



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

# **Midwest Policy Manual**

**with attached WEU, WTPU, and Irving Bargaining Unit Policies**

**May 2007**

Certified by: */s/ Judi Hurd* *April 27, 2007*  
Midwest Governing Documents Committee Chairman



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1. The maintenance of an up-to-date SPEEA Midwest Policy Manual, hereafter referred to as Policy Manual, is the responsibility of the Midwest Governing Documents Committee Chair, with the assistance, as requested, of the Midwest Governing Documents Committee members and, as available, of the SPEEA staff.
2. The Policy Manual shall include the following:
  - a. Policy Manual sections and subsections approved by the Midwest Council.
  - b. Midwest Council motions that establish policy.
  - c. Midwest membership referendum items or meeting motions that establish policy.
3. Structure and Interpretation
  - a. The publishing of the 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.
    - i) When strict adherence is demanded, words such as "will", "shall", and "must" are to be used.
    - ii) 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 Midwest Council Secretary or the Midwest Tellers Committee, as applicable, shall ensure that the Midwest Governing Documents Committee Chair 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 Midwest 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 Midwest Council. In such cases, both the prior action and the proposed rewording shall be provided to the Midwest 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 Midwest Governing Documents Committee will proof each Policy Manual subsection and then shall be signed and dated by either the Council Chair or 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 Policy Manual is then certified by the Midwest Governing Documents Committee Chair or designated member of the Committee as being complete.
  - f. Printing of the Midwest Regional 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. Distribution of new/updated Manual sections/subsections shall include the matching updated Table of Contents page(s). Within two weeks of the verification date, copies shall be made available and distribution shall be made within one month as follows:
  - a. To all Midwest Council Members.
  - b. To Midwest Tellers and Judicial Review Committee members.
  - c. To Midwest Area Representatives, if requested.
  - d. To all Midwest Committee members not otherwise covered in a, b or c above.
  - e. To SPEEA Governing Document Committee members
  - f. To all Staff holders of a Manual copy.
  - g. To the Webmaster











1. The Midwest Council is responsible for an annual budget for the operation of the Council, including all Midwest Council Committees, and funds for travel to a reasonable number of Council meetings for Council members outside a radius of 100 statute miles centered on the meeting location.
  - a. Committee budget estimates, with detailed explanations for each line item, shall be provided to the Midwest Finance Committee no later than November 1st. The Midwest Treasurer shall be required to notify each Midwest Council Officer and each Midwest Committee Chair of the due date for the preliminary budget draft, complete with the amount allowed for meals and for the hourly amount for SPEEA paid time.
  - b. The Midwest Council Officers shall be responsible for providing budget estimates for any Council committee (i.e. Standing, Reoccurring, or Special) that will be knowingly formed during that budget year. Such budget estimates shall be recommended to the Midwest Council as noted in (d) below. Unplanned Council committees formed after the approval of the annual budget will have budget estimates created by the Midwest Council Officers. Such budget estimates shall be recommended to the Midwest Council as noted in (h) below.
  - c. The Bargaining Unit Council Officers shall be responsible for providing budget estimates for any Bargaining Unit Council committee (i.e. Standing, Reoccurring, or Special) that will be knowingly formed during that budget year. Such budget estimates shall be recommended to the Midwest Council as noted in (d) below. Unplanned Council committees formed after the approval of the annual budget will have budget estimates created by the Bargaining Unit Council Officers. Such budget estimates shall be recommended to the Midwest Council as noted in (h) below.
  - d. The Finance Committee shall review all input and recommend a consolidated, final budget for the next fiscal year, including a separate line item for expenditure requests in excess of \$500.00 (excluding food), to the Council in December.
  - e. The Council must approve the budget no later than the December Council meeting via a roll call vote to be published at the time the budget is accepted by the Executive Board and SPEEA Council. The Council-approved budget shall be presented to the Executive Board for review and incorporation into the SPEEA budget. Preliminary (unapproved) budgets will not be sent to the Executive Board.
  - f. The annual Midwest Council budget shall include appropriate expenses for Council Members to attend applicable training sessions. The budget shall include expenses for travel by individuals from outside the 100 mile limit deemed necessary for attendance at Midwest Council or Midwest committee sponsored events. Unbudgeted travel expenses will be charged to the Council or committee requesting such travel.
  - g. Changes required for Council activities, subsequent to Executive Board action, shall be presented to the Council Officers for review. The Council Officers shall then recommend Council action and, if the Council approves the change, request Executive Board action.
  - h. The Finance Committee shall review the budget request for committees formed after the approval of the annual budget and recommend the final committee budget to the Midwest Council at the next Council Meeting. The Council-approved committee budget will be submitted to the Executive Board for funding.
  - i. After both the Executive Board and SPEEA Council accept the budget, each line item is considered as authorized. Any approved line item expense that exceeds 10% or more over its original approved budget shall be announced by the Midwest Treasurer at the next meeting and reviewed by the Midwest Council.
  - j. The Council Officers may reallocate funds for Council committee activities without Council approval if the committee's total budget is not exceeded.
  - k. 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 such action.



1. For each Midwest Council meeting in which an agenda is set, the Midwest Council Officers and appropriate Communication Focal shall ensure that the approved agenda shall be posted on the SPEEA web site a minimum of five days before the meeting date. The agenda may be removed no sooner than five days after the meeting.
2. Some items on the Council meeting agenda may be considered by the Midwest Council Officers as detrimental to the future of SPEEA's mission if posted on the web site. A 2/3 vote by the Council Officers is needed in order to block specific agenda items from the web-posted meeting agenda. Midwest Council members will receive the full, unedited agenda by mail to their home address.
3. When selecting the SPEEA web site link to view the Midwest Council meeting agenda, a disclaimer similar to the one used for pre-submitted motions posted on the SPEEA web site shall be viewed first before the Council meeting agenda can be viewed. SPEEA staff and General Counsel shall determine the exact language for this disclaimer.

VERIFIED:

*/s/ Stephen B. Smith*

Signature

Council

*Chair*

Office

*February 13, 2003*

Date





Midwest Council Officers, Midwest Council Committees, Bargaining Unit Officers or Bargaining Unit Committees must present to the Midwest Regional Council a request for any expenditure over \$500 not already approved as a line item in the Midwest Regional Budget. The Council must approve the request by a published roll call vote before funds can be allocated.

**VERIFIED:**

*/s/ Debbie D. Logsdon*

\_\_\_\_\_  
*Signature*

**Council**

*Chair*

\_\_\_\_\_  
*Office*

*October 9, 2003*

\_\_\_\_\_  
*Date*

1. General
  - a. Committees are to perform the preliminary work for consideration of the council as stated in the SPEEA Constitution, section 6.5.
  - b. The Midwest Regional Council Officers, with the approval of the Midwest Council, shall establish Regional Committees as the needs arise as Special, Standing or Reoccurring. Committees are defined as follows:
    - i) A Standing Committee shall be chartered with a purpose and budget.
    - ii) A Reoccurring Committee shall be chartered with its purpose, budget, a definition of when the committee is called and a definition of when the committee shall consider its function complete and cease to exist.
    - iii) A Special Committee shall be chartered with its purpose, budget, and a definition of when the committee shall consider its function complete and cease to exist.
  - c. Midwest Council Committees shall be composed of Midwest Regular members, with a minimum of three voting committee members required keeping the committee active. No committee shall impose a ceiling on its membership.
  - d. Any Midwest Regional Regular member may become a voting member of the Regional Council Committee by one of the following methods:
    - i) Attending the first or re-organizational meeting of the committee following the seating of the new Council in May of odd years.
    - ii) Attending three consecutive meetings, which are announced in the Newsletter. When that third meeting is called to order, that individual becomes a voting committee member.
    - iii) Being named to the committee by the Council Chair
  - e. Unless excused by the committee Chair, failure of a committee member to attend three consecutive committee meetings, which have been announced in the Newsletter, shall cause automatic removal from committee membership.
  - f. A quorum for Committee meetings consists of a majority, but not less than three, of the voting members.
  - g. The Committee Chair may vote where the vote affects the result or when the committee votes by ballot.
  - h. Each committee shall ensure that minutes of each meeting are recorded, approved, and filed with the Midwest Council Secretary within fifteen days of being approved.
  - i. Minutes shall include as a minimum:
    - i) An attendance roster (including attending/excused/absent/non-regular members and guests)
    - ii) Times of opening and adjournment
    - iii) Date of meeting
    - iv) Update on action items of previous minutes
    - v) Major topics discussed
    - vi) Action items on topics, including motions
    - vii) Time/place/date of the next meeting.
  - j. The Midwest Council Chair or majority of the Midwest Council Officers has the authority to accept or reject any individual as Chair of a Midwest Council Committee. The Midwest Council may overturn such acceptance or rejection.
  - k. The Midwest Council is responsible for assuring appropriate Council Committee activity and may review any Council Committee size and function.
  - l. The Midwest Council Secretary will maintain a list of committee officers.
  - m. A computer (on a cart kept in the Council Room) is available to the committee for recording minutes.

2. First or re-organizational meetings
  - a. A Midwest Council Officer will convene the committee's first meeting and/or the re-organizational meeting of a committee following the seating of the new Council in May of odd years. The following agenda will be followed in conducting the meeting:
    - i) Appointment of a Secretary pro tem.
    - ii) Call the meeting to order.
    - iii) Review the charter of the committee (From the policy Manual).
    - iv) Determine the voting members of the committee (Regular MW members that will continue with the committee).
    - v) When non-regular members wish to participate with the committee.
      - (1) Determine if the person requesting committee membership is an Associate, Special or Retiree member.
      - (2) Inform the non-regular members that they do not have voting rights in the committee.
      - (3) The MW Council Officers must respond within ten days to a non-regular members request to join a committee. The MW Council Secretary notifies the Committee Secretary of their determination(s) to be added to the committee minutes as a secretarial note.
    - vi) Conduct election of Committee Chair. After the election, the MW Council Officer turns the meeting over to Committee Chair to conduct the rest of the meeting.
    - vii) Committee Chair conducts election of Vice Chair and Secretary. Secretary takes over the duty of recording the minutes from the Secretary pro tem. The Council Officer will advise the Secretary of the standard format of minutes (as specified in Section III.A.1.)
    - viii) If a vacancy in a committee office occurs, the committee shall, at the first opportunity, fill a vacancy of any committee officer.
3. Standing Committees
  - a. Midwest Benefits Committee – Provides a two-way avenue for communication with members about Boeing Benefits. Gathers problems and successes to be used for negotiation preparation.
  - b. Midwest Finance Committee – Establishes Midwest Council Budget.
  - c. Midwest Governing Documents Committee – Develops changes it deems necessary, based on its own review of the Governing Documents and/or request of the Midwest Regional Council or other governing body. Reviews Midwest Regional Council action for inclusion in the Midwest Regional Policy Manual. Recommends and proposes new policies as the need arises.
  - d. Midwest Leadership, Development & Training Committee – Reviews responsibilities of SPEEA Council and Area Representatives and determines, plans, implements, & tracks training and educational seminars.
  - e. Midwest Legislative & Public Affairs Committee – Analyzes pending government legislation and candidates' positions and their impact on SPEEA and our members. Investigates and plans associations with regard to legislative activities. The committee presents its findings and recommendations to the SPEEA Midwest Council for action.
  - f. Midwest Membership Activities Committee – Responsible for planning & implementing social activities for the Midwest Membership. Midwest
  - g. Membership Recruitment Committee – Develops, monitors and implements continuous recruitment activities in the Midwest Region.
  - h. Midwest Women's Advocacy Committee – Provide a focus for the Midwest Region on those problems and issues of particular concern to women. Provides a source of information, education, and involvement, which includes, but is not limited to, the Midwest Regional policies, procedures, and contract issues for the benefit of the bargaining unit members







1. Each committee member shall receive a draft/preliminary copy of the minutes of the meetings of the applicable committee.
2. When the draft/preliminary minutes have been reviewed, amended and approved, a copy shall be placed in the applicable committee's permanent files.
3. 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.
4. When appropriate, committee minutes shall be distributed to the Midwest Council Members. The Committee may elect to summarize the minutes and provide a report of recommended action to the Midwest Council in lieu of the Committee minutes.
5. Reports of all Midwest Council Committee meetings conducted since the previous Midwest Council meeting shall be included in the packets of the next Midwest Council meeting. Such reports shall be limited to one sheet.
6. These minutes shall include as a minimum: An attendance roster, 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.

**VERIFIED:**

          /s/ Stephen B. Smith            
Signature

**Council**

          Chair            
Office

          April 10, 2003            
Date

Executive Board minutes shall be distributed outside the Board only after review, amendment and approval as officially recorded by the Secretary. Distribution shall be as follows:

1. Council Chair, including the monthly SPEEA financial statements.
2. All other current Council members.
3. SPEEA members only on individual request, since these minutes shall be considered confidential.

**VERIFIED:**

*/s/ Stephen B. Smith*

*Signature*

**Council**

*Chair*

*Office*

*April 10, 2003*

*Date*

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1. Introduction
  - a. The intent is to facilitate the flow of timely and effective communication by creating a communication strategy to support the Midwest Council goals.
2. Purpose
  - a. This procedure outlines the guidelines and responsibilities for communicating important developments and issues to SPEEA Midwest represented employees in the Midwest Region.
  - b. For the purposes of this procedure, “employee communication” is defined as communication intended for all SPEEA Midwest represented employees. It refers to the transmission of information to and from these individuals and groups within the company, at the workplace or the home, as opposed to release of information outside the company.
3. Employee Communication Methods
  - a. Formal Employee Communication
    - i) Formal employee communication involves communicating official Midwest Region information to all employees and is generally one-way. Examples of appropriate distribution vehicles are union magazines or newsletters, printed and electronic bulletins, union website, e-mail, and specialty publications.
    - ii) All formal employee communications and publications that discuss matters of Midwest Region interest must be approved by the person or persons who have been delegated responsibility by the Executive Board. This pertains to, but is not limited to:
      - (1) labor relations
      - (2) compensation practices
      - (3) employee benefits
      - (4) employment and people practices
      - (5) equal employment opportunities
      - (6) safety, health, and environmental issues
      - (7) major changes to contract
4. Guidelines for Communications
  - a. Newsletter
    - i) A newsletter provides employees with credible and timely information about the SPEEA MW activities. The focus of the newsletter will be highlights of Council meetings, MW SPEEA activities, and the MW SPEEA calendar.
    - ii) The newsletter should be written in a profession style, such as the Associated Press Style. Articles should be no longer than 500 words, and are encouraged to be shorter. Specific guidelines on writing, photography, and art can be obtained from the staff.
  - b. Printed and Electronic Bulletins
    - i) The printed and electronic bulletins are intended to be a single topic of information, representing news of interest to the vast majority of the SPEEA MW represented employees.
    - ii) Electronic bulletins are transmitted via full-text e-mail to all SPEEA MW represented employees. Electronic bulletins are also used to convey urgent, breaking news. A complementary web site may also be created.
    - iii) Printed bulletin topics are to be 500 words in length or less.
    - iv) All bulletins, printed and electronic, are to be coordinated and reviewed by staff.





1. General Mailings
  - a. The Executive Board shall review and approve all SPEEA general mailings to see that the content of any authorized article does not advance the candidacy of an individual for SPEEA office. SPEEA general mailings include mailings to a bargaining unit, to the total membership, and to the Area Representatives. The Executive Board may define others as "SPEEA general mailings".
2. Campaign Literature
  - a. Mailing of SPEEA election campaign literature, at candidate's expense according to law, shall be permitted provided the SPEEA letterhead and/or logo are not used and the statement "not financed by SPEEA funds" is included.
  - b. Mailings may be as specified by the candidate.
  - c. Membership lists shall be supplied only to bonded mailers or SPEEA Staff members responsible for mailings.
  - d. SPEEA duplicating facilities may be used by the candidates provided SPEEA is reimbursed for the cost.
  - e. Candidates using the names of supporters/endorsers in election publicity shall be responsible for obtaining and providing the authorizing signature of each supporter/endorser to the Tellers Committee.
3. Procedures
  - a. The Executive Board shall prescribe procedures to assure adherence to 1 and 2 above.
4. Midwest Vice President Position Statements
  - a. In odd-numbered years, the Midwest region elects their Midwest Vice President. Not later than the January Council Meeting, the Midwest Council will give each candidate for the Midwest Vice President the following questions to respond to in writing.
    - i) What do you see as the primary challenges SPEEA faces and what are your solutions?
    - ii) What skills and experiences would you bring to the Executive Board?
    - iii) How will you represent the MW Region as a regional Vice President?
    - iv) Describe your level of SPEEA activism and your accomplishments.
    - v) Why are you interested in the MW Vice President position?
  - b. The questions and their responses will be put in a SPEEA-paid publication, mailed to each Regular Member of Midwest Region so as to arrive just before or at the same time as the election ballot.
    - i) Midwest Council Officers, with Midwest Council concurrence, shall establish the schedule for notifying the candidates, candidates returning their statements, and mailing the statements.
    - ii) The schedule shall be coordinated with the Midwest Tellers Committee to ensure compatibility with their ballot schedule.
    - iii) 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.
  - c. Each candidate shall have a maximum of 1,000 words for the position statement, to be split among the questions as the candidate wishes. If a candidate chooses not to respond to a question, that question for that candidate shall show "No response provided by the candidate," but those words shall not count in the 1,000 words allowed.
  - d. 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, followed by candidate 1 and that statement, candidate 2 and that statement, etc., using the same order as the Tellers have determined for the ballot.





# SPEEA Midwest Policy Manual

SECTION V: ACTIVITY PROGRAMS/  
SUBSECTION E: PUBLICATIONS  
*Plain Dealer*

1. Subscriptions to the Plain Dealer, a Kansas union newspaper, will be purchased for the Wichita Council Reps and their alternates, Midwest Vice President, Midwest SPEEA Staff, and members of the Midwest L&PA Committee and Wichita Labor Delegates.
2. Home mailing addresses will only be given to the Plain Dealer with the agreement that the addresses are confidential and not to be given to any other institution or individual.
3. A budget request to support subscriptions will be entered in the Midwest Region operating budget every year.
4. No more than 80 subscriptions will be purchased for any calendar year.

VERIFIED:

*/s/ Debbie D. Logsdon*

Signature

Council

*Chair*

Office

*March 10, 2005*

Date

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1. Grievance Handling and Problem Solving
  - a. A Council Member will normally handle first-step grievances when representation is requested.
  - b. 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
  - a. Council Representatives will support member-recruiters by dissemination of prepared information, talking to potential recruits, and setting goals.
3. Policing the Contract
  - a. Council Members will observe, investigate, and report workplace activities of which they are aware that are in violation of the contract.
4. General
  - a. 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 spokesmen for their District.
  - b. The Midwest Council is the policy-making body of the Midwest Region. Its Members must strive to be informed on all issues that affect the Union, its direction and purpose.
  - c. Bargaining Unit Council Members have an obligation to read and understand the contract, and adhere to the SPEEA Constitution, SPEEA By-laws, SPEEA Policy, Midwest By-laws, and Midwest Policy.
  - d. Midwest Council Representatives or their Designated Alternate shall attend all regular Council meetings in a Council year. Absences from the Council meetings (neither the Council Representative nor the Designated Alternate attended) should be published on a monthly basis. Members living beyond 50 statute miles of the meeting location are exempt from these attendance requirements.
  - e. 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. Council Representatives should strive for a goal of one Area Representative per every 5-10 members.
  - g. Council Members must support all SPEEA-sanctioned economic actions against the Company.
  - h. Council Representatives must attend a training session each year within two months of being seated, unless granted a waiver. Council Representatives are allowed only one waiver for training per Council year.

VERIFIED:

*/s/ Stephen B. Smith*

Signature

Council

*Chair*

Office

*April 10, 2003*

Date

1. Training Attendance Requirements (also see VI-A).
  - a. Basic Training Requirements -- For their first year on the Midwest Council, each Council Member 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 Midwest Council, each Council Member, if not required to participate in the Basic Training, must take a course in Grievance Handling.
  - c. Prior to the Midwest Council considering an extension to the training time requirements for adequate cause per 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 Training course or the Leadership Conference 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 Midwest 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 six months. Topics may include, but will not be limited to: grievance handling and investigation, labor history, labor law and the standards of just cause.
  - e. Leadership Conference – Council Members must participate in the Leadership Conference each and every time it is convened during the Council Member's term of office.
2. Administration
  - a. The Midwest Council Officers are responsible for approving training courses, providing written notification of requirements, and the schedule for approved training courses at least one month prior to each Midwest Council Member.
  - b. The Midwest Council Officers shall ensure that accurate attendance records are maintained to cover the following:
    - i) Council Member's attendance during complete or refresher training course each year as required.
    - ii) Council Member's presence at entire course (complete or refresher).
    - iii) Issuance of a certificate of course completion for Basic Training is to be signed by the Midwest Council Chair, SPEEA Council Chair 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 Council Member is permitted to retain office when in violation of Constitution Article 2.2.3, as applicable. Charges must be filed per Section 13 of the Constitution. When all the requirements of Section 13.4 of the Constitution have been met, the Midwest Council Officers shall notify the Midwest Tellers and the appropriate membership (i.e. district membership for council Representatives, regional membership for Executive Board members) of the vacancy.
3. Course Definition
  - a. The content of the Basic Training Course will include Roles and Responsibilities, Labor Law, Grievance Handling, Security and EEO Interviews and Disciplinary/Investigative Hearings.
  - b. The content of the Leadership Conference will include Grievance Handling and can include but not be limited to: Contract Familiarization, Labor Law, Appeals Process, Disciplinary/Investigative Hearings and Problem Solving Techniques.
  - c. The duration of the Basic Training and Leadership Conference shall be at least 6 hours.

VERIFIED:

/s/ Debbie D. Logsdon  
Signature

Council

Chair  
Office

August 12, 2004  
Date

# SPEEA Midwest Policy Manual

SECTION VI:  
SUBSECTION D:

UNION  
REPRESENTATIVES  
*Recall of Council  
Representatives*

The recall and replacement of a Council Representative is defined in the SPEEA Constitution, Section 5.3.2.

1. If requested, the MW Tellers will provide the individual initiating the recall with a list of names of district members.

VERIFIED:

*/s/ Debbie D. Logsdon*

Signature

Council

*Chair*

Office

*March 11, 2004*

Date



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1. SPEEA By-laws 2.2.5 specifies the procedure to be followed for new associations with Labor Councils.
2. An association is defined in the SPEEA Constitution as a joining of unions or groups for a common purpose.
3. Prior to association:
  - a. No SPEEA member or employee shall instigate association discussions with another group or organization without specific Council instruction.
  - b. No SPEEA member or employee shall commit or imply SPEEA approval of association until the Council has approved the association.
4. After the association:
  - a. As each association is authorized, a separate subsection of this section of the Policy Manual shall be established for that group or organization to record specific, continuing policy for those delegates.
  - b. The Council Officers shall ensure that each delegate receives a verified copy of any council-approved instructions for any meeting.
5. Any delegates representing the Midwest Council to any other outside organization not specified in this Policy Manual shall be selected by a secret ballot election of the Council.

**VERIFIED:**

*/s/ Stephen B. Smith*  
Signature

**Council**

*Chair*  
Office

*April 10, 2003*  
Date

1. The Council authorized association with the Wichita/Hutchinson Labor Federation in March 2000.
2. Budget for association fees shall be budgeted every year.
3. Delegates representing the Midwest Region of SPEEA for the associations established by SPEEA within the Wichita/Hutchinson Labor Federation - AFL-CIO shall follow the following guidelines.
  - a. Wichita/Hutchinson Labor Federation Delegates should represent the Midwest Region during each meeting. The Midwest Council Officers will relay any direction on specific issues from the Midwest Council. Wichita/Hutchinson Labor Federation Delegates will report on the issues and events of every meeting at the next regular Council Meeting.
  - b. Delegates shall be elected no later than December every odd numbered year for a term of two years. Delegate positions shall be advertised to the membership in the labor council district. The applicants must reside or work in the labor council district, meet the requirements of the labor council, and have been a Regular Member or SPEEA Staff in good standing continuously for at least one year. Delegates shall be nominated at the Council meeting. The delegates shall be selected by a secret ballot election of the Council.
  - c. The Council Officers shall issue a letter to the Labor Council certifying the appointment of the delegates.
  - d. If a vacancy occurs caused by the resignation, incapacity, death or recall of a delegate during a term of office, the position will be declared vacant. A replacement delegate shall be elected by the Council and shall hold the position for the remainder of the term.
  - e. The delegates shall designate a focal that will insure that a copy of the last approved minutes of the Wichita/Hutchinson Labor Federation shall be filed in the Wichita SPEEA office.

VERIFIED:

*/s/ Stephen B. Smith*

Signature

Council

*Chair*

Office

*August 8, 2002*

Date





1. The Council authorized association with the Kansas State AFL-CIO on September 11<sup>th</sup> 2003. Two delegates will be sent by SPEEA as agreed upon in the association terms.
2. Funds for association fees, paid absences and travel shall be budgeted every year. Delegates will submit any additional funding item to the MW Treasurer per MW Policy Manual Section II.C.
3. Delegates representing the Midwest Region of SPEEA for the associations established by SPEEA within the Kansas State AFL-CIO shall adhere to the following guidelines:
  - a. Kansas State AFL-CIO delegates should represent the Midwest Region during each meeting/activity. The Midwest Council Officers will relay any direction on specific issues from the Midwest Council. Kansas State AFL-CIO Delegates will report on the issues and events of every meeting at the next regular Council Meeting.
  - b. Delegates may be required to make presentations, speak with the press, attend activities outside of normal work hours, and provide research, data, and articles. Delegates should project a professional manner whenever dealing with the public or press.
  - c. The delegates shall designate a focal that will insure that a copy of the last approved meeting minutes and financial report of the Kansas State AFL-CIO shall be distributed to the Midwest Council and filed in the Wichita SPEEA Office.
  - d. All delegates shall participate in the MW Legislative and Public Affairs Committee (MW L&PA).
4. Delegate elections shall comply with the following guidelines.
  - a. Delegates should serve a two-year term starting on August 1<sup>st</sup> and ending on July 31<sup>st</sup> in odd numbered years.
  - b. Delegate positions shall be advertised to the membership in the state of Kansas. Delegates must reside or work in Kansas State and be a Regular Member in good standing or a member of the SPEEA staff continuously for at least one year.
  - c. The MW L&PA shall recommend delegate(s) from any member of its committee, any Midwest Council Officer or any Bargaining Unit Council Officer. This insures that informed and willing members are given first consideration. Recommended delegates will be presented and nominated at a Council meeting.
  - d. Applicants for delegate positions shall be nominated at a Council meeting. Other candidates may be nominated from the floor. The delegates shall be selected by a secret ballot election of the Council.
  - e. The MW Council Officers shall issue a letter to the Kansas State AFL-CIO certifying the appointment of the delegates.
  - f. If a vacancy occurs caused by the resignation, incapacity, death or recall of a delegate during a term of office, the position will be declared vacant. A replacement delegate shall be elected by a secret ballot of the Council within sixty days of vacancy and shall hold the position for the remainder of the term.

VERIFIED:

*/s/ Debbie D. Logsdon*

Signature

Council

*Chair*

Office

*November 13, 2003*

Date

# SPEEA Midwest Policy Manual

SECTION VII:  
SUBSECTION F:

OUTSIDE  
ORGANIZATIONS  
*IFPTE Central States  
Council*

1. The Council authorized association with the IFPTE Central States Council on October 13, 2003.
2. Funds for association fees and delegate travel expenses shall be budgeted every year.
3. IFPTE Central States delegate should represent the Midwest Region during each Central States Council meeting. The Midwest Council Officers will relay any direction on specific issues from the Midwest Council to the delegate. IFPTE Central States delegate will report on the future and past issues and events of every Central States Council meeting at the next regular MW Council Meeting.
4. The election of the delegate will be held by secret ballot during the November MW Council meeting in odd numbered years. The delegate term shall be two years.
5. The following SPEEA positions should be considered in the nomination process for the IFPTE Central States delegate. Any person may decline a nomination.
  - a. Any IFPTE Vice President who resides in the SPEEA MW Region
  - b. MW Council Chair
  - c. MW Regional Vice President
  - d. Legislative and Public Affairs committee chair
  - e. SPEEA Officers that reside in the region
  - f. MW Treasurer
  - g. MW Secretary
  - h. Legislative and Public Affairs committee vice-chair
  - i. MW Council Representatives
  - j. Active members within the SPEEA MW Region (must be member in good standing continuously for at least one year)
6. If a vacancy occurs caused by the resignation, incapacity, death or recall of a delegate during a term, the position will be declared vacant. A replacement delegate shall be selected by the Council using the method listed in (5) above within sixty days of vacancy and shall hold the position for the remainder of the term.

VERIFIED:

*/s/ Debbie D. Logsdon*

Signature

Council

*Chair*

Office

*March 11, 2004*

Date

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1. 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 Midwest Regional Council.
2. To assure a strong bargaining position for the Negotiation Team, the Bargaining Unit Council may support an early referendum seeking strike authorization.
3. The Bargaining Unit Council shall provide the Negotiation Team with any directives or instructions that are necessary and pertinent for it to follow.
4. The Bargaining Unit Council and the Executive Board shall actively monitor the activities of the Negotiation Team.
5. 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 Regional Council for approval.
6. During the period that a Bargaining Unit is in negotiations, any modification to Bargaining Unit Policy with respect to negotiations shall require a two-thirds vote of the Bargaining Unit Council for approval.

VERIFIED:

          /s/ Debbie D. Logsdon          

Signature

Council

          Chair          

Office

          August 12, 2004          

Date

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

2. As provided in the Constitution, the Negotiation Team has the full right to lift any offer from the bargaining table. Prior to presenting any offer to the membership, whether it has been lifted from the table or not, the Negotiation Team shall present the offer to the Bargaining Unit Council (see SPEEA Constitution 11.3). The Negotiation Team will then present the offer to the membership.
3. One Bargaining Unit informational (non-voting) meeting to present the offer to the membership is authorized and the Negotiation Team has the authority to set the date. If the Negotiation Team requires further Bargaining Unit informational meetings, Bargaining Unit Council authorization is required for each of them. If the Negotiation Team finds need to have a contract vote during a Bargaining Unit meeting, Bargaining Unit Council authorization is required (see SPEEA By-Laws section 11.4, MW Policy Manual VIII-C.4.ii.a.2 and VIII-C.4.b.iii).
4. Additional responsibilities will be specified in Bargaining Unit Policy.

**VERIFIED:**

*/s/ Debbie D. Logsdon*

Signature

**Council**

*Chair*

Office

*August 12, 2004*

Date

1. When a collective bargaining agreement has been lifted by the Negotiation Team, a vote shall be taken by the Bargaining Unit membership.
2. Voting on a contract proposal should be scheduled to permit all members to vote even if out of town during Company holidays. Any ballot box must be manned by a Midwest Teller.
3. It shall be the primary responsibility of the Negotiation Team to communicate the significant details to the membership before the vote. The normal procedure shall be to first inform the Bargaining Unit Council, then the membership, of these significant items prior to voting (see VIII-B.2).
4. Balloting shall be in accordance with section 11.4 of the SPEEA Constitution and By-Laws.
  - a. When a collective bargaining agreement has been lifted by the Negotiation Team before the contract termination date, the recommended method of balloting is by mail ballot on the proposed agreement, allowing at least 10 calendar days from the mailing until the ballots are counted.
    - i) When requested by the Negotiation Team (due to unusual timing considerations not requiring a vote at a membership meeting), the Bargaining Unit Council may authorize, by 2/3 vote, the mailing of the ballots and all significant contract data prior to an all-member informational meeting.
      - (1) 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 and the scheduled ballot deadline.
      - (2) The balloting 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.
    - ii) Using alternate balloting options for contract ratification votes before the contract termination date should be discouraged.
      - (1) Balloting may alternatively be by an electronic ballot on the proposed agreement, allowing at least 7 calendar days before the ballots are counted.
      - (2) Only the Bargaining Unit Council has the authority to waive a mail ballot and have a contract ratification vote held at a Bargaining Unit meeting, as per SPEEA By-Laws 11.4.
        - (a) 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 Negotiation Team shall request a meeting of the Bargaining Unit Council from the Bargaining Unit Council Officers.
        - (b) The Bargaining Unit Council shall receive 24 hours' advance notice of the Council meeting to vote on the request.
        - (c) A written comparison of the differences between the language of the current offer and the last contract shall be available at the SPEEA office two hours prior to such Bargaining Unit Council meeting and shall also be provided at the Bargaining Unit Council meeting.
        - (d) If the Bargaining Unit Council votes to authorize such a membership meeting, per SPEEA By-Laws section 11.4, 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.
  - b. When a collective bargaining agreement has been lifted by the Negotiation Team after the contract termination date, the Negotiation Team shall recommend to the Bargaining Unit Council the preferred method of balloting.
    - i) Balloting by an electronic ballot on the proposed agreement must allow at least 7 calendar days before the ballots are counted.
      - (1) Balloting by mail ballot must allow at least 10 calendar days from the mailing until the ballots are counted. When requested by the Negotiation Team (due to unusual timing considerations not requiring a vote at a membership meeting), the Bargaining Unit Council may authorize, by 2/3 vote, the mailing of the ballots and all significant contract data prior to an all-member informational meeting.



1. The Bargaining Unit Council, by simple majority, may approve sending a strike authorization ballot to the Bargaining Unit Membership. The Bargaining Unit Council may determine to send a strike authorization ballot either concurrent with a collective bargaining agreement acceptance/rejection ballot, or they may determine to send it separately.
2. Only the Bargaining Unit Membership can approve a strike authorization. A Bargaining Unit strike authorization is approved by a simple majority of the votes cast. An approved strike authorization gives the Negotiation Team the authority to call a strike. The Negotiation Team may call a strike at any time after an approved strike authorization, unless or until a subsequent strike authorization is rejected. The Negotiation Team may, at their discretion, recommend the Bargaining Unit Council allow the membership a subsequent strike authorization ballot.
3. A Bargaining Unit strike may begin no sooner than seven calendar days after both the initial contract ratification vote and a strike authorization vote has been counted.

**VERIFIED:**

*/s/ Debbie D. Logsdon*

**Council**

*Chair*

*August 12, 2004*

*Signature*

*Office*

*Date*

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The Midwest Region authorizes, if desired by the Bargaining Unit Council, an election of Bargaining Unit Council Officers. The Bargaining Unit Officers shall consist of a Chair, Secretary and, if desired by the Bargaining Unit Council, a Sargent of Arms. These officers are elected at the first regular Bargaining Unit Council meeting from the Council Representatives of that unit after seating of the Midwest Regional Council Officers in May of odd years.

**VERIFIED:**

*/s/ Stephen B. Smith*

*Signature*

**Council**

*Chair*

*Office*

*March 9, 2002*

*Date*



1. Bargaining Unit Council Officers
  - a. If desired by the Bargaining Unit Council in odd-numbered years, an election of Bargaining Unit Council Officers will be conducted by the Midwest Region Tellers. The Midwest Tellers will convene this election in the first regular meeting of the Bargaining Unit Council after election of the Midwest Regional Council Officers. The first order of business will be the election of a Chair, and thereupon the Teller shall relinquish the Chair to the newly elected Chair. The Chair will then conduct an election for the remaining Officer(s). Elections that have two or more candidates for one office shall be by secret ballot and require a plurality of votes cast.
  - b. Each Officer shall serve a two-year term unless otherwise recalled or replaced per Section 5.3.4 of the SPEEA Constitution. An elected Officer shall not hold the same office for more than two, full, consecutive terms. The Midwest Region Vice President is not eligible to be a Bargaining Unit Council Officer. If a Council Officer loses his/her Council Representative position, the office will be declared vacant.
  - c. The Council Officers shall manage the Council in accordance with the Governing Documents. The Officers shall be responsible for initiating and managing the program of the Council.
  - d. No Council 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 Executive Board.
2. Bargaining Unit Council Chair
  - a. The Bargaining Unit Council Chair shall be responsible for the general supervision of the Bargaining Unit Council. This includes presiding at all meetings of the Council and of its Officers, and representing the Council at all meetings having business or activity embraced by the field of interest of the Council.
  - b. The Chair's purpose is to serve the will of the assembly rather than to restrain it, to facilitate the expression of their deliberative sense. The Chair should set an example of courtesy, and shall be impartial on any issue before the assembly.
  - c. The Chair is entitled to vote only when the vote is by ballot (but not after the ballots have commenced to be counted), and in all other cases where the Chair's vote would change the result.
  - d. The Chair or designee shall be permitted to act as an observer at all negotiation meetings for the Bargaining Unit. The Chair is an Ex-Officio member of all Council committees under the jurisdiction of the Bargaining Unit Council.
  - e. Should the office of Chair become vacant during a term of office caused by the resignation, incapacity, death, or recall, the Bargaining Unit Council Secretary shall preside over the Council until such time as a new Chair can be elected. The Secretary shall assume the duties of the Chair during the Chair's absence or temporary incapacity.
3. Bargaining Unit Council Secretary
  - a. The Bargaining Unit Council Secretary is the recording officer of the Bargaining Unit Council and the custodian of its records except such as is specifically assigned to others. It is the duty of the Secretary to:
    - i) Keep a current register of the members of the Council.
    - ii) Record, keep and make available, within 30 days, accurate Council meeting minutes.
    - iii) Collect and make available, within 30 days, Council Committee meeting minutes.
    - iv) Notify officers and delegates of their appointment.
    - v) Furnish Bargaining Unit Committees with all papers referred to them.
    - vi) Make such reports as are required by the Chair.
    - vii) Outline and schedule the Council's program of activities.
    - viii) Ensure proper notices of all Council meetings are sent to Bargaining Unit Council members, Midwest Council Officers and the Midwest Regional Vice President.



1. Bargaining Unit Council Committees

- a. The Bargaining Unit Council will be responsible for all committees under its jurisdiction, shall review all actions and findings of such committees, and may direct all actions of such committees consistent with SPEEA's Constitution.
- b. Preliminary work for consideration of the assembly should be done by means of committees. The committee may be either a standing committee; or a special committee appointed for a special purpose with a specified time period; or a committee of the whole consisting of the entire assembly.
- c. It is the duty of the committee Chair to call the committee together, but, if the Chair is absent or neglects or declines to call a meeting of the committee, it is the duty of the committee to meet on the call of any twenty-percent of its members.
- d. Regular Members of the Bargaining Unit have a right to appear at Bargaining Unit Council Committee meetings and present their views on the subject before it.
- e. A Bargaining Unit committee, except a committee of the whole, can authorize a sub-committee, which reports to the committee. This sub-committee is chartered within the charter of the originating committee.
- f. A special committee is appointed for a specific purpose and exists until the duty assigned it by the Bargaining Unit Council is accomplished or its charter expires. A special committee ceases to exist as soon as the assembly receives its report.

**VERIFIED:**

*/s/ Stephen B. Smith*

Signature

**Council**

*Chair*

Office

*March 9, 2002*

Date

1. Bargaining Unit Policy Manual

- a. An appendix to the Midwest Region Policy Manual containing Bargaining Unit Policy shall be created and maintained for each Bargaining Unit by the Midwest Governing Documents Committee. In the event of a conflict between Bargaining Unit policy and the provisions as stated in the SPEEA or Midwest Governing Documents, the latter shall take precedence. The SPEEA Judicial Review Committee has the authority to review Bargaining Unit Policy for conflicts with the By-Laws or Constitution as provided for in Section 10 of the SPEEA Constitution.
- b. The Bargaining Unit Council shall determine policy on any question or issue unique to the Bargaining Unit. Such policy shall become part of the body of rule governing the Bargaining Unit and its members. The Council shall not delegate any of its policy-making duties.
- c. The Governing Documents Committee shall obtain a current copy from the certified electronic copy for markup.
- d. The Governing Documents Committee will prepare the document revision and a non-incorporated revision sheet describing the revised sections, the description of the revision and the authorizing council authority. When strict adherence is demanded, words such as "will", "shall", and "must" are to be used. 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.
- e. The Governing Documents Committee Chair or designee will certify the revised document prior to distribution.
- f. The Policy Manual shall include the following:
  - i) Council motions which establish policy
  - ii) Membership referendum items which establish policy
  - iii) Membership meeting motions which establish policy.
- g. Incorporation of policy items into the Policy Manual shall be accomplished as follows:
  - i) The Bargaining Unit Council Secretary, Midwest Council Secretary, or Midwest Tellers Committee Secretary, as applicable shall ensure that the Governing Documents Committee receives a copy of the appropriate minutes, which show exact motions, and each referendum with the appropriate date and signature.
  - ii) When an item is determined by the Governing Documents Committee to be policy, its location in the manual shall be determined. If the policy should need to be reworded, the Council shall approve substantive changes. In such cases, both the prior action and the proposed rewording shall be provided to the Council.

VERIFIED:

          /s/ Debbie D. Logsdon            
Signature

Council

          Chair            
Office

          October 9, 2003            
Date



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