



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

Northwest Policy Manual

June 16, 2010

Certified by: /s/ Cheryl 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 1, 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 Chairman or 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 either the Council Chairman 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 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. 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 to the following:
 - a. All Northwest Council Members.
 - b. Northwest Tellers and Judicial Review Committee members.
 - c. All Northwest Committee members not otherwise covered in a or b above.

- d. All Staff holders of a Manual copy.
 - e. The Webmaster.
 - f. Northwest Area Representatives, if requested.
6. Copies of manuals available for distribution (e.g. Council Representative and Area Representative) shall be updated so that the recipient will receive the current manual, not a release with updates.
7. The SPEEA staff shall maintain the master copy of the Northwest Policy Manual.
- a. Current pages and files shall be maintained, ready for providing additional copies of the up-to-date Manual as needed.
 - b. A historical file of each section/subsection shall be maintained and shall include obsolete annotated master pages.

VERIFIED

/s/ Jimmie Mathis

Signature

Council

Chair

Office

May 1, 2003

Date

SPEEA Northwest Policy Manual

SECTION I: GENERAL
SUBSECTION B: *Observer Rights*

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.

VERIFIED

/s/ Jimmie Mathis

Signature

Council

Chair

Office

May 1, 2003

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. A log of all motions adopted by the Northwest Council will be maintained on the SPEEA Website.

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.

VERIFIED:*/s/ Jimmie Mathis**Signature***Council***Chair**Office**May 1, 2003**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 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 to attend applicable training course(s) and 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.

VERIFIED:*/s/ Jimmie Mathis*

*Signature***Council***Chair*

*Office**May 1, 2003*

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."*

2. 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.

3. 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."

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 and budget.

Recurring Standing committees shall be chartered with a purpose and budget 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, budget, 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, Special, or Retiree 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 that third meeting is called to order, that individual becomes a voting committee member.
- (3) Being named to the Committee by the Council Chairman.

b. Any SPEEA Associate, Special or Retiree 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, Special or Retiree members continued participation in a Council committee is at the discretion of the Council Officers.

Northwest Regional Associate, Special, or Retiree 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, Special and Retiree Members.

A Northwest Regional Council Committee may vote to recommend removing any Associate, Special or Retiree 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 Facilities Committee - Responsible for planning Northwest Region facilities, repairs, upgrades and changes for function, image and safety. The Committee shall develop the needs and requirements for future offices. Each proposal shall include impact and changeability for each item.
 - b. 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. Reviews CESO meeting agendas and recommends policy and direction governing delegate activities. 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.
 - c. 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.
 - d. 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. . The Northwest Region L&PA Committee shall meet when called by the Chairman. Reviews CESO legislative and public affairs activities, and recommends direction governing delegate activities. 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. All legislative or endorsement efforts will be in compliance with the Northwest Policy on legislative issues and endorsements.
 - e. Northwest Membership Activities Committee - Responsible for planning, implementing and providing social activities for the Northwest Regional Membership.
 - f. 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.
- g. 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.
 - h. Northwest Action Communication Taskforce (ACT) Committee – This committee will promote and enhance member communications, understanding, engagement, involvement, participation and action.
 - i. 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. 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. Negotiation Preparation Committee.
- b. 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.

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 and budget.

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, 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.

VERIFIED:

Carrie L. Rule
Signature

Council

NW Secretary
Office

6/18/2009
Date

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 bi-annual Council formation or replacement.
- 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.

All current Northwest Council members shall receive minutes of regular and special Northwest Council meetings.

1. Minutes of regular Northwest Council meetings should be distributed at least three days prior to the next regularly scheduled Council meeting, except that the three-day requirement may be waived prior to the January Council meeting.
2. Minutes of special Northwest Council meetings should be distributed as soon as possible.
3. Minutes of Northwest Bargaining Unit Council (BUCs) meetings shall be distributed to all Northwest Council Members as soon as possible.
4. The Council Officers shall approve summaries of Northwest Council meetings, which are to be published prior to Council approval of the minutes.

VERIFIED:

/s/ 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. This policy defines the process required in order to establish an official Northwest SPEEA position on any legislative or public issue or political endorsement,
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. Executive Board members shall not comprise more than 50 percent of the membership of the Northwest L&PA Committee.
4. 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 Council action.
 - b. Define and explain the issue.
 - c. Have the information above printed and 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.
5. 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.
6. Passage or adoption of any legislative or public affairs proposal shall require a 60 percent majority of votes cast at a duly constituted Northwest Council meeting. The total affirmative vote cast must be at least a majority of the total number of seated Council Representatives. Council Representatives who are employed beyond fifty statute miles from the meeting and are unable to attend are excluded from the total number required.
7. The pre-submitted motion shall include the information that to pass, the motion will require a 60% majority of votes cast and the total affirmative vote cast must be a majority of seated Council Representatives. The Council Chairman shall announce these numbers prior to the Council vote.
8. The number of votes cast for and against the issue and the numbers required to pass shall be recorded in the Northwest Council Minutes.
9. The Executive Board shall implement the decision of the Northwest Council.

VERIFIED:

/s/ Jimmie Mathis

Signature

Council

Chair

Office

May 1, 2003

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.

VERIFIED:

/s/ 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.

VERIFIED:

/s/ 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.

VERIFIED:

/s/ Jimmie Mathis

Signature

Council

Chair

Office

May 1, 2003

Date

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.

VERIFIED:*/s/ Paul Wojciechowski**Signature***Council***Secretary**Office**07/21/04**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.
- (6) The Grant Review Special 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 7 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 1 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 Process Committee Processing

The Grant Process 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

Membership in the Council of Engineers and Scientists Organizations (CESO) was authorized by the SPEEA Executive Board, in the late 1960's and rescinded by the SPEEA Council in June 1975. Membership in CESO was re-authorized by the SPEEA Council in April 1978 (SPEEA Policy Section V). The SPEEA Council assigned the delegate responsibility to the Northwest Council in 2003.

1. Election of CESO representatives to act as the Northwest Regional Delegate:
 - a. The number of positions allotted to SPEEA will be based on current CESO Rules of Procedure, Article IX *Finance*.
 - b. A call for delegate applications will be advertised sixty (60) days prior to the July meeting in the SPEEA Spotlight and a minimum of two (2) consecutive Newsletters.
 - c. Any member of the Northwest Region in continuous good standing for the previous two (2) years is eligible to stand for election.
 - d. Each candidate shall provide a platform statement stating his or her qualifications and a summary of SPEEA activism of no more than 200 words at least two (2) weeks prior to the July Northwest Regional Council Meeting.
 - e. Each candidate shall be invited to attend the July Northwest Regional Council Meeting for the purpose of making a two (2) minute oral address to the Northwest Regional Council.
 - f. The delegates shall be elected by a majority vote of the Northwest Regional Council.
 - g. At the July Northwest Regional Council meeting, an Alternate shall also be elected to act in the place of a representative unable to attend a CESO meeting.
2. A vacancy will be declared when a CESO Northwest Regional Delegate is unable to finish the term, resigns, or is recalled by the Northwest Regional Council.
 - a. Should a vacancy be declared, the current Alternate shall be seated as a CESO Northwest Regional Delegate and a new alternate shall be elected at the next regular meeting of the Northwest Regional Council to serve for the remainder of the term.
 - b. Should subsequent vacancies occur, the Northwest Regional Council shall elect a replacement(s) to hold the vacated position(s) for the remainder of the term by the process above.
3. Recall of a CESO NW Regional Delegate shall be by a simple majority vote at a Northwest Regional Council meeting.
4. The Northwest Council may request funding for additional representatives who are not covered by CESO association fees. They may participate, but do not have voting rights.
5. Duties of the CESO Northwest Regional Delegates:
 - a. The elected representatives Delegate vote shall be cast as a consensus vote. They shall choose a spokesperson to cast the CESO Northwest Regional Delegate vote and shall act in accordance with the positions taken by the Northwest and SPEEA Councils. Direction on specific issues from the Northwest Regional Council will be relayed by the Northwest Regional Council Officers.
 - b. Where Council positions are not available, the representatives acting as the CESO Northwest Regional Delegate may represent SPEEA's interests after taking into consideration past Council direction on similar issue(s) and acting in good faith with the perceived best interests of the SPEEA membership.

- c. Support of legislative, public affairs or endorsements where there is no Council position should be referred to the SPEEA and the Northwest Legislative and Public Affairs Committees in accordance with Northwest Policy Section V, or the SPEEA L&PA Committee in accordance with Section V of the SPEEA Policy.
- d. The representatives acting as the CESO Northwest Regional Delegate shall submit a written report on the issues and events of each CESO meeting attended prior to the next regular Northwest Regional Council Meeting. A concise oral report shall be presented by the spokesperson at that meeting. This report shall include all issues on which a position was taken without Council direction.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION MAY 19, 2010

VERIFIED:

/s/ Carrie Rule

Signature

Council

NW Secretary

Office

6/16/10

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 Members (Regular, Associate, Special and Retiree) and SPEEA Staff who participate in another labor organization's strike or informational picketing are eligible for SPEEA Activist Visibility items.

VERIFIED:

/s/ Paul Wojciechowski

Signature

Council

Secretary

Office

07/21/04

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.

VERIFIED:*/s/ Jimmie Mathis*

*Signature***Council***Chair*

*Office**May 1, 2003*

Date

TYPICAL NEGOTIATION SCHEDULE

(Based on a 36-month Contract)

Negotiation Preparation Committee

BEGIN.....END

6 months after ratification 2 months after Negotiation Team election

Bargaining Unit Negotiation Support Committee

BEGIN END

10 months prior to contract termination 3 months after contract ratification

Negotiation Team Nominating Committee

BEGIN.....END

6 months prior to 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

Negotiation Team

BEGIN.....END

8 months prior to contract termination ratification of proposed contract

1. Negotiation Preparation Committee

A Negotiation Preparation Committee shall be formed within six months after each contract ratification 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:
 - (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 clear outline of the training to be received by the Negotiation Team members.
 - (d) A summary of the specific contract goals.
- 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 recommending changes to the contracts and providing information relative to negotiation strategy.
 - (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; including recommendations for future training and a summary of student's evaluations of training received.
- 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.

VERIFIED:

/s/ Jimmie Mathis

Signature

Council

Chair

Office

May 1, 2003

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.
1. 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
2. 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.

VERIFIED:

/s/ Jimmie Mathis

Signature

Council

Chair

Office

May 1, 2003

Date

Application for Nomination to

20__ Negotiation Team

1. Length of continuous SPEEA membership: _____ years (minimum 3).
2. Active SPEEA participation (minimum 2 years in last 3). Be sure to include Tellers Committee and/or Judicial Review Committee participation.

OFFICE/COMMITTEE

FISCAL YEAR(S) IN WHICH ACTIVE

3. I participated in negotiations work-training sessions or seminars on the following dates:
_____.

4. If elected, I will participate in further negotiations work-training sessions or seminars; will take time off during scheduled working hours for negotiations; will work any contract area; will abide by the Team rules; and will accept either a Team or alternate position.

(Signature)

(Date)

Print or Type:

NAME _____ PROF _____ TECH _____ CLOCK # _____

HOME ADDRESS _____ / _____ / _____
Street/City/Zip

HOME PHONE _____ WORK PHONE _____

WORK LOCATION _____ / _____ / _____ / _____ SHIFT HOURS _____
Plant / Bldg. / Floor / Bay

Due to Northwest Negotiation Team Nominating Committee not later than _____

Suggested form to obtain information on minimum eligibility requirements.

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.

VERIFIED:*/s/ Jimmie Mathis*

*Signature***Council***Chair*

*Office**May 1, 2003*

Date