary shall post a bulletin in all Fire Stations at least fifteen (15) days prior to the Election Day, setting forth notice of all positions to be filled by election; date, time, and location of ballot box and a list in alphabetical order of all candidates for each position.
- 4) Absentee voting will be allowed for members in good standing who are away on vacation or otherwise unable to attend either the advance poll or the regular poll. Absentee voting shall take place immediately following the posting of the notice as stated in Article V, Section 5.3 and conclude on the date of the advance poll. A locked ballot box and a complete voters list will be kept at the Association office. The Chair of the Elections Committee will mark off the names of the members using absentee balloting and ensure that the membership lists provided to the polling station show who voted. Members in good standing that wish to use absentee ballots must do so in person (complete with picture identification) at the Association office. Members are required to call the Chair of the Elections Committee in advance to arrange a time to vote.
- 5) The Chair of the Elections Committee shall appoint such members as may be necessary to supervise polling at the polling station. The polling station shall have one (1) locked ballot box, a suitable number of ballots and a membership list. Voting shall be between 0700 hours and 1200 hours.
- 6) Advance poll shall be scheduled so to permit those platoons not on duty on Election Day the opportunity to vote when the platoons are on duty. Polling shall be conducted between 0700 hours and 1200 hours.

- 7) Each candidate shall be entitled to appoint one (1) scrutinizer who shall be permitted to witness the manner of distribution of ballots and be in attendance when the votes are being counted. All ballots and other records of an election of officers will be delivered to the Secretary.
- 8) Upon notification by the Chair of the Elections Committee the elected candidates shall forthwith swear and affix their signatures to the written oath of office and shall assume all responsibilities and duties of their respective offices immediately thereafter. The elected candidates shall re-swear the formal oath of office at the next regular Association meeting.

Section 6: Elections Committee

The President shall appoint an Elections Committee which shall be responsible for distributing and tabulating the ballots.

Section 7: Ballots Preserved

The ballots and all other records of an election shall be preserved by the Secretary for one year following such election.

Section 8: Vacancies in Office

When an office becomes vacant by reason of death, resignation, or removal of the incumbent, the Executive Board shall elect a successor by majority vote, no later than thirty days from the date the office is vacated.

Section 9: Written Oath of Office Election

Before assuming the duties of their respective offices the newly elected or appointed officers shall swear and affix their signatures to the following written oath of office, which shall be dated and witnessed:

“I (give name) do swear to perform the duties of my office as required by the Constitution of this Association; to carry out and comply with the decisions, policies or directives of this Association’s membership and its Executive Board; to comply with the provisions of this Constitution; to faithfully attend all meetings required of me by virtue of my office; to bear true and faithful allegiance to the Airdrie Professional Fire Fighters Association; to deliver to the Association within fourteen (14) days following the end of my term all funds, property, books, papers, records, data, information, or any copies or facsimiles or reproductions thereof, which were originally or are Association property; not to divulge to the employer or the public any of the confidential matters of this Association without authorization to do so, and at all times to conduct myself as becomes a member and Officer of this Association.”

ARTICLE 6

Duties of Officers

Section 1: Local President

It shall be the duty of the President to preside at all meetings of the Local and at meetings of the Executive Board. He/she shall be the executive head of the Local. He/she shall be a member ex-officio of all committees. He/she shall appoint such committees as may be provided for in this

Constitution and By-Laws and such special committees as may be authorized by the Local. Together with the Treasurer, he/she shall sign all orders and checks lawfully and properly drawn.

He/she shall enforce strict observance of the Constitution and By-Laws of the International as this document relates to the Local, and the Constitution and By-Laws of the Local. He/she shall have general supervision of the activities of the other officers and the chair of committees.

The President shall discharge on behalf of the Local such duties as may be imposed upon him/her by applicable law including the execution and filing of any reports to Federal or State authorities, and he/she shall cause the Local to maintain such records as the law requires them to be kept, in support of reports it files. The President, by virtue of his/her election, shall be a delegate of this Local to the convention of the International.

Section 2: Local Secretary

The Secretary shall have custody of all documents, records, books and papers belonging to the Local, except as may be otherwise provided by this Constitution and By-Laws. He/she shall keep an accurate record of the meetings of the Local and of the Executive Board, of which he/she shall be the Secretary. He/she shall attest all official documents with his/her signature and the seal of the Local. He/she shall conduct the correspondence of the Local promptly. He/she shall maintain the official list of members in good standing, which shall be kept accurately and on a current basis. The Secretary shall discharge on behalf of the Local such duties as may be imposed upon him/her by applicable law including the execution and filing of any reports to Federal or State authorities, and he/she shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it. The Local Secretary, by virtue of his/her election, shall be a delegate of this Local to the convention of the International.

Section 3: Local Treasurer

The Treasurer shall receive all monies due the Local, from whatsoever source, and shall disburse the same only by voucher signed by the President in conformity with a vote of the Local. Such disbursement shall be by check, which shall also be signed by the President. He/she shall maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered. He/she shall be prepared to exhibit receipts and vouchers upon the audit of his/her books. He/she shall forward the annual audit of the Local to the International General Secretary-Treasurer, over the seal of the Local. The Local Treasurer, by virtue of his/her election, shall be a delegate of this Local to the convention of the International.

Section 4: Local Executive Board

The Executive Board shall consist of the President, Secretary and Treasurer, and members who are elected at the annual meeting. It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds and property of the Local. It shall have the authority to act in the name of the Local during intervals between meetings, such acts being subject to confirmation by the membership at the next regular meetings of the Local. It shall provide for an annual audit of the Treasurer's books. It shall meet at the call of the President or on call signed by a majority of its members. A majority shall constitute a quorum.

Section 5: Bonding

All officers and employees of the Local who handle funds or property of the Local shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary-Treasurer, in compliance with applicable law. The expense of the first \$5,000 of Bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium. The Local shall have sufficient bond to cover at least ten (10%) percent of its current liquid assets.

Section 6: Honorariums

The monthly honorarium paid to the President of the Association shall be six percent (6%) of the 1st Class firefighter's monthly salary. The monthly honorarium paid to both the Secretary and Treasurer of the Association shall be seventy percent (70%) of the President's monthly honorarium. The monthly honorarium paid to the Platoon Delegates of the Association shall be twenty percent (20%) of the President's monthly honorarium.

Section 7: Association Substitutions

Association substitutions are coverage for Association Board Executives from their firefighter duties so that they can be away for Association business. All Association members shall volunteer for an Association Substitution for a period of 24 hours before being eligible for compensation for Association Substitutions. Association Substitution shall be paid at a rate of 0.5% of a First Class Firefighters base salary. (i.e. $\$97,000 \times 0.005 = \485 for a 24hr shift or \$20.21/hr).

ARTICLE 7

Delegates and Alternates to International Conventions

Section 1: Delegates

If, in accordance with Article IV, Section 2 of the International Constitution and By-Laws, this Local is entitled to Delegates in addition to the President, they shall be elected by secret ballot of the members in good standing.

Section 2: Alternates

Alternates to conventions shall be elected by secret ballot of the members in good standing. The credentials of delegates and alternates must certify to this method of election.

ARTICLE 8

Initiation Fees, Dues and Assessments

Section 1: Initiation fees

Initiation fees shall be paid in the amount of two (2) times the Association's monthly dues. The initiation fee is due within 30 days of employment with the Airdrie Fire Department.

Section 2: Dues

The monthly dues for full time members of the Local shall be one point five percent (1.5%) of a 1st Class fire fighters annual salary, plus ten dollars and eighty three cents (\$10.83). Dues payments are made through direct deductions from payroll with equal payments for 24 out of 26 pay periods.

Section 3: Assessments

Assessments may be made only in the following manner: Each member in good standing shall be notified in writing at least thirty (30) days in advance of the date on which the vote for an assessment is to occur. The proposed assessment shall become effective upon a majority vote of the members in good standing, by secret ballot at a general or special meeting.

Section 4: Increases in Rates

Increases in rates of initiation fees, reinstatement fees or dues shall require notice of such proposed increase to be given to the members in good standing at least thirty (30) days in advance of the date on which the vote for such increase is to occur. The proposed increase shall become effective upon a majority vote of the members in good standing, by secret ballot at a general or special meeting.

Section 5: Reinstatement fees

Reinstatement fees shall be \$110.00. Ten (\$10.00) dollars of this amount shall be submitted to the IAFF.

ARTICLE 9

Misconduct, Trials and Appeals

Section 1: Misconduct and Trials

Any member charged with misconduct as defined in Article XV of the International's Constitution and By-Laws shall be served with written specific charges as required by Article XVI of the International Constitution and be given a reasonable time to prepare his/her defense and afforded a hearing as provided in Article XVII of the International Constitution.

Section 2: Appeals

Appeals may be made in accordance with Article XVIII of the International's Constitution and By-Laws. Such appeal must be filed with the International General President of this Association within thirty (30) days of the action to be appealed.

ARTICLE 10

Audit

The books and accounts of this Local shall be audited annually, and the last such report of audit shall be forwarded to the International's General Secretary-Treasurer with the seal of the Local within one hundred and eighty (180) days of the close of the Local's fiscal year, and shall include an accurate accounting of all employees within the Association's Fire Department. The audit is to be completed by the three trustees within (30) days of the end of the fiscal year which will be October 1st. The treasurer will then forward the audit to the IAFF General Secretary-Treasurer.

ARTICLE 11

Amendments

Section 1: Proposed Amendments

This Constitution and By-Laws made under its provisions may be amended by a two-thirds (2/3) vote (except for changes in dues and assessments, and initiation and reinstatement fees, which shall require a majority vote, as provided in Article 8, Sections 3 and 4) at a regular meeting, provided that each member in good standing is notified in writing of the proposed amendment at least fifteen (15) days in advance of the meeting at which the vote will be taken.

Section 2: Adopted Amendments

A proposed amendment to this Constitution, or any By-Laws made under its provisions, shall be submitted for approval to the International's General President prior to its printing, or issuance, after it has first been adopted by the membership.

ARTICLE 12

Special Funds

Section 1: Emergency Dispute Fund (EDF)

The Emergency Dispute Fund is to be established and administered by the Treasurer of Local 4778 for the sole purpose of Labor Relation Disputes (i.e. mediation, arbitration and grievances). The fund shall be zero point five percent (0.5%) of a 1st Class firefighter's annual salary. The EDF payments are made through direct deductions from payroll with equal payments for 24 out of the 26 pay periods. The goal of the fund is to reach and maintain \$100,000. So long as the EDF is maintained at \$100,000 there will be no deductions that will go towards the fund. Labor Relations adjudication expenses shall mean all expenses incurred when Local 4778 is required to pursue a Labor Relations matter to an outside source for advice or resolution.

Section 2: Station Comfort Fund

There shall be a Station Comfort Fund, with the monies from this fund to be used for the general welfare of the members of the Association in purchasing comforts for the stations. All monies shall be delivered by cheque from the Treasurer of the Association monthly to the Station Comfort Representative in the amount of ten dollars and eighty three cents (\$10.83) per member of the Association. It is the Station Comfort Representatives responsibility to ensure the fund is administered responsibly.

ARTICLE 13

Shift Meetings

Shift meetings should be regarded as generally undesirable if any other method can be used to achieve the desired results. This is because of the fundamental difficulty in this type of meeting, which includes the necessity for agreement between the two meetings as to final action. When shift meetings are determined to be necessary, it is essential that the following procedures be followed.

- 1) Both shift meetings should be held, if possible, within 24 hours. It is always desirable to complete action as soon as it can be done. This is true of any group decision and especially true of shift meetings. Both meetings are considered as constituting one meeting as far as total votes are concerned and also the final results that are to be determined.
- 2) In order to establish the results of action taken in shift meetings, the total votes cast for and against the motion are added together. For example, let us assume that Meeting A votes for a motion and Meeting B votes against it. Meeting A 40 for, 20 against; Meeting B 30 for, 40 against. The total vote is 70 for and 60 against, 130 votes. A majority is necessary to adopt any main motion, in this case 66 votes. So the motion is adopted.
If Meeting A adopts a motion and Meeting B amends it and sends it back to Meeting A, and Meeting A defeats the amendment, the total number of votes in both meetings determines whether the amendment is adopted. For Against Meeting B 80 for, 50 against; Meeting A 50 for, 55 against. The total vote is 130 for and 105 against. The total vote is 235. Vote necessary for adoption of the amendment is 118, so the amendment is adopted.
- 3) The announcement of a vote may be made only after final action by the last meeting to vote. It is essential that NO announcement be made until the final vote.
- 4) If a motion is made at one meeting and later, in the same meeting, it is indefinitely postponed; the motion is killed and does not go to the other meeting.
- 5) If an amendment is offered at Meeting A and this amendment is defeated at that meeting, and later the same amendment is offered at Meeting B and adopted, it is necessary for the motion as amended, to be returned to Meeting A for final vote.
- 6) If a motion is made and adopted at Meeting A, it is not in order for Meeting B to table it. Meeting B must take some action on the motion, whether amendment, reference to committee, or something else.
- 7) If Meeting A defeats a motion, it does not go to Meeting B. However, Meeting B can originate another motion, the same as that defeated in Meeting A. As a practical matter, this would only be done when the proponents of the motion have reason to believe that there have been changes of viewpoint toward the motion, or that the combination of votes in the two meetings in favor would be enough to adopt the motion.
- 8) If Meeting A adopts a motion and it is considered by Meeting B which proposes amendments and adopts them, and then adopts the motion as amended, the motion as amended must be voted on by Meeting A.
- 9) If a motion is passed by Meeting A and Meeting B votes to refer it to a committee, this has to be referred back to Meeting A for a final vote on referring to a committee; the combined votes of both meetings determine whether it goes to committee.
- 10) If Meeting A, when considering a motion that originated at that meeting, votes to table it, the motion does not go to Meeting B. Meeting B, however, may originate the same or a similar motion and, if adopted, send it to Meeting A.
- 11) If Meeting A votes to postpone a motion to a definite time, the motion and the postponement to a definite time will both be considered by Meeting B. The total votes cast for the postponement will determine whether this is done.

12) If meeting A adopts a motion and meeting B votes to postpone it to a definite time, the motion for postponement is to be considered by Meeting A.

13) The Minutes of Meeting A are to be read only at the next session of Meeting A, not at Meeting B. Each Minutes require action for adoption by the meeting where they originate and no action by the other meeting.

14) When the action by one meeting makes it necessary to consider a motion at a later meeting where some of the members, because of a shift change, also change their meeting attendance, roll-call vote should always be taken. Unless this is done, there is no way to prevent complete confusion as to when and how a member has already voted. As this situation of change of shift is a part of the two shift procedure, the practice of roll-call voting should be followed in shift meetings.

Roll-call lists have to be prepared in advance by the Association Secretary. The names of all members in good standing are listed, in strictly alphabetical order, on the left of each page; to the

right are three columns headed, "Yes", "No" and "Present." The Secretary calls each name and the member responds by saying "Yes" or "No" or "Present." This response is recorded by the Secretary in the proper column. Members have a right to change their votes from "yes" to "no" or from "no," to "yes" or from "present" to "yes" or from "present" to "no," at any time before the result is announced. They cannot change their vote from "yes" or "no" to "present." After the vote has been announced, there can be no changes.

15) Having the vote taken by written ballot is not to be done in shift meetings, except, of course, in elections. The object of the roll-call vote is to assure that members vote only once, even though their shift has changed.

16) Because of the fact that, if there are three shifts, 2/3 of the members will be off duty at a given time, there is no need for three-shift meetings. There are too many possible complications in running three-shift meetings, all of which for some purposes would have to be regarded as one meeting. There could be almost endless adoptions of amendments to motions and delaying tactics of various kinds. A determined minority in these meetings could effectively prevent action through tactics to be found in any manual of parliamentary law. The object of Association meetings includes the consideration of subjects properly presented to the membership, and to take action by majority vote. Under the circumstances which would prevail in the three-meeting procedures, it would be extremely difficult to either adequately consider subjects or to take final action upon them. Responsible Association leadership is properly concerned with providing the maximum practical protection for member's rights in meetings. The three-shift meeting procedure, by its very structure, offers many opportunities for the curtailment of these rights. It is for these reasons that such meetings should not be held. As the Local plans and conducts two-shift meetings, it should keep in mind the basic principles which apply to the conduct of all meetings: the minority has the right to express its views and to offer any proper motion, while, eventually, the majority makes the decision. Once the decision has been made, it is the duty of all members to abide by the result until another decision is reached. This is the essence of democracy.