



*Society of Professional Engineering
Employees in Aerospace
IFPTE Local 2001
AFL-CIO, CLC*

Northwest Policy Manual

January 7, 2015

Certified by: *Therese A. Johnson*
NW Governing Documents Chair

FORWARD: The primary reason for establishing a written policy is to retain proven decisions of the past in an easy-to-retrieve format.

1. Policy stabilizes the organization and frees the Executive Board and the Council, permitting more attention to be given to creative considerations.
2. Policies support consistency of SPEEA endeavors through the years.
3. Policy speeds administration by reducing repetition and providing for establishment of routine endeavors.
4. The Constitution of SPEEA shall, in conjunction with its By-Laws and Policies, be the governing documentation of SPEEA. No other documentation of SPEEA shall contradict these documents. In the event of a conflict, the Constitution, then the By-Laws, and then this Policy shall take precedence.

Upon receipt of new and/or revised Policy Manual sections and/or subsections, each holder of a copy of the Manual shall update that copy so that the reason for having such a Manual will not be subverted.

VERIFIED:

/s/ Jimmie Mathis

Signature

Council

Chair

Office

May 4, 2003

Date

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1. The maintenance of an up-to-date Policy Manual is the responsibility of the Northwest Governing Documents Committee Chairman, with the assistance, as requested, of the Governing Documents Committee members and, as available, of the SPEEA staff.
2. The SPEEA Northwest Policy Manual shall include the following:
 - a. Policy Manual sections and subsections approved by the Northwest Council.
 - b. Northwest Council motions which establish policy.
 - c. Northwest Membership referendum items or meeting motions that establish policy.
3. Structure and Interpretation
 - a. The publishing of the Northwest Policy Manual will be kept simple for ease of substitution or addition of policy statements.
 - b. Rigidity of policy can be avoided by judicious choice of policy language. Clear, concise wording should be maintained in all statements.
 - (1) When strict adherence is demanded, words such as "will", "shall", and "must" are to be used.
 - (2) When certain latitude is desired in a given area and users are to exercise their own judgment, words such as "may", "should", "generally recommended", or "in most cases" will be used.
4. Incorporation of policy items into the Policy Manual shall be accomplished as follows:
 - a. The Northwest Council Secretary, SPEEA Secretary, or the Northwest Tellers Committee, as applicable, shall ensure that the Northwest Governing Documents Committee Secretary receives a copy of the appropriate minutes, which show exact motions, and of each referendum (other than those for elections) with the appropriate date and signature.
 - b. When an item is determined by the Northwest Governing Documents Committee to be established policy, its location in the Manual shall be determined. If the committee decides the policy should be reworded, substantive changes shall be approved by the Council. In such cases, both the prior action and the proposed rewording shall be provided to the Council for action.
 - c. Each Manual page shall reflect only the up-to-date wording, but the original/master copy of each obsolete page shall be annotated "*Changed per (Council action, etc.) on (date of action)*" and placed in a permanent historical Policy Manual file.
 - d. The Committee will proof each Policy Manual subsection, which shall then be signed and dated by the Council Secretary, verifying that it is in accordance with Council or membership action.
 - e. The Policy Manual Table of Contents shall reflect the verification date of each subsection. The complete Northwest Policy Manual is then certified by the Northwest Governing Documents Committee Chairman or designated member of the Governing Documents Committee as being complete.
 - f. Printing of the Policy manual or sections thereof may be done on one or both sides of the paper. When pages must be added to a section at other than the end of that section, the entire section shall be renumbered and reissued. The first page of each section shall be a right-hand page.
5. Within two weeks of the verification date the manual shall be made available on the SPEEA website.

- 6. The SPEEA staff shall maintain the master copy of the Northwest Policy Manual.
 - a. A historical file of each section/subsection shall be maintained and shall include obsolete annotated master pages.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION **Jan. 20, 2014**

VERIFIED

/s/ Rebekah Hewitt

Signature

Council

Secretary *Jan. 20, 2014*

Office *Date*

The Northwest Council Chairman shall have observer rights at all meetings of the Executive Board and all committees. The Northwest Council Chairman may designate either the Northwest Council Treasurer or Secretary to attend in their place. Observer rights shall not be denied regardless of the topic of discussion.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION May 1, 2003

VERIFIED

Jimmie Mathis

Signature

Council

Chair *May 1, 2003*

Office *Date*

1. The general purpose of the Northwest Council meetings shall be to:
 - a. Establish Northwest policy in accordance with the SPEEA Constitution, SPEEA By-Laws, SPEEA Policy and the Northwest By-Laws.
 - b. Inform Council Representatives of issues affecting the Northwest Region and SPEEA.
 - c. Review actions of the Executive Board and Executive Director.
2. The recommended order of business for regular meetings should be as follows (time should be allowed for review of packet material received that night):
 - a. Pledge of allegiance to the flag
 - b. Certification of quorum
 - c. Recognition of new Northwest Council Representatives
 - d. Approval of the minutes of the last meeting
 - e. Approval of Agenda
 - f. Unfinished Business & General Orders
 - g. Presubmitted New Business
 - h. New Business
 - i. Good of the union
 - j. Northwest Council Officer Reports
 - k. Northwest Committee reports
 - l. Business of the SPEEA Council
 - m. SPEEA Finance Report
 - n. Executive Director's report
 - o. Executive Board's report
 - p. SPEEA Council Officer's report
3. Proposed revisions to the minutes of a prior meeting are to be given to the Council Secretary prior to the start of the meeting. The Council Officers should discourage additional revisions proposed during the meeting.
4. Any new, major issues should be referred to the appropriate committee for investigation, with a report to be submitted at the next Council meeting, if possible.
5. Petitions for vacant Northwest Council Districts during the Council term shall be received at SPEEA Headquarters by twelve noon two days before the Council meeting.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION**Jan. 7, 2015****VERIFIED:**

/s/ Rebekah Herriott

 Signature

Council

Secretary

 Office

Jan. 7, 2015

 Date

1. Pre-submitted Motions
 - a. A Northwest Council Member or a Northwest Council Committee drafts a motion.
 - b. The motion is provided to any Northwest Council Officer by the start of the Northwest Council Officer's meeting. The Northwest Council Officers shall provide the staff focal with a copy of the proposed motions by the start of the Council Officers Meeting.
 - c. A copy of each pre-submitted motion will be given to each Northwest Council Officer prior to the start of the meeting.
 - d. The Northwest Council Officers will review each pre-submitted motion for compliance with the Governing Documents and governmental statutes. If compliance is found, the motion will be approved for submittal to the Northwest Council.
 - e. All pre-submitted motions approved for submittal to the Northwest Council would be considered approved for publication on the SPEEA Website, unless challenged by a Northwest Council Officer. Any Northwest Council Officer may challenge the publication of a pre-submitted motion on the SPEEA Website. The Northwest Council Officers will then vote on the question of posting. A two-thirds majority vote is required to withhold the publication of the pre-submitted motion on the SPEEA Website.
 - f. The Staff focal will forward a copy of all pre-submitted motions approved for posting to the Staff person responsible for posting on the SPEEA Website. A disclaimer will appear on the SPEEA Website with the pre-submitted motions, stating that the motions are not official SPEEA Policy and are being submitted for Council consideration.
 - g. The Staff will include all approved pre-submitted motions in the Northwest Council packets.
2. Northwest Policy changes may be approved by the Council with the following vote:
 - a. With prior specific written notice (in at least the mail-out package), a simple majority vote.
 - b. Without prior specific written notice, a two thirds majority vote.

3. Published Ballots

A published ballot may be required either as a separate action of the Council, or as part of a motion.

- a. The Council Officers shall provide a ballot to each member of the Council present.
 - b. Each ballot cast shall list the Council Members Name, Position/District, Motion Identification and a place to mark their vote (For or Against).
 - c. The Council Officers shall announce the results if the motion passes or fails following the balloting.
 - d. The individual vote cast shall be posted at <http://www.speea.org> within one week of the vote for the membership to review.
4. A log of all motions adopted by the Northwest Council will be maintained on the SPEEA website.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

Is/Rebekah Hewitt
Signature

Council

Secretary
Office

Jan. 7, 2015
Date

1. The Northwest Council shall establish a proposed annual budget for the operation of the Northwest Council, including all Northwest Council committees as well as the Council itself, and funds for travel of Council Members who work more than 50 statute air miles from the Council meetings to a reasonable number of Council meetings.
 - a. Committee input to the budget shall be provided to the Council Officers no later than November first.
 - b. The Council Officers shall be responsible for providing a budget estimate for any special committees, which will be activated during that fiscal year.
 - c. The annual Council budget shall include appropriate expenses for Council Representatives who work in excess of statute air miles from the council meeting to attend Council meeting(s).
 - d. The Council Officers shall review all Council input and submit a proposed Council budget for that fiscal year to the Council for approval, at the December Council Meeting.
 - e. The Council approved proposed budget shall be submitted to the Executive Board for review and incorporation into the SPEEA budget.
 - f. Funds for any budget item, whether partial or in total may be reallocated within the budget item by the Council Officers without Council approval if the budget items total budget is not exceeded. The Council Officers shall announce these actions at the next Council Meeting. The Council may overturn this action.
 - g. The Council Officers shall announce to the Council the reallocation of available funds within the Council budget to fund activities that were not identified at budget preparation time. The Council may overturn this action.
 - h. A request for additional funding to cover unanticipated activities or budget shortfalls shall first be presented to the Council Officers for review. The Council Officers shall then recommend Council action, and if approved by the Council, the Council Officers shall then submit the request to the Executive Board for action.

2. Authorization for expenditure of approved funds for Northwest Council Members who work beyond 50 statute miles travel to a reasonable number of Northwest Council meetings shall be given by the Northwest Council Officers based on reasons deemed appropriate to warrant the expenditure, which shall be reported to and recorded in the minutes of the next Council meeting following the authorization. Such travel is not to be considered a right, but shall occur when determined need arises.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION**Jan. 7, 2015****VERIFIED:***Rebekah Herwit*Signature**Council***Secretary*Office*Jan. 7, 2015*Date

1. Each referendum submitted for the vote of the Northwest Regular Membership shall be accompanied by "Pro" and "Con" statements compiled by interested Northwest Council Representatives unless, by specific action, a majority of Council Representatives voting removes the requirement of including "Pro" and "Con" statements with a particular referendum. If this requirement for "Pro" and "Con" statements is removed, each such referendum must have the following note appearing with it: *"The Council waived Pro/Con statements for this Referendum."*
 - a. The Council Representative compilers shall be appointed by the Council Chairman at the Council meeting at which the Council authorizes the referendum or at the first Council meeting subsequent to authorization of the referendum by other than the Council. If the authorized referendum is not to be sent to the membership until a later date, the compilers may be appointed at a subsequent Council meeting provided that meeting is not less than two months prior to mailing of the referendum.

2. A minimum of two Northwest Council Officers acting as a Review Committee, shall review the compilers position statements and are responsible for verifying the truth of these statements and have the authority to request back-up data from the author(s) and to delete any portions (as little as one word) of the statement(s) which cannot be validated. A copy of the quoted text bearing an original signature of the author shall accompany all statements attributed to other than the compilers of the position statement.
 - a. Two representatives for each position will be permitted to attend the Review Committee meeting, to explain/question both statements, to make minor word changes to overcome objections, and to provide any needed back-up data. All Review Committee meetings shall be conducted according to Robert's Rules of Order (most recent revision).
 - b. "Pro" and "Con" representatives shall be permitted at least two full work days to provide any back-up data required by the Review Committee, but not available at that meeting. The Review Committee shall specify to whom, at what time, and at what location such back-up data will be delivered for verification of the statements.
 - c. Each "Pro" and "Con" statement published shall have the following note: "Per SPEEA Northwest Policy on referendum statements, this statement has been reviewed by the SPEEA Review Committee, which is composed of the Council Officers."
 - d. If deletions are made to any "Pro" or "Con" statement, the following shall be added to the note specified in c above: "Portions of the original statement have been deleted by the Review Committee due to lack of verification."

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION**May 1, 2003****VERIFIED:***/s/ Jimmie Mathis**Signature***Council***Chair**Office**May 1, 2003**Date*

1. General

The Northwest Regional Council Officers, with the approval of the Northwest Council, shall establish Regional committees as the needs arise. The committees are defined as Standing, Recurring Standing, or Special:

Standing committees shall be chartered with a purpose.

Recurring Standing committees shall be chartered with a purpose and a definition of when the committee is called and when the committee shall consider its function complete and the committee shall cease to exist.

Special committees shall be chartered with a purpose, and a definition of when the committee shall consider its function complete and cease to exist.

Northwest Council committees shall be comprised of Regional SPEEA Members. Participation in a Northwest Regional Council committee is a right of Regional Regular SPEEA Members. SPEEA Associate Members in the Northwest Region may participate in Council committees and may be removed from Council committees at the discretion of the Council Officers.

2. Committee Membership

a. Any Northwest Regional Regular SPEEA Member may become a voting member of a Regional Council committee by:

- (1) Attending the first, or re-organizational, meeting of the Committee following the seating of the new Council in May of odd years; or
- (2) Attending two consecutive meetings, which are announced in the Newsletter. When the third meeting is called to order, that individual becomes a voting committee member; or
- (3) Being appointed to the Committee by the Northwest Council Officers.

b. Any SPEEA Associate Member in the Northwest Region wishing to participate in a Council committee may file a request with the Northwest Regional Council Officers which must be acted on within ten days. Upon approval by the Northwest Regional Council Officers, the member may attend the Northwest Council committee and shall meet the requirements of committee membership. Associate, members continued participation in a Council committee is at the discretion of the Council Officers.

Northwest Regional Associate Members are encouraged to participate in Council committees. While the right to vote on matters before the committee is reserved to Northwest Regional Regular Members, committee members are encouraged to recognize the value of input from Associate, Members.

A Northwest Regional Council Committee may vote to recommend removing any Associate member from their committee who attempts to disrupt the proceedings in a manner obviously hostile to the announced purpose of the meeting, or who undermines the committee or the committee's direction. A motion to recommend removal shall require a 2/3 majority of those voting. When the Northwest Regional Council Officers are notified of a committee vote for recommended removal, the Council Officers have the authority to remove the disruptive committee member by unanimous ballot of all three Council Officers. Re-admittance of the removed member will only be at the discretion of a simple majority of the Northwest Regional Council Officers. The Northwest Regional Council may overturn the actions of the Council Officers.

- c. Unless excused by the committee chairman, failure of a committee member to attend three consecutive committee meetings that have been announced in the Newsletter shall cause automatic removal from committee membership.
- d. A Committee shall be composed of Regional SPEEA members, with a minimum of three voting Committee members required to keep the Committee active. No Committee shall impose a ceiling on its membership.
- e. A quorum for Committee meetings consists of a majority, but not less than three, of the voting members.

- f. At the first, or re-organizational, meeting of a committee following the May Council meeting on odd years, the Committee members shall elect at least a Chairman, Vice Chairman, and Secretary. The committee at the first opportunity shall fill a vacancy of any committee officer. Associate, Special and Retiree Members are ineligible to serve as committee officers.
 - g. Each committee shall ensure that minutes of each meeting are recorded, approved and submitted to the Northwest Council Secretary within thirty days.
 - h. The Committee Chairman may vote where their vote affects the result or when the committee votes by ballot.
 - i. The Northwest Regional Council Chairman has the authority to accept or reject any individual as Chairman of a Northwest Regional Council Committee. The Northwest Regional Council may overturn such acceptance or rejection.
 - j. The Northwest Regional Council Officers are responsible for assuring appropriate Council Committee activity and may review any Council Committee size and function.
3. Standing Committees
- a. Northwest Governing Documents Committee - To develop changes it deems necessary, based on its own review of the Governing Documents or request of the Northwest Regional Council or other governing body. Reviews Northwest Regional Council action for inclusion in the Northwest Regional Policy Manual. Recommends and proposes new policies as the need arises. Prior to any printing of the SPEEA Regional Governing Documents and/or any amendments thereto, the final draft of said publication must be certified in writing by the Chairman or designee of the Northwest Regional Governing Documents Committee.
 - b. Northwest Labor Delegates Committee – Coordinates the efforts of the labor council delegates, develops positions to be recommended to the Northwest Regional Council, coordinates with the Regional Legislative & Public Affairs Committee and other committees as required, and reports to the Council on their activities. The committee shall coordinate activities with the Northwest Legislative and Public Affairs Committee.
 - c. Northwest Legislative and Public Affairs Committee - Analyzes pending state and local legislation/issues at all levels of government and candidates' positions as they relate to the Northwest Region's goals and objectives. Any federal or international issues impacting more than one Region will be referred to the SPEEA L&PA Committee. The Committee shall maintain communication with the other regional L&PA Committees on issues considered. Also responsible for compliance with Northwest Policy Manual section on legislation actions and endorsements.

Executive Board Members shall not compromise more than 50 percent of the membership of the Northwest Legislative and Public Affairs Committee.
 - d. Northwest Membership Activities Committee - Responsible for planning, implementing and providing social activities for the Northwest Regional Membership.
 - e. Northwest Ombudsman Committee - Responsible for hearing and assisting those members who feel they have a problem with SPEEA leadership, actions, or activities, but do not have charges to file nor a contractual grievance to be filed and handled. Contrary to the provisions of paragraph 2 above, the following apply to this committee:
 - (1) There shall be a minimum of three and a maximum of five SPEEA members elected annually by the Council to serve on this committee, none of whom shall also be members of the Executive Board, Tellers Committee, or Judicial Review Committee nor a Council Officer.

- (2) This committee shall elect its Chairman, Vice Chairman, and Secretary from among its members and report back to the Northwest Council Officers who the names and positions of the committee officers.
 - (3) A quorum for this committee shall be a majority of its members, but in the event that fewer than a quorum needs to meet with a Regular SPEEA member with a problem, accurate temporary written notes of that meeting shall be kept and presented to a regular committee meeting for validation of the action taken/recommended.
 - (4) This committee shall not attempt to handle grievances and formal charges. Instead, this committee shall hear the members problem or complaint and shall assist the member in understanding the applicable Governing Documents and appropriate procedures for action in their specific situation; and shall as required, provide liaison with those committees and other individuals involved. The Ombudsman Committee shall not take or keep any minutes. When appropriate, the Northwest Council by a simple majority of those voting may replace members of this committee.
- f. Northwest Women's Advocacy Committee - Provides a focus for the Northwest Region on those problems and issues of particular concern to women employees and the Regional membership's families. Provides a source of information, education, and involvement, which will address the Northwest Regional policies, procedures, and contract issues for the benefit of the bargaining units. The committee shall coordinate activities with other NW Council committees as required. Participates in Coalition of Labor Union Women, an AFL-CIO special constituency group as well as other regional and national women's labor organizations, conferences, and conventions on women's and family issues and reports to the NW Council on their activities.
 - g. Northwest Action Communication Taskforce (ACT) Committee – This committee will promote and enhance member communications, understanding, engagement, involvement, participation and action.
 - h. Northwest New Hire Committee – This committee will work with the NW Council in developing methods of outreach to new members coming into SPEEA. They will also work with the elected leadership, NW Council and staff to make SPEEA a more welcoming organization to our newer members, and to create opportunities for new members to develop into the SPEEA leaders of the future.

4. Regional Recurring Standing Committees

As each committee is established, its purpose shall be provided in writing along with a definition of when the committee is formed, when its function is complete and when it shall cease to exist. Each of these shall be defined in the Policy Manual when established.

- a. Northwest Vice President Nominating Committee - The Northwest Council Chairman shall appoint a nominating committee upon notification of a vacancy for the purpose of validating petitions and presenting to the Council the name(s) of the nominee(s). Council Members may make additional nominations of validated petitioners. Election shall be by secret ballot of the Council Members and a majority shall elect. Upon election of a Vice President, the committee shall cease to exist.
- b. STEM Grant Committee – Shall be formed on or before August 15th each year and shall terminate when their task is done with a motion to the Northwest Council with their recommendations. Additional responsibilities are defined in Northwest Policy Manual under outside organizations.

5. Special Committees

As each committee is established, its purpose shall be provided in writing along with a definition of when that committee shall consider its function complete and cease to exist.

6. Bargaining Unit Committees

The Bargaining Unit Officers, with the approval of the Bargaining Unit Council, shall establish Bargaining Unit Standing, Special or Recurring Committees as the needs arise.

Standing Committees shall be chartered with a purpose when necessary.

A Recurring Standing committee shall be chartered with its purpose, budget and a definition of when the committee is called and when the committee shall consider its function complete and cease to exist until it is called into existence again.

A Special committee shall be chartered with its purpose, budget, when necessary and a definition of when the committee shall consider its function complete and cease to exist.

Each Bargaining Unit Standing and Recurring Standing committee shall be recorded in the Northwest Regional Policy with its purpose.

a. Recurring Standing Committees

- (1) Bargaining Unit Negotiation Preparation Committee – Shall be formed no later than six months after ratification of a contract until two months following the election of the Bargaining Unit Negotiation Team. Additional responsibilities are defined in Northwest Policy Manual under negotiations.
- (2) Bargaining Unit Negotiation Support Committee - shall be formed no later than ten months prior to contract expiration and shall terminate with a final report no later than three months following contract ratification. Additional responsibilities are defined in Northwest Policy Manual under negotiations.
- (3) Bargaining Unit Negotiation Team Nominating Committee – Shall be formed no later than fourteen months prior to contract expiration and shall terminate upon the election of the Bargaining Unit Negotiation Team. Additional responsibilities are defined in this Policy Manual under negotiations.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION **Jan. 7, 2015**

VERIFIED:	<i>1s/Rebekah Hewitt</i> Signature	Council	<i>Secretary</i> Office	<i>Jan. 7, 2015</i> Date
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1. Committee Officers

- a. A Northwest Council Officer shall conduct an election of Committee Chairman specified in Section III of this Policy. Each Committee Officer shall serve until the next re-organization meeting of the committee following the Council formation meeting.
- b. The Committee Officers shall manage the committee in accordance with the Governing Documents. The Officers shall be responsible for initiating and managing the program of the committee.
- c. No Committee Officer shall have the authority to contract debts for, pledge the credit of, or in any other way legally bind SPEEA without the consent and approval of the Northwest Council and the Executive Board.
- d. The Northwest Council Officers are responsible to ensure that training for Committee Officers on Robert's Rules of Order and the Governing Documents is available.

2. Chairman

- a. The presiding officer of a committee is called the Chairman. The Chairman's purpose is to run the meeting and ensure the committee adheres to the governing documents. The Chairman expedites the business of the committee. The Chairman is responsible for the duties of the Vice Chairman when the Vice Chairman is not available. The Chairman shall ensure that a secretary is present or a pro tem secretary is appointed.
- b. In the event of both the Vice Chairman and Secretary being absent or incapable of attending the meeting, the Chairman shall appoint a Secretary pro tem from the voting members of the committee.

3. Vice Chairman

- a. The Vice Chairman assists the Chairman in keeping order at every committee meeting, including monitoring adherence to the agenda.
- b. The Vice Chairman shall ensure that at the end of a meeting any leftover food is put away, all lights are turned off, and all windows and doors are locked.
- c. The Vice Chairman shall assume the duty of Chairman during the latter's absence or incapacity, and any of the duties of the Chairman when so directed by the Chairman. The Vice Chairman shall assume the duty of the Secretary during the latter's absence and any duties of the Secretary when so directed by the Chairman. In the event of both the Chairman and Secretary being absent or incapable of attending the meeting, the Vice Chairman shall assume the duty of Chairman and appoint a Secretary pro tem from the voting members of the committee.

4. Secretary

- a. The Secretary is the recording officer of the committee and the custodian of its records.
- b. The Secretary shall keep and maintain accurate minutes and records of all activities of the committee and its officers. The Secretary shall keep the committee membership roll and advise members of voting status.
- c. The Secretary shall prepare an agenda for each meeting, showing in order all business of the committee. The Secretary should send out the meeting notice and agenda to every member of the committee at least 3 business days before the meeting.
- d. The Secretary shall advise the Council Officers of the committee needs and any change in the officers of the committee.

1. Each Northwest Council committee member shall receive a copy of the minutes of the meetings of the applicable committee.
2. When the minutes have been reviewed, amended and approved, a copy shall be placed in the permanent files of the applicable committee.
3. As specifically requested by any Northwest Council Officer, a copy of the minutes shall be provided to that person or to a designee.
4. When two or more committees are working on the same subject and/or when there is a joint committee meeting, the members of the affected committees shall receive copies of all pertinent minutes.
5. When appropriate, committee minutes shall be distributed to the Council members. The Committee may elect to summarize the minutes and provide a report of recommended action to the Council in lieu of the Committee minutes.
6. For each Council meeting, reports of all Council Committee meetings conducted since the previous Council meeting shall be included in the Council packets.
7. These minutes shall include as a minimum: An attendance roster (including attendee/excused/absent members and guests; times of opening and adjournment; date of meeting; action on previous minutes; major topics discussed; action on topics, including motions; and time/place/date of the next meeting.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION**May 1, 2003****VERIFIED:**

Jimmie Mathis

Signature

Council

Chair

Office

May 1, 2003

Date

Every SPEEA member is encouraged to become informed and to express personal views on political issues.

1. In order to establish an official Northwest SPEEA position on any legislative or public issue or political endorsement this Policy section must be explicitly complied with.
2. No SPEEA official (such as Area Representative, Executive Board Member, Council Representative, Tellers Committee Member or Council Committee Member) shall use that position in any manner to endorse or oppose a political candidate, public issue, or item of legislation other than within SPEEA unless this Policy section has been explicitly complied with to obtain authorization for such endorsement or opposition.
3. Any member of the SPEEA Council or any SPEEA Council committee may submit a legislative or public issue proposal to the council. Prior to passage or adoption, the Northwest L&PA Committee shall:
 - a. Perform all necessary investigations, contacts, and data acquisition required to:
 - (1) Produce both pro and con statements on the issue.
 - (2) Produce a majority Committee recommendation for Northwest Council action.
 - b. Define and explain the issue.
 - c. Have the information distributed so as to be in the hands of the Council Members a minimum of three days prior to the Council meeting at which action on the issue will be requested.
4. If time is of the essence, a special Council meeting shall be called for the purpose of acting upon the issue(s), but the L&PA Committee shall, in all cases, attempt to avoid the need for a special meeting by proper planning and expeditious Committee action.
5. Passage or adoption of any legislative or public issue proposal shall be by published ballot and require:
 - a. Total affirmative vote cast must be at least a simple majority of the total number of seated Council Representatives. Council Representatives who are employed beyond 50 statute air miles from the meeting and are unable to attend are excluded from the total number required.
6. The Executive Board shall implement the decision of the Northwest Council.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

1s/Rebekah Hewitt

Signature

Council

Secretary

Office

Jan. 7, 2015

Date

1. Campaign Literature

Campaign literature and general mailing are addressed in SPEEA Policy.

2. Position Statements

- a. No later than the December Council Meeting on even years, the Northwest Council shall select five or six questions and give each candidate for the SPEEA Vice President an opportunity to respond to them in writing in a SPEEA-paid publication, mailed to each member of the Northwest so as to arrive just before or at the same time as the election ballot.
- (1) Northwest Council Officers, with Council concurrence, shall establish the schedule for notifying the candidates, candidates returning their statements, and mailing the statements.
 - (2) The schedule shall be coordinated with the Northwest Tellers Committee to ensure compatibility with their ballot schedule.
 - (3) The candidates should be allowed at least two weeks to prepare their statements if at all possible and shall be given an opportunity to proof their statements prior to publication.
- b. Each candidate shall have a maximum of 1,000 words for their position statement, to be split among the questions as the candidate wishes. If a candidate chooses not to respond to a question, the answer for the candidate shall show "No response provided by the candidate," but those words shall not count in the 1,000 words allowed.
- c. The mailing shall be structured so that each question is listed followed by all candidates' names and the individual statements. For example, start the mailing with Question No. 1: XXXXXXXXXX?, followed by the candidate 1 name and their statement, candidate 2 name and their statement, etc., using the same order as the NW Tellers have determined for the ballot.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

1s/Rebekah Hewitt

Signature

Council

Secretary

Office

Jan. 7, 2015

Date

1. Northwest Regional Council Representatives and Northwest Regional Vice Presidents shall be responsible for processing workplace grievances at the First and Second Step.
2. Northwest Regional Council Representatives and Northwest Regional Vice Presidents shall be responsible for representing bargaining unit members at disciplinary hearings or investigative hearings from which disciplinary actions may result.
3. Those members responsible for processing workplace grievances shall complete the training required in this Policy Manual Section within the time limits specified in Constitution Article 2.3.3.
4. In the performance of the above actions, SPEEA Staff may be requested to provide assistance to the Northwest Council Representatives and Northwest Regional Vice Presidents.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION May 1, 2003

VERIFIED:

Jimmie Mathis

Signature

Council

Chair

Office

May 1, 2003

Date

1. Training Requirements

- a. Basic Training Requirements – For their first year on the Northwest Regional Council, each Council Representative, or Regional Vice President must participate in the Basic Training course except when a complete training course was previously taken under the current contract.
- b. Refresher Training/Leadership Conference -- For each additional year on the Northwest Regional Council, each Council Representative or Regional Vice President, if not required to participate in the Basic Training, must participate in the Leadership Conference.
- c. Interim training for grievance handling - Prior to the Northwest Regional Council considering an extension to the training time requirements for adequate cause of the SPEEA Constitution 2.3.3, each individual must have received interim training for grievance handling. "Adequate cause" for a waiver for either the basic or refresher course shall be defined as conditions beyond the control of the individual.
- d. Continuing Education Training – In addition to the above training requirements, each member of the Northwest Council must attend at least one additional authorized SPEEA Continuing Education training course each year. Authorized SPEEA Continuing Education Courses will be made available and advertised at least every four months per year. Topics may include, but will not be limited to: grievance handling and investigation, labor history, labor law and the standards of just cause.

2. Administration

- a. The Northwest Regional Council Officers are responsible for approving training courses and providing written notification of requirements and the schedule for approved training courses at least annually to each Council Member of the Northwest Regional Council.
- b. The Northwest Regional Council Officers shall ensure that accurate attendance records are maintained to cover the following:
 - (1) Member's attendance during approved training course each year as required.
 - (2) Member's presence at entire course.
 - (3) A certificate of course completion for basic training, to be signed by the Northwest Regional Council Officers and the SPEEA President.
- c. Failure to attend the entire required course shall be considered as not attending.
- d. The Council Officers shall ensure that no member of the Northwest Regional Council is permitted to retain office when in violation of the SPEEA Constitution Article 2.3.3, as applicable. When invoking this provision, a letter to the offending member shall be prepared within ten days following discovery of the violation and signed by the Northwest Regional Council Officers. The Northwest Regional Council Officers shall notify the Northwest Regional Tellers of the vacancy.
- e. The dates for the basic training course shall be set at least one month in advance of the course offering. The dates for the Leadership Conference shall be set at least six months.

3. Course Definition

- a. The content of the Basic Training Course and Leadership Conference can include, but is not limited to: Grievance Handling, Contract Familiarization, Labor Law, Appeals Process, Conduct of Disciplinary/Investigative Hearings, and Problem Solving Techniques.
- b. The duration of the Basic Training and Leadership Conference shall be at least 6 hours each.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

May 1, 2003

VERIFIED:

Is Jimmie Mathis
Signature

Council

Chair
Office

May 1, 2003
Date

1. Grievance Handling and Problem Solving

- a. First-step grievances will normally be handled by a Council Representative when representation is requested.
- b. Northwest Council Members will be responsible for ensuring workplace representation in all disciplinary meetings and security interviews at which representation has been requested and of which they have been made aware.

2. Recruitment

Northwest Council Representatives will support member-recruiters by dissemination of prepared information, talking to potential recruits, and setting goals.

3. Policing the Contract

Northwest Council Members will observe, investigate and report workplace activities of which they are aware that are in violation of the contract.

4. General

- a. Northwest Council Representatives are the workplace representatives of SPEEA. As such they should behave themselves appropriately; make themselves known to supervision, personnel representatives and Bargaining Unit members; and spend the time and effort necessary to be effective representatives for their District.
- b. The Northwest Council is the policy-making body of the Northwest Region. Its Members must strive to be informed on all issues that affect the Region, its direction, and purpose.
- c. Northwest Council Members have an obligation to read and understand the contract, and adhere to the Constitution, By-laws and Policies of the Union.
- d. Northwest Regional Council Representatives or their Designated Alternate and Executive Board Members in the region shall attend all regular Council meetings in a Council year; as a minimum, a Council Representative must personally attend nine (9) regular Council meetings in a Council year (which allows three (3) meetings to be attended by a Designated Alternate). Absences from the Council meetings (neither the Council Representative nor the Designated Alternate attended) should be published on a monthly basis. Council Members living beyond 50 Statute Miles of the meeting location are exempt from these attendance requirements.
- e. Northwest Council Representatives should have a regular schedule for information dissemination to Area Representatives through meetings or written reports. Council Representatives should strive to a goal of having monthly meetings with Area Representatives and/or members. At a minimum, Council Representatives must hold quarterly meetings with Area Representatives.
- f. Northwest Council Representatives should strive for a goal of one Area Representative per every 5-10 members.
- g. Northwest Council Members must support all SPEEA-sanctioned economic actions against the Company.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

May 1, 2003

VERIFIED:

Is Jimmie Mathis
Signature

Council

Chair
Office

May 1, 2003
Date

Outside Organizations do not consistently use terms describing who has voting privileges and who does not. For the purposes of consistency of use, the following definitions will be used to describe SPEEA Representatives and Delegates.

1. Delegates are persons who participate in a meeting of an organization with which SPEEA is affiliated or associated, who have a vote at said meeting, and who are provided direction or instructions by the Northwest Council.
 - a. Northwest delegates to any body are expected to receive and act in accordance with the instructions from the Northwest Council and administrative instructions from the Executive Board. The delegates will act in accordance with these instructions. In a case where Council instruction is not available, such delegates may represent the Northwest Council's interests, taking into consideration past specific Council direction on the issue(s) and acting with good intent. The delegates shall report to the Northwest Council at the next convened meeting on all issues on which a position was taken without Council direction.
2. Northwest Representatives are persons who attend meetings including non-affiliated or non-associated organizations and who do not have a vote at such meetings.
 - a. Northwest Representatives positions are advertised to the membership and are recommended to the Northwest Council Officers by the Executive Board.
 - b. Northwest Representatives shall act in accordance with the instructions of the Northwest Council and the Executive Board.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION MAY 7, 2012.

VERIFIED:

Rebekah Hewitt

Signature

Council

Secretary

Office

Oct. 26, 2012

Date

SPEEA, as a nonprofit organization, should not contribute monies to other nonprofit or charitable organizations, except:

1. The Executive Board may contribute budgeted funds, within reason as approved by the Northwest Council to support union actions, strikes and lockouts.
2. The Northwest Region may participate in outside organizations' meetings, conferences, etc., at SPEEA expense if approved by the Executive Board and the Northwest Council Officers.
3. SPEEA representatives or delegates to such functions shall in no way represent SPEEA's acceptance/rejection or approval/disapproval of any position taken by the outside organization without prior specific direction from the Council.
4. Educational Grant Process
 - a. Qualifications
 - (1) Grants shall be reserved for non-profit organizations and institutions which have a focus on science, technology, engineering and mathematics (STEM).
 - (2) Grants shall only be made to organization which include SPEEA member participation, e.g. as a coach, mentor or parent.
 - b. Application
 - (1) All applications for educational grants shall be made during the period beginning April 1st and ending August 15th of each calendar year.
 - (2) Each request must state its purpose or objective, and provide a background statement to clarify their program budget and all potential funding resources and their financial situation.
 - (3) The application will include the participating SPEEA member contact information.
 - (4) The application may be submitted to any Northwest Regional Council Officer by email, by postal service or in person. The receiving Northwest Regional Council Officer will forward the application to the Northwest Regional Council Secretary.
 - c. Budget

The Northwest Council shall establish an amount in each year's budget commensurate with the past actions of the Northwest Council. Such amount shall be determined with the advice and involvement of the Northwest Council Treasurer, the SPEEA Comptroller, and the SPEEA Treasurer.
 - d. Grant Review Committee
 - (1) On or before August 15th of each year a Grant Review Committee shall be formed.
 - (2) The committee will consist of all three (3) Northwest Council Officers and four (4) other SPEEA members in good standing. The Northwest Council Officers will determine the membership of the committee. The officers shall endeavor to appoint members from throughout the region such that no single community will have a dominant representation on the committee.
 - (3) The Northwest Council Officers will notify the Northwest Council Membership, which includes the Northwest Vice Presidents and all Executive Board Officers from the Northwest Region, of their determination.
 - (4) Any SPEEA member denied a position on the committee may appeal the Northwest Council Officers determination. The Northwest Council Officers, when requested by the denied member, will submit a motion to the Northwest Regional Council. Each potential committee member who is not a Northwest Regional Council Officer will be given the opportunity for a two minute oral presentation to the Council.

- (5) The Northwest Regional Council will approve or revise committee membership by simple majority vote.
- (6) The Grant Review Recurring Standing Committee will be commissioned until their task is done, then disbanded. The committee may elect a committee spokesman.

e. Northwest Council Officer processing

The Northwest Regional Secretary will:

- (1) Certify the application by noting the date received on the original application.
- (2) File the received and dated application form.
- (3) Route copies of the dated application to the other Northwest Council Officers and to all Grant Committee members.
- (4) Provide an email response acknowledging receipt of the application to the SPEEA member contact within fifteen (15) days of receipt of the application.

The Northwest Council Treasurer will:

- (1) Inform the Grant Review Committee and other Northwest Council Officers of the current fund balance.
- (2) The Northwest Regional Treasurer will promptly process all grants approved per Section 4.h of this policy.

The Northwest Regional Council Officers will:

- (1) Review each application to assure that the request is legible, understandable and complete in that it appears to meet the minimum requirements as defined in Section 4.b of this policy.
- (2) If necessary, the Northwest Council Officers will direct the Northwest Council Secretary or a Grant Committee member to request more information and data from the applicant.
- (3) Monitor Grant Committee activity for compliance with SPEEA governing documents.

f. Grant Review Committee Processing

The Grant Review Committee will:

- (1) Meet within fifteen (15) days of the August 15th application submission deadline, and meet thereafter as needed. Research and analyze each requesting organization to verify:
 - (a) It is a qualifying organization per current Northwest Regional Policy
 - (b) SPEEA member participation in that organization
- (2) Review all submitted applications, to assure:
 - (a) Statement of purpose or objective provided
 - (b) Background statement provided
 - (c) Actual program budget or expected budget provided
 - (d) Potential funding sources identified
 - (e) Meets all other requirements of this policy
- (3) Summarize the data and information from all the applications
- (4) Evaluate the merits of all requests, taking into account previous SPEEA funding and organization's accomplishments and achievements in the community, and will determine recommendations

- (5) Draft a recommendation of suggested recipient organizations with the amount proposed for each organization in the form of a Motion to the Northwest Council. The recommendation should:
 - (a) Specifically identify the recommended recipients
 - (b) Specifically identify the amounts to be awarded to each recipient
 - (c) Be in a form readily modifiable during the Northwest Council meeting
- (6) Forward the recommendation motion to the Northwest Council Officers for inclusion in the agenda for the September Northwest Council meeting.

g. Northwest Council processing

The Northwest Council will debate the motion for educational grant(s) from the Grant Process Committee per the established procedures for a pre-submitted motion to the Regional Council.

All approved grants will be forwarded to the SPEEA Northwest Regional Council Treasurer for processing.

h. Disbursement of approved grants

- (1) It shall be the duty of the Northwest Council Treasurer to authorize the SPEEA Comptroller and coordinate with the SPEEA Treasurer to make payments for approved grants.
- (2) These disbursements shall be made within thirty-one (31) calendar days following Northwest Regional Council approval.

i. Expectations of recipients

- (1) Selected organizations will prominently display SPEEA logos and or signage.
- (2) Each selected organization will provide not less than a single report outlining their activities and accomplishments to the Northwest Regional Council.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION Jan. 20, 2014

VERIFIED: _____ **Council** _____
Is/Rebekah Hewitt *Secretary*
Signature **Office** **Date**
Jan. 20, 2014

1. SPEEA Affiliated with the International Federation of Professional and Technical Employees in October 1999.
2. The SPEEA Area IFPTE Delegates shall act and operate in a professional manner and consistent with the instructions of the Membership.
3. The Northwest Delegates should consider the positions taken by the SPEEA Council and the Northwest Regional Council.
 - a. Support of legislative, public affairs or endorsements should be referred to the Northwest Legislative and Public Affairs Committee in accordance with Section V for research and referral to the Northwest Council for action.
 - b. When Northwest Council positions are not available, the Delegates may represent SPEEA's interests after taking into consideration past Council direction on the issue(s) and acting with good intent. The Delegates shall report to the Northwest Council at the next meeting on all issues on which a position was taken without Council direction.
4. Northwest SPEEA Regular Members and SPEEA Staff residing in the Northwest are encouraged to participate in IFPTE delegate positions. The greater diversity and inclusion of Regular Members outside the Leadership and Staff are especially encouraged.
5. Each IFPTE Delegate candidate shall be permitted up to 25 words for their qualifications and 250 words for their position statement.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION**July 21, 2004****VERIFIED:***/s/ Paul Wojciechowski*Signature**Council***Secretary*Office*07/21/04*Date

1. The Northwest Council is encouraged to form associations with local Labor Councils.
2. Labor Council Delegate positions shall be advertised to the membership in the labor council district. The applicants must be a Regular Member or SPEEA Staff in good standing for at least one year or a retiree who is active in SPEEA and was a Regular Member in good standing for at least one year prior to retirement.
3. Labor Council Delegate positions are two year positions beginning on September 1 and ending on August 30 of the second following year. The delegates shall be appointed such that half of the terms expire each year.
4. The Northwest SPEEA Delegates shall act and operate in accordance with the instructions of the Northwest Regional Council.
 - a. In the case where the Northwest Council has not taken a position, the Delegates may represent the Northwest's interests after taking into consideration past Council direction on the issue(s) and acting with good intent. The Delegates shall report to the Northwest Council at the next meeting on all issues on which a position was taken without Council direction.
 - b. In the case where Council positions are not available for support of legislative, public affairs or endorsements, the delegate shall refer the issue to the Northwest Legislative and Public Affairs Committee in accordance with Section V for research and referral to the Northwest Council for action.
5. The Northwest Council Officers shall issue a letter to the Labor Council certifying the appointment of the delegate.
6. The Northwest Council has associated with the following Labor Councils: King County, Northwest Oregon, Pierce County, Snohomish County, Spokane County, Washington State and Oregon AFL-CIO.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Jan. 20, 2014

VERIFIED:*1/1/Rebekah Hewitt*
Signature**Council***Secretary*
Office*1/20/2014*
Date

1. The Northwest Council supports the participation by SPEEA Northwest Members and SPEEA Northwest Staff in Rallies and other actions in direct support of another labor organization's strike, informational picketing, or organizing campaigns.
2. Support of another labor organization shall be voluntary and no funds are to be expended unless pre-approved by the Northwest Council.
3. Northwest (Regular and Associate) Members and SPEEA Staff who participate in another labor organization's strike or informational picketing are eligible for SPEEA Activist Visibility items.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION**Jan. 20, 2014****VERIFIED:***1/20/14*
Rebekah Hewitt

*Signature***Council***Secretary*

*Office**1/20/14*

Date

1. This Section covers all aspects of contract negotiations from the Negotiation Preparation Committee effort, which starts within six months after ratification of a contract, through the final report of the Bargaining Unit Negotiation Support Committee, which is scheduled not later than three months after ratification of the next contract. The timetable, included in this Subsection, is recommended based on 36-month contract re-negotiation period.
2. Joint and/or coordinated bargaining by Bargaining Units with another aerospace union shall be permitted if both parties agree and concurrence is received from the Northwest Regional Council.
3. To assure a strong bargaining position for the Negotiation Team, the Bargaining Unit Council may support an early referendum seeking strike authorization.
4. The Bargaining Unit Council shall provide the Negotiation Team with any directives or instructions that are necessary and pertinent for it to follow.
5. The Bargaining Unit Council shall actively monitor the activities of the Negotiation Team.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION**May 1, 2003****VERIFIED:***Jimmie Mathis*

*Signature***Council***Chair*

*Office**May 1, 2003*

Date

TYPICAL NEGOTIATION SCHEDULE

(Based on a 36-month Contract)

Negotiation Preparation Committee

BEGINEND

30 months prior to contract termination 2 months after Negotiation Team election

Bargaining Unit Negotiation Support Committee

BEGIN.....END

10 months prior to contract termination 3 months after contract ratification

Bargaining Unit Negotiation Team Nominating Committee

BEGINEND

6 months prior to Negotiation Team formation..... upon election of Negotiation Team

Team Requirements/Application Date Published

One month for submittal two months for Committee Review

Slate of Nominees to Bargaining Unit Council

Present slate and qualifications one week prior to Council meeting

Bargaining Unit Negotiation Team

BEGINEND

8 months prior to contract termination ratification of proposed contract

1. Negotiation Preparation Committee

A Negotiation Preparation Committee shall be formed within 30 months prior to contract termination and shall terminate no more than two months following election of the Negotiation Team. The Negotiation Preparation Committee shall be open to all SPEEA members within the region. The Council officers should ensure, by appointment if necessary, that the Negotiation Preparation Committee includes at least three former Negotiation Team members. The Committee may elect for each bargaining unit a co-chair.

- a. This Committee shall be responsible for, but not limited to, the following, to be completed prior to Negotiation Team elections:
 - (1) Review history of several past negotiations, both proposed and accepted contract terms, to provide continuity in the recommendations to the Negotiation Team.
 - (2) Review contract administration activity to determine problem areas in the existing contracts for the purpose of recommending contract changes to the Negotiation Team.
 - (3) Provide, to the membership, written information describing at least the following, providing disclosure does not compromise SPEEA's bargaining position nor reveal sensitive information:
 - (a) The exact nature of the collective bargaining process and the membership's role in that process.
 - (b) The process of negotiation preparation.
 - (c) A general outline of the training to be received by the Negotiation Team members.
- b. This Committee shall ensure availability of general negotiation seminars for interested bargaining unit members prior to the call for Negotiation Team applications.
 - (1) Review previous negotiation seminar material to determine current applicability.
 - (2) Conduct negotiation seminars, including preparation, scheduling and maintenance of accurate participation records.
- c. Prepare and conduct necessary surveys. Coordinate effort and work with other committees as appropriate.
- d. Prepare the following final reports:
 - (1) Report to the Negotiation Team with recommendations including recommended changes to the contracts.
 - (2) Report to the Council summarizing the report to the Negotiation Team but excluding sensitive items.
 - (3) Document the important material developed by the Negotiations Preparation Committee.
- e. Evaluate all Committee material for confidentiality and implement appropriate safeguards.

2. Negotiation Support Committee

A Bargaining Unit Negotiation Support Committee shall be formed no later than ten months prior to contract expiration and shall terminate with a final report no later than three months following contract ratification. This Committee shall report to and take direction from the Bargaining Unit Negotiation Team from election of the Team through contract ratification and shall be responsible for, but not limited to, the following:

- a. Preparing and conducting surveys appropriate to the performance of picketing, letter writing, membership protests and other sanctions.
- b. Devising strategy and logistics for implementing activities appropriate to the performance of picketing, letter writing, membership protests and other sanctions. The Committee shall maintain appropriate confidentiality safeguards.

- c. Coordinating efforts and working with other committees as appropriate.
- d. Recruiting and training personnel required to implement activities appropriate to the performance of picketing, letter writing, membership protests and other sanctions under the direction of the Bargaining Unit Negotiation Team.
- e. Providing the membership regular information relating to picketing, letter writing, membership protests and other sanctions.
- f. Implementing the plans at each predetermined work location, ensuring oversight, support and safety.
- g. Preparing a final report to cover:
 - (1) Logistics and strategy items considered/rejected and why.
 - (2) Analysis of logistics and strategy effectiveness.
 - (3) Training and recruiting plans.
 - (4) Recommendations for future actions.
 - (5) Maintaining appropriate confidentiality safeguards.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015.

VERIFIED:

/s/ Rebekah Herwitz

Signature

Council

Secretary

Office

Jan. 7, 2015

Date

1. At least six months prior to the required date for the formation of the Negotiation Team (8 below), the Bargaining Unit Council Officers shall appoint a Nominating Committee, to propose qualified candidates for a Negotiation Team for the upcoming contract.
2. The Nominating Committee shall include at least two Council Representatives from the affected Bargaining Unit and if available, two members of the Executive Board from the region. No Committee member can be a candidate for the Negotiation Team.
3. Minimum eligibility guidelines for nomination and election of SPEEA members to the Negotiation Team shall be as follows:
 - a. Regular SPEEA membership for the immediate past three years.
 - b. At least two years of active SPEEA participation in the immediate past three years, including committee member, Area Representative, Council Representative, and/or Executive Board member.
 - c. No member of the Tellers Committee or Judicial Review Committee may serve concurrently on the Negotiation Team.
 - d. Completion of, and full participation in negotiation seminars and interviews.
 - e. Written commitment to:
 - (1) Participate in further negotiation training sessions.
 - (2) Take time off during scheduled working hours for negotiations.
 - (3) Work any contract area.
 - (4) Abide by the Team rules.
4. The Nominating Committee shall publish Team eligibility requirements and application forms (see suggested form at end of this subsection) to the membership at least four months prior to the required date for the formation of the Negotiation Team (8 below) and shall specify an application deadline which allows at least one month for application submittal and two months for Nominating Committee processing
5. The Nominating Committee should give consideration to providing a balanced Team with some members with prior negotiations experience and some without to provide both continuity and training for the future.
6. The Nominating Committee shall review applications, interview all applicants, and perform other checking and research as necessary to select the best qualified nominees. The Nominating Committee shall nominate those applicants from each Bargaining Unit (BU) whom the Committee feels would comprise the best members of the Negotiation Team and Alternate(s).
7. The Nominating Committee shall present the slate of nominees for each Bargaining Unit, together with the qualifications for each nominee, to each member of the Council at least one week prior to the Bargaining Unit Council meetings at which elections will be held. In addition, the Nominating Committee shall include in that mailing the names and qualifications of the remaining applicants who meet the minimum requirements (3 above).
8. The Bargaining Unit Council shall review the nominees' qualifications and, at a meeting held at least nine months prior to termination of the existing contract, shall elect the Negotiation Team by secret ballot. The three nominees receiving the most votes from each Bargaining Unit Council shall be the Team. A separate secret ballot election shall be held for the Alternate(s) for each BU, and the person(s) receiving the most votes from each Bargaining Unit Council shall be the Alternate(s). After these elections, the Nominating Committee is disbanded.
9. If desired by a Bargaining Unit Council, nominations may be made from the floor at the meeting specified in 8 above. However, only someone who has applied on time and met the minimum guidelines specified in 3 above, as verified by the Nominating Committee, may be so nominated.
10. In the event of a Team vacancy subsequent to elections, the applicable Alternate shall automatically fill that vacancy. In the event of additional vacancies, the Bargaining Unit Council may elect to reduce the size of the Team, or to nominate and elect a new Team member who meets the qualifications specified in 3 above.

11. Upon election of the Negotiation Team, the Executive Board shall initiate a campaign to familiarize the membership with the individual Team members and shall continue the campaign throughout the negotiations.
12. The Executive Board shall ensure negotiations training in accordance with the outline of training provided by the Negotiation Preparation Committee for the Team (including Alternates) during the two months immediately following Team elections.
13. Alternate(s) shall have voting rights during all preparation for negotiations.

1. The Negotiation Team shall present to the Bargaining Unit Council for consideration at least three months prior to the start of formal negotiations, proposed waivers of Regional Policy, with respect to negotiations that are specific to a Bargaining Unit.

The Negotiation Team shall present to the Regional Council for consideration at least three months prior to the start of formal negotiations, proposed changes of Regional Policy with respect to negotiations that affect all Bargaining Units.

During the period that a Bargaining Unit is in negotiations, any modification to Regional Policy with respect to negotiations shall require a two-thirds vote of the Council for approval.

2. The Negotiation Team shall:
 - a. Utilize the results of the studies and/or surveys conducted by the Negotiation Preparation and Bargaining Unit Negotiation Support Committees.
 - b. Distribute to each SPEEA member of the respective bargaining unit within 14 days of presentation of demands to the Company an information sheet outlining such demands.
 - c. At each regular Council meeting during negotiations, provide reports on the negotiations without necessarily divulging specific positions taken by the Company if such disclosure will impair the results of the negotiations.
 - d. Prior to the presentation of any contract offer to the Bargaining Unit Council and the membership, make their presentation to the Executive Board and Council Officers for review and comment.
 - e. Identify strike issues.
 - f. In a timely manner, ensure coordination with Bargaining Unit Negotiation Support Committee and assist in the implementation of a strike.
3. The Negotiation Team is authorized to utilize membership support for negotiations, e.g., research, survey analyses, negotiations strategy implementation.
4. As provided in the Constitution, the Negotiation Team has the full right to lift any proposal (offer) from the bargaining table. Prior to presenting any proposal to the membership, whether it has been lifted from the table or not, the Negotiation Team shall present the proposal at a Bargaining Unit Council meeting. One all-member informational meeting is authorized, and the Negotiation Team has the authority to set the date. If the Negotiation Team requires further all-member informational meetings, Bargaining Unit Council authorization is required for each of them.
5. The Negotiation Team members shall, in all contacts with Company representatives, conduct themselves in a business-like and professional manner, including compliance with any dress code established by the Team.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

May 1, 2003

VERIFIED:

Jimmie Mathis
Signature

Council

Chair
Office

May 1, 2003
Date

1. When a vote on a collective bargaining agreement offer has been authorized by the Negotiation Team, it shall be the primary responsibility of the Negotiation Team to communicate the significant details to the membership. The normal procedure shall be to first inform the Bargaining Unit Council, then the membership, of these significant items prior to voting. Balloting shall be in accordance with the SPEEA Constitution on elections. Balloting shall be by mail ballot on the proposed agreement allowing at least 10 calendar days before the ballots are counted. Balloting may alternatively be by an electronic ballot on the proposed agreement, allowing at least 7 calendar days before the ballots are counted. All ballots received before 5:00 p.m. on the day specified by the Tellers Committee for counting of the ballots shall be counted. The ballots may be counted prior to the expiration of balloting time if all ballots are received.
2. When requested by the Negotiation Team (due to unusual timing considerations not requiring a vote at a membership meeting), the Bargaining Unit Council, at their meeting with the Negotiation Team, may authorize the mailing of the ballots and all required data prior to an all-member informational meeting. However, in this event, the cover sheet for the ballot/data mailing shall specify in bold letters, separated from other text, the schedule for the informational meeting, the scheduled ballot deadline, and a request to refrain from voting until after attending the informational meeting. In addition, the ballot deadline must not be prior to 5:00 p.m. of the fourth calendar day following the informational meeting so as to permit voting and mailing of the ballots after the meeting.
3. If in the judgment of the Negotiation Team a compelling reason exists to request a Bargaining Unit meeting at which a contract offer vote is to be taken, the Council shall receive 24 hours advance notice of the Bargaining Unit Council meeting to vote on the request. In such case, at least a written description of the differences of the current offer from the last published offer shall be available at the SPEEA office two hours prior to such Bargaining Unit Council meeting and shall also be provided at the Council meeting. If the Bargaining Unit Council votes to authorize such a membership meeting, at least equivalent information shall be made available so that each attending member may have that information at least two hours prior to the start of the meeting.
4. A Bargaining Unit Council may, by a 60 percent vote, elect to furnish a statement of its position relative to the package to the membership. It shall be the responsibility of the Council Officers to assure that the statement does not constitute a misrepresentation of the proposal and that the statement raises no conflict with prevailing labor law.
5. Voting on a contract proposal should be scheduled to permit all members to vote even if out of town during Company holidays.
6. A strike may begin no sooner than seven calendar days after the initial contract ratification vote has been counted.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION**May 1, 2003****VERIFIED:**

Jimmie Mathis

Signature

Council

Chair

Office

May 1, 2003

Date