



*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

October 2021

Certified by: /s/ Emily Forest, February 20, 2024
Midwest Council 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 Midwest Council, permitting more attention to be given to creative considerations.
2. Policies support consistency of Midwest Council endeavors through the years.
3. Policy speeds administration by reducing repetition and providing for establishment of routine endeavors.
4. The SPEEA Constitution, SPEEA By-Laws, Midwest By-Laws, SPEEA Policy and Midwest Policy shall be the governing documentation of the Midwest Region. No other documentation of the Midwest Region shall contradict these documents. In the event of a conflict, the SPEEA Constitution, then the SPEEA By-Laws, then the Midwest By-Laws, then the SPEEA Policy and then the Midwest Policy shall take precedence.
5. The SPEEA Constitution, SPEEA By-Laws, Midwest By-Laws, SPEEA Policy, Midwest Policy and Bargaining Unit Policy shall be the governing documentation of each Bargaining Unit. No other documentation of the Bargaining Unit shall contradict these documents. In the event of a conflict, the SPEEA Constitution, then the SPEEA By-Laws, then the Midwest By-Laws, then the SPEEA Policy, then the Midwest Policy and then the Bargaining Unit Policy shall take precedence. Each individual Bargaining Unit Policy section is unique to that Bargaining Unit and does not apply to other Bargaining Units in the Midwest Region.

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/ Debbie D. Logsdon **Council** Chair **9-11-2003**
Signature *Office* *Date*

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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.

Any Midwest Region Regular Member performing authorized services for the Midwest Region shall be eligible to be reimbursed only for those expenses incurred in performing such services.

VERIFIED: /s/ Stephen B. Smith Council Chair April 10, 2003
Signature *Office* *Date*

1. The general purpose of the Midwest Council meetings shall be:
 - a. To establish policy in accordance with SPEEA Constitution, By-Laws and Midwest By-Laws.
 - b. To inform Midwest Council Members of issues affecting the Midwest Region and SPEEA.
 - c. To review actions of the Executive Board and Executive Director.
2. The Midwest Council meeting should start at 4:00 p.m. Central Time.
3. The recommended order of business for regular meetings is as follows (time should be allowed for review of packet material received that night):
 - a. Pledge of Allegiance.
 - b. Determination and certification of a quorum.
 - c. Good of the union.
 - d. Recognition of new Midwest Council Members.
 - e. Approval of the minutes of the last meeting.
 - f. Business of the Midwest Council.
 - g. Committee reports.
 - h. Unfinished business.
 - i. Pre-submitted new business.
 - j. Midwest Vice-President's Report.
 - k. Midwest Officers announcements.
 - l. Irving report.
 - m. Summarized grievance/WARN report.
 - n. New business.
 - o. Business of the SPEEA Council.
 - p. SPEEA Reports.
4. Proposed revisions to the minutes of a prior meeting are to be given to the Midwest Chair or Midwest Secretary prior to the start of the meeting. The Midwest Chair should discourage additional revisions proposed during the meeting.
5. Any new, major issues should be referred to the appropriate committee for investigation, with a report to be submitted at the next Midwest Council meeting, if possible.

VERIFIED:

/s/ Debbie D. Logsdon

Signature

Council

Chair

Office

April 8, 2004

Date

These are the formal guidelines for processing pre-submitted motions.

1. A Midwest Council Member or a Midwest Council Committee drafts the motion.
2. The motion is provided to any Midwest Council Officer no later than 1 business day prior to the start of the Midwest Council Officer's meeting held prior to the scheduled Midwest Council meeting.
3. A copy of each pre-submitted motion will be given to each Midwest Council Officer prior to the start of the scheduled Midwest Council Officer's meeting.
4. The Midwest 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 Midwest Council.
5. All approved Midwest pre-submitted motions will be included in the Midwest Council packets.
6. All pre-submitted motions approved for submittal to the Midwest Council will be considered approved for publication on the SPEEA web site, unless challenged by a Midwest Council Officer. Any Midwest Council Officer may challenge the publication of a pre-submitted motion on the SPEEA web site. The Midwest 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 web site.
7. The Midwest Council Officers shall ensure that a copy of all pre-submitted motions approved to be posted on the SPEEA web site shall be sent to the Communication Focal responsible for SPEEA web site posting. A disclaimer will appear on the SPEEA web site with the pre-submitted motions, stating that the motions are not yet official SPEEA Policy and are being submitted for Council action.
8. A log of all motions approved for web-posting and adopted by the Midwest Council will be maintained on the SPEEA web site until such time they are properly executed (the meaning expires) or incorporated into the formal Midwest Policy Manual.

VERIFIED:/s/ Debbie D. Logsdon*Signature***Council**Chair*Office*August 14, 2003*Date*

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. Each referendum submitted for the vote of the Midwest Regular Membership shall be accompanied by "Pro" and "Con" statements compiled by interested Midwest Council Members unless, by specific action, a majority of Council Members 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 Member compilers shall be appointed by the Council Chair 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 Council Officers, acting as a Review Committee, shall review the compilers position statements and are responsible for verifying these statements. The Review Committee has 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) that cannot be validated. A copy of the quoted text bearing an original signature of the author shall accompany all statements attributed to anyone 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 Midwest Policy II-E, this statement has been reviewed by the SPEEA Midwest 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/ RMatthew Joyce

Signature

Council

Chair

Office

July 16, 2019

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

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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.

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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

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1. The Council authorized association with the Kansas State AFL-CIO on September 11th 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 1st and ending on July 31st 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

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.

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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

Council

Chair

March 9, 2002

Signature

Office

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.

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A. Election Balloting

1. The Midwest Tellers are to have the printed ballots prepared prior to the WEU Council meeting in which the Negotiation Team will be elected. Each WEU Council Representative's ballot shall list only the eligible names for the negotiation team election.
2. The Midwest Tellers are responsible for distributing the ballots to each WEU Council Representative.
3. The Midwest Tellers are responsible for counting the ballots.

B. Election Voting

1. The Bargaining Unit Council or the WEU Council shall review the applicants' qualifications and interview summary and, at a meeting held at least nine months prior to termination of the existing contract, shall elect by secret ballot, five nominees from the list of qualified applicants to the Negotiation Team.
2. The Bargaining Unit Council or the WEU Council should give consideration to providing a balanced Negotiation Team with some members with prior negotiations experience and some without to provide both continuity and training for the future.
3. The Midwest Tellers shall conduct the election of the WEU Negotiation Team.
 - a) All WEU Council Representatives are allowed to vote.
 - b) A Council Representative who is also an applicant for the negotiation team shall not be permitted to vote for themselves.
 - c) If a WEU Council Representative **is not** an applicant for the negotiation team, they are to select 5 candidates for the negotiation team by marking their ballot with a rank of 1 through 5 with 5 being the highest rank and 1 being the lowest rank.
 - d) If a WEU Council Representative **is** an applicant for the negotiation team, they are to select 4 candidates for the negotiation team by marking their ballot with a rank of 1 through 4 with 4 being the highest rank and 1 being the lowest rank.
 - e) The Negotiation Team can consist of up to five members or as little as three members and must always be an odd number. An election must be held if there are four or more than five applicants. If an election is held the Midwest Tellers will announce the nominees receiving the most votes. These individuals shall be the WEU Negotiation Team.

C. Post Election Actions

1. In the event of a Team member vacancy following the elections, the Bargaining Unit Council or the WEU Council will call for and elect an Alternate who shall automatically fill that vacancy.
2. 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.
3. The Executive Board shall ensure negotiations training in accordance with the outline of training provided by the Negotiation Preparation Committee for the Team during the two months immediately following Team elections.

VERIFIED:

/s/ Frank Wiesner

Midwest
Governing
Documents

Chair

February 20, 2024

Signature

Office

Date

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Presentations by speakers at WTPU Council meetings will be limited to 30 minutes.

VERIFIED: /s/ Debbie D. Logsdon Council Chair January 23, 2003
Signature *Office* *Date*