



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

Northwest Policy and Procedure Manual

February 27, 2022

Certified by: /s/ John Dimas
NW Governing Documents Chair



CODE OF CONDUCT

Respect is at the heart of the labor movement, and we demonstrate that in all we do.

The strength of our solidarity depends on recognizing and honoring the worth of each other. SPEEA and the labor movement value human dignity. We believe people should treat each other with respect and consideration. We expect that behavior from everyone who interacts with SPEEA, its members, staff and allies.

Harassment – in any form – has no place here. When you participate in any SPEEA-related event, you are expected to adhere to SPEEA's values, and respect all with whom you come into contact. If you feel harassed, you will be heard. Please immediately bring the matter to SPEEA staff's attention.

What is harassment?

Harassment is any behavior that degrades, demeans, humiliates, hurts a person, or makes you feel unsafe, and that a reasonable person should understand would be unwelcome.

Harassment can take many forms. The most extreme forms include the outright use of racial slurs or sexual touching. However, harassment can also include off-hand derogatory comments, inappropriate "jokes" or subjects of conversation, unwanted sexual overtures and unnecessary physical contact. Harassing behavior may not always appear discriminatory, and sometimes takes the form of hostility, verbal aggression, coercive or manipulative use of power, stereotyping, spreading rumors, pointed exclusion or isolation of a person, and/or insulting a person's appearance, habits, attitudes or private life. Such conduct undermines human dignity.

If you are unsure whether a behavior would violate this Code of Conduct, err on the side of caution and refrain from the behavior.

What if you feel harassed?

If you believe you are being harassed, you have the right to make it known, either on your own or through a third party, that the abusive behavior is unwelcome and will not be tolerated.

If you believe you have been harassed while participating in a SPEEA-related activity, you should report the incident immediately to a SPEEA staff member.

SPEEA takes complaints seriously and may, at its discretion, take action that it deems appropriate after assessing the situation. Retaliation is not tolerated and, if it occurs, appropriate action may be taken if necessary.

Freedom from harassment is a workers' rights issue. That makes it a union issue.

In the labor movement, an injury to one is an injury to us all. It is important to recognize and call out harassment when you see it. Together, we can make the labor movement stronger.

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

1. Policy and procedure stabilizes the organization and frees the Executive Board and the Council, permitting more attention to be given to creative considerations.
2. Policies and procedures support consistency of SPEEA endeavors through the years.
3. Policy and procedures speeds administration by reducing repetition and providing for establishment of routine endeavors.

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 and Procedure 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 and Procedure Manual must include the following:
 - a. Policy and Procedure Manual sections and subsections approved by the Northwest Council.
 - b. Northwest Council motions which establish policy or procedure.
 - c. Northwest Membership referendum items or meeting motions that establish policy or procedure.
3. Structure and Interpretation
 - a. The publishing of the Northwest Policy and Procedure Manual will be kept simple for ease of substitution or addition of policy or procedure statements.
 - b. Rigidity of policy and procedures can be avoided by judicious choice of language. Clear, concise wording should be maintained in all statements.
 - (1) When strict adherence is demanded, words such as "will" or "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.
 - c. "Chairman" is a gender-neutral term that refers to the officer or individual who runs a meeting and is consistent with the current Edition of Robert's Rules of Order for that role. Other terms may be used that include: "Chairperson", "Chair", and "Chairwoman" to denote the same position/title.
4. Incorporation of policy or procedure items into the Policy and Procedure Manual must be accomplished as follows:
 - a. The Northwest Council Secretary, SPEEA Secretary, or the Northwest Tellers Committee, as applicable, must ensure that the Northwest Governing Documents Committee Secretary receives a copy of the appropriate minutes, which show exact motions, and of each referendum (other than those for elections) with the appropriate date and signature.
 - b. When an item is determined by the Northwest Governing Documents Committee to be established policy or procedure, its location in the Manual must be determined. If the committee decides the section should be reworded, substantive changes must be approved by the Council. In such cases, both the prior action and the proposed rewording must be provided to the Council for action.
 - c. Each Manual page must reflect only the up-to-date wording, but the original/master copy of each obsolete page must 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 Manual subsection, which must then be signed and dated by the Council Secretary, verifying that it is in accordance with Council or membership action.
 - e. The Table of Contents must reflect the verification date of each subsection. The complete 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 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 must be renumbered and reissued. The first page of each section must be a right-hand page.
5. Within two weeks of the verification date the manual must be made available on the SPEEA website.
6. The SPEEA staff must maintain the master copy of the Northwest Policy Manual.
 - a. A historical file of each section/subsection must be maintained and must include obsolete annotated master pages.

SPEEA Northwest Policy and Procedure Manual

SECTION I: GENERAL
SUBSECTION B: Designee

The Northwest Council Chairman has observer rights at all meetings of the Executive Board.

The Northwest Council Chairman may designate either the Northwest Council Treasurer or Secretary to attend in their place.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Feb. 21, 2018

VERIFIED

/s/ Douglas Brazel

Council

Secretary

3/18/2018

Signature

Office

Date

The SPEEA Council is the policy-determining body of SPEEA. The Northwest Council is the policy-determining body for issues unique to the Northwest, subject to the will of the Northwest Membership. Policy-determining is the formulation of ideas that are used by SPEEA as a basis for making decisions.

Policy Positions

1. Employment
 - a. Supports connecting the use of public resources to creation and retention of jobs in our local communities. (Jan. 2010)
2. Employee Rights
 - a. Pay equality. (Feb. 2018)
 - b. Thriving and equitable childcare system. (Nov. 2020)
 - c. In addition to state enforcement, workers can enforce existing workplace protections including protections against discrimination. (Sept. 2021)
3. Activism
 - a. Encourages members to participate in Martin Luther King rallies. (Dec. 2004)
 - b. Encourages members to participate in non-partisan get out the vote campaigns. (Jul. 2016)
4. Labor Councils
 - a. Supports per capita increases not to exceed the rate of inflation. (Jul. 2016)
5. Economic
 - a. Supports a robust multimodal transportation network to support aviation manufacturing. (Nov. 2020)
 - b. Affordable Housing. (Dec. 2020)
 - c. Washington State investment in STEM related fields. (Feb. 2021)
 - i. Research and development of advanced manufacturing. (Feb. 2021)
 - ii. Environmental-friendly innovations. (Feb. 2021)
6. Misconduct
 - a. Condemns Police Departments and Officers that engage in abuses, unnecessary violence, systemic racism and obstruction of accountability. (Aug. 2020)

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION September 15, 2021

VERIFIED

/s/ Mike Arrington

Signature

Council

Secretary

Office

1/19/2022

Date

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

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Feb. 21, 2018

VERIFIED:

/s/ Douglas Brazeal
Signature

Council

Secretary
Office

11/18/2018
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 before the start of the Northwest Council Officer's meeting. The Northwest Council Officers must provide the staff focal with a copy of the proposed motions by the start of the Northwest 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 Northwest Council consideration.
 - g. The Staff will include all approved pre-submitted motions in the Northwest Council packets.

2. Northwest Policy and Procedure Manual changes may be approved by the Northwest Council with the following vote:
 - a. With prior specific written change provided in at least the mail-out package; a majority vote.
 - b. Without prior specific written change; a two thirds majority vote.

3. Published Ballots

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

 - a. The Northwest Council Officers must provide a ballot to each member of the Council present.
 - b. Each ballot cast must list the Northwest Council Members Name, Position/District, Motion Identification, and a place to mark their vote (For or Against). Abstentions are not counted or reported.
 - c. The Northwest Council Officers must announce the results if the motion passes or fails following the balloting.
 - d. The individual vote cast must be posted at <http://www.speea.org> within one week of the vote for the membership to review.

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

5. The NW Officers are directed not to take any action against the recommendation of SPEEA's Legal Counsel until such actions can be brought before the NW Council.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Aug. 19, 2020

VERIFIED:

/s/ Douglas Brazzel
Signature

Council

Secretary
Office

08/20/2020
Date

- 1. The Northwest Council must establish a proposed annual budget for the operation of the Northwest Council, including all Northwest Council committees.

The budget process is defined in SPEEA Policy Manual with the following exceptions:

- a) Council committee input to the budget must be provided to the Council Officers no later than November first.
- b) The Council Officers must budget labor council per capita expenses.
- c) The annual Council budget must include appropriate expenses for Council Representatives who work in excess of statute air miles from the council meeting to attend Council meeting(s).
- d) The Council Officers must 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 must be submitted to the Executive Board for review and incorporation into the SPEEA budget.

A request for additional funding to cover unanticipated activities or budget shortfalls must first be presented to the Council Officers for consideration. The Council Officers must then recommend Council action, and if approved by the Council, the Council Officers must then submit the request to the Executive Board for consideration.

- 2. Travel reimbursement is not to be considered a right, but at the discretion of the Northwest Council Officers based on a reasonableness standard.
 - a. Council Members who work more than 50 statute air miles from a Council meeting may request authorization from the Council Officers for reimbursement of expenditures incurred in attending a Council meeting. A majority of the Northwest Council Officers may authorize the expenditures based on reasons deemed appropriate and fair to all council members.
 - b. Authorization for travel expenditures from funds delegated to the council officers must be reported at the next council meeting and recorded in the next Council minutes.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Feb. 21, 2018

VERIFIED:

/s/ Douglas Brazzel
Signature

Council

Secretary
Office

11/18/2018
Date

1. General

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

Standing committees must be chartered with a purpose.

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

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

2. NW Council Committee Operations

a. Any SPEEA Member in the Northwest Region may become a voting member of a Northwest Council standing committee by:

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

b. The Northwest Council Chair is an ex-official member of all Northwest Council Committees. The council chair does not affect the quorum, nor counted towards the quorum. The council chair has voting privileges when present.

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

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

d. Unless excused by the committee chairman, failure of a committee member to attend three consecutive committee meetings that have been announced in the Newsletter must cause automatic removal from committee membership.

e. A Committee must be composed of SPEEA members in the Northwest Region, with a minimum of three voting Committee members required to keep the Committee active. No Committee must impose a ceiling on its membership.

f. A quorum for Committee meetings consists of a majority, but not less than three of the voting members.

g. At the first, or re-organizational, meeting of a committee following the May Northwest Council meeting on odd years, the Committee members must elect at least a Chairman, Vice Chairman, and Secretary. The committee at the first opportunity must fill a vacancy of any committee officer. Associate Members are ineligible to serve as committee officers.

h. Each committee must ensure that minutes of each meeting are recorded, approved, and submitted to the Northwest Council Secretary within thirty days.

i. The Committee Chairman may vote where their vote affects the result or when the committee votes by ballot.

- j. The Northwest Council Chairman has the authority to accept or reject any individual as Chairman of a Northwest Council Committee. The Northwest Council may overturn such acceptance or rejection.
- k. The Northwest Council Officers are responsible for assuring appropriate Council Committee activity and may review any Council Committee size and function.

3. Standing Committees

- a. Northwest Action Communication Taskforce Committee (NW ACT) – This committee will promote and enhance member communications, understanding, engagement, involvement, participation, and action.
- 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 Council or other governing body. Reviews Northwest Council action for inclusion in the Northwest Policy and Procedure Manual. Recommends and proposes new policies as the need arises.
- c. Northwest Labor Delegates Committee – Coordinates the efforts of the labor council delegates, develops positions to be recommended to the Northwest Council, coordinates with the Northwest Legislative & Public Affairs Committee and other committees as required, and reports to the Council on their activities.
- d. Northwest Legislative and Public Affairs Committee (NW L&PA) - Analyzes pending state and local legislation/issues at all levels of government and candidates' positions as they relate to the Northwest Region's goals and objectives. Any federal or international issues impacting more than one Region will be referred to the SPEEA L&PA Committee. The Committee must maintain communication with the other regional L&PA Committees on issues considered. Also responsible for compliance with Northwest Policy and Procedure Manual section on legislation actions and endorsements.

Executive Board Members must not compromise more than 50 percent of the membership of the Northwest Legislative and Public Affairs Committee.

- e. Northwest Membership Activities Committee (NW MAC) - Responsible for planning, implementing, and providing social activities for the SPEEA Members in the Northwest Region.
- f. Northwest New Hire Committee (NW NHC) – Works with the Northwest Council in developing methods of outreach to northwest new members coming into SPEEA. They will also work with the elected leadership, Northwest 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.
- g. 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 must 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 must also be members of the Executive Board, Tellers Committee, or Judicial Review Committee nor a Council Officer.
 - (2) This committee must 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 must 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 must be kept and presented to a regular committee meeting for validation of the action taken/recommended.
 - (4) This committee must not attempt to handle grievances and formal charges. Instead, this committee must hear the members problem or complaint and must assist the member in understanding the applicable Governing Documents and appropriate procedures for action in their specific situation; and must as required, provide liaison with those committees and other individuals involved. The Ombudsman Committee must not take or keep any minutes. When appropriate, the Northwest Council by a majority of those voting may replace members of this committee.

- h. Northwest Safety and Wellness Committee – Works with employers and members to help identify, report, and resolve safety issues. The committee also evaluates and contributes to/recommends improvements to safety policies, procedures, and instructions. Provides safety training and support to Council Representatives and Area Representatives in effort to better assist members with their safety concerns.
- i. Northwest Women’s Advocacy Committee (NW WAC) - 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 must coordinate activities with other Northwest 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 Northwest Council on their activities.
- j. Northwest Young Members Committee (NW YMC) – This committee will work with the Northwest Council to develop methods of outreach to northwest young members to make SPEEA a more welcoming organization to our younger members, and to create opportunities for young members to develop into leaders of the future.

4. Special Committees

Each committee is established according to its definition in this policy definition as required to perform (defined function(s)). Upon report to the Northwest Council, the committee will cease to exist until triggered again by the requirement criteria.

a. Northwest Vice President Nomination Committee

Functions: To summon, evaluate, and recommend applicant members for the Interim Northwest Regional Vice president position(s) to the Northwest Council.

Definition: Committee members must be members in good standing and must qualify as members of a Northwest Bargaining Unit. Activism is preferred. Committee must consist of no less than three (3) members who are selected and appointed by a majority of Northwest Council Officers. A committee member may not be an applicant for the NW Regional Vice President position.

Triggers: Appointment by the Northwest Council Officers no less than two months (60 days) prior to the beginning of the Interim Northwest Vice President term or no more than 30 days of notification of Interim Northwest Vice President vacancy.

Completion: Upon the election of the Vice President(s).

b. Northwest STEM Grant Committee

Functions: To recommend to the Northwest Council the allocation of budgeted funds to financially support Science, Technology, Engineering and Mathematics (STEM) based organizations.

Definition: Committee members must be members in good standing and must identify any association with STEM applicants. The Committee must consist of no less than four (4) members and all three (3) Northwest Council Officers. The Council Officers must endeavor to appoint members from throughout the region such that no single community will have a dominant representation on the committee.

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 Northwest Council. The Northwest Regional Council will approve or revise committee membership by majority vote.

Triggers: After the approval of the annual budget which includes STEM funds, and; On or prior to August 15th of the same fiscal year.

Completion: The presentation to and approval by the Northwest Council of an allocation of the budgeted STEM funds.

6. Bargaining Unit Council Committees are in the appropriate addendums to this document.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION September 15, 2021

VERIFIED:

/s/ Mike Arrington
Signature

Council

Secretary
Office

1/19/2022
Date

1. Committee Officers

- a. A Northwest Council Officer must conduct an election of Committee Chairman specified in Section III of this Manual. Each Committee Officer must serve until the next re-organization meeting of the committee following the Council formation meeting.
- b. The Committee Officers must manage the committee in accordance with the Governing Documents. The Officers must be responsible for initiating and managing the program of the committee.
- c. No Committee Officer must 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 must 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 must 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 must 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 must 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 must 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 must 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 must keep and maintain accurate minutes and records of all activities of the committee and its officers. The Secretary must keep the committee membership roll and advise members of voting status.
- c. The Secretary must 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 must advise the Council Officers of the committee needs and any change in the officers of the committee.
- e. The Secretary must report on any Council action directed to the committee.
- f. The Secretary must coordinate the minutes or report with the committee members and incorporate any feedback. The Secretary must submit to the Northwest Council Secretary, within 30 days, any minutes or reports from a committee meeting.

All current Northwest Council members must 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 must be distributed to all Northwest Council Members as soon as possible.
4. The Council Officers must approve summaries of Northwest Council meetings, which are to be published prior to Council approval of the minutes.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

May 1, 2003

VERIFIED:

/s/ Jimmie Mathis

Council

Chair

5/1/2003

Signature

Office

Date

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

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

May 1, 2003

VERIFIED:

/s/ Jemmie Mathis

Council

Chair

5/1/2003

Signature

Office

Date

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

1. In order to establish an official Northwest SPEEA position on any legislative or public issue or political endorsement this section must be explicitly complied with.
2. No SPEEA official (such as Area Representative, Executive Board Member, Council Representative, Tellers Committee Member or Council Committee Member) must 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 section has been explicitly complied with to obtain authorization for such endorsement or opposition.
3. Any Northwest council committee or any member of the Northwest Council may submit a legislative or public issue proposal to the council. Prior to passage or adoption, the Northwest L&PA Committee must:
 - a. Perform all necessary investigations, contacts, and data acquisition required to:
 - (1) Produce both pro and con statements on the issue.
 - (2) Produce a majority Committee recommendation for Northwest Council action.
 - b. Define and explain the issue.
 - c. Have the information distributed so as to be in the hands of the Council Members a minimum of three days prior to the Council meeting at which action on the issue will be requested.
4. Passage or adoption of any legislative or public issue proposal must be by published ballot and require:
 - a. Total affirmative vote must be a majority of all Council Members in attendance.
5. The Executive Board implements the decision of the Northwest Council.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Dec. 16, 2020

VERIFIED:

/s/ Douglas Brazel

Signature

Council

Secretary

Office

12/16/2020

Date

1. Campaign Literature

Campaign literature and general mailing are addressed in SPEEA Policy and Procedure.

2. Position Statements

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

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Jan. 7, 2015

VERIFIED:

/s/ Rebekah Hewitt

Council

Secretary

1/7/2015

Signature

Office

Date

SPEEA Northwest Policy and Procedure Manual

SECTION VI: UNION REPRESENTATIVES
SUBSECTION A : *Responsibilities Under the Contracts*

1. Northwest Regional Council Representatives and Northwest Regional Vice Presidents must be responsible for processing workplace grievances at the First and Second Step.
2. Northwest Regional Council Representatives and Northwest Regional Vice Presidents must 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 must complete the training required in this Manual Section within the time limits specified in Constitution Article 2.3.3.
4. In the performance of the above actions, SPEEA Staff may be requested to provide assistance to the Northwest Council Representatives and Northwest Regional Vice Presidents.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

May 1, 2003

VERIFIED:

/s/ Jimmie Mathis

Council

Chair

5/1/2003

Signature

Office

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 must 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 must 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 must be considered as not attending.
 - d. The Council Officers must 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 must be prepared within ten days following discovery of the violation and signed by the Northwest Regional Council Officers. The Northwest Regional Council Officers must notify the Northwest Regional Tellers of the vacancy.
 - e. The dates for the basic training course must be set at least one month in advance of the course offering. The dates for the Leadership Conference must 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 must be at least 6 hours each.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

May 1, 2003

VERIFIED:

/s/ Jimmie Mathis

Council

Chair

5/1/2003

Signature

Office

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 must attend all regular Council meetings in a Council year; as a minimum, a Council Representative must personally attend nine (9) regular Council meetings in a Council year (which allows three (3) meetings to be attended by a Designated Alternate). Absences from the Council meetings (neither the Council Representative nor the Designated Alternate attended) should be published on a monthly basis. Council Members living beyond 50 Statute Miles of the meeting location are exempt from these attendance requirements.
- e. Northwest Council Representatives should have a regular schedule for information dissemination to Area Representatives through meetings or written reports. Council Representatives should strive to a goal of having monthly meetings with Area Representatives and/or members. At a minimum, Council Representatives must hold quarterly meetings with Area Representatives.
- f. Northwest Council Representatives should strive for a goal of one Area Representative per every 5-10 members.
- g. Northwest Council Members must support all SPEEA-sanctioned economic actions against the Company.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

May 1, 2003

VERIFIED:

/s/ Jimmie Mathis

Council

Chair

5/1/2003

Signature

Office

Date

This page left blank for printing purposes.

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 must 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 must be reserved for non-profit organizations and institutions which have a focus on Science, Technology, Engineering and Mathematics (STEM).
 - (2) Grants must 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 must 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 must establish an amount in each year's budget commensurate with the past actions of the Northwest Council. Such amount must be determined with the advice and involvement of the Northwest Council Treasurer, the SPEEA Comptroller, and the SPEEA Treasurer.
 - d. Northwest Council Officer processing

The Northwest Regional Secretary will:

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

The Northwest Council Treasurer will:

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

The Northwest Regional Council Officers will:

- (1) Review each application to assure that the request is legible, understandable and complete in that it appears to meet the minimum requirements as defined in Section 4.b of this manual.
- (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.

e. Grant Review Committee Processing

The Grant Review Committee will:

- (1) Meet within fifteen (15) days of the August 15th application submission deadline, and meet thereafter as needed. Research and analyze each requesting organization to verify:
 - (a) It is a qualifying organization per current Northwest Regional Policy and Procedure
 - (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 section.
- (3) Summarize the data and information from all the applications.
- (4) Evaluate the merits of all requests, taking into account previous SPEEA funding and organization's accomplishments and achievements in the community, and will determine recommendations.
- (5) Draft a recommendation of suggested recipient organizations with the amount proposed for each organization in the form of a Motion to the Northwest Council. The recommendation should:
 - (a) Specifically identify the recommended recipients
 - (b) Specifically identify the amounts to be awarded to each recipient.
 - (c) Be in a form readily modifiable during the Northwest Council meeting
- (6) Forward the recommendation motion to the Northwest Council Officers for inclusion in the agenda for the September Northwest Council meeting.

f. Northwest Council processing

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

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

g. Disbursement of approved grants

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

h. Expectations of recipients

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

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

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

July 21, 2004

VERIFIED:

/s/ Paul Wojciechowski

Council

Secretary

07/21/04

Signature

Office

Date

Outside Organizations do not use the same terms. For the purposes of consistency of use in SPEEA, the term Associating is defined in the SPEEA Constitution as joining of unions or groups for a common purpose.

1. Any member of the Northwest Council or any Northwest Council committee may submit a proposed association to the Northwest Council. Prior to passage or adoption, the SPEEA Organizational Planning Committee must investigate in accordance with SPEEA Policy and Procedure.
2. The Northwest Council approved associations with:
 - a) Pacific Northwest Labor History Association (PNLHA) (July 2007)
 - b) Washington Fair Trade Coalition (July 2007)
 - c) Washington Blue Green Alliance (Sept. 2007)
 - d) Puget Sound Health Alliance (Sept. 2007)
 - e) Sound Alliance (May 2006)
 - f) Oregon Fair Trade Campaign (Aug. 2018)
 - g) Climate Alliance for Jobs & Clean Energy (Dec. 2020)
3. The Northwest Council approved associations with labor councils:
 - a) ML King Labor
 - b) Los Angeles County Federation of Labor
 - c) Northwest Oregon Labor Council
 - d) Pierce County Central Labor Council
 - e) Snohomish County Labor Council
 - f) Spokane County Labor Council
 - g) Washington State Labor Council
4. Labor Council Delegates:
 - a) Labor Council Delegate positions must be advertised to the membership in the labor council district. The applicants must be a Regular Member in good standing or SPEEA Staff for at least one year or a retiree who is active in SPEEA and was a Regular Member in good standing for at least one year prior to retirement. The applicants must reside or work in the labor council district.
 - b) Labor Council Delegate positions are two year positions beginning on September 1 and ending on August 30 of the second following year. The delegates must be appointed such that half of the terms expire each year.
 - c) The Northwest SPEEA Delegates must act and operate in accordance with the instructions of the Northwest Regional Council and the Executive Board.
 - i) In the case where the Northwest Council has not taken a position, the delegates may represent the Northwest's interests after taking into consideration past council direction on the issue(s) and acting with good intent. The Delegates must report to the Northwest Council at the next meeting on all issues on which a position was taken without Council direction.
 - ii) In the case where council positions are not available for support of legislative, public affairs or endorsements, the delegate must refer the issue to the Northwest Legislative and Public Affairs Committee in accordance with Section V for research and referral to the Northwest Council for action.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

Dec. 16, 2020

VERIFIED:

/s/ Douglas Brazee
Signature

Council

Secretary
Office

12/16/2020
Date

SPEEA Northwest Policy and Procedure Manual

SECTION VII: **OUTSIDE ORGANIZATIONS**
SUBSECTION E: *Support to Labor Organizations*

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 must be voluntary e.g., on personal time.
3. No SPEEA funds are to be expended unless pre-approved by the Executive Board.
4. Northwest (Regular and Associate) Members and SPEEA Staff who participate in another labor organization's strike or informational picketing are eligible for SPEEA Activist Visibility items.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

April 17, 2019

VERIFIED:

/s/ Douglas Brazel
Signature

Council

Secretary
Office

4/17/2019
Date

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TYPICAL NEGOTIATION SCHEDULE

Professional Bargaining Unit Negotiation Preparation Committee

BEGIN.....END

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

Professional Bargaining Unit Negotiation Support Committee

BEGIN END

10 months prior to contract termination 3 months after contract ratification

Professional Bargaining Unit Negotiation Team Nominating Committee

BEGIN.....END

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

Professional Bargaining Unit Negotiation Team Requirements/Application Date Published

One month for submittal two months for committee review

Slate of Nominees to Professional Bargaining Unit Council

Present slate and qualifications..... one week prior to Council meeting

Professional Bargaining Unit Negotiation Team

BEGIN.....END

8 months prior to contract termination ratification of proposed contract

1. Professional Bargaining Unit Negotiation Preparation Committee

A Professional Bargaining Unit Negotiation Preparation Committee must be formed within 30 months prior to contract termination and must terminate no more than two months following election of the Professional Bargaining Unit Negotiation Team. The Professional Bargaining Unit Negotiation Preparation Committee must be open to all Professional Bargaining Unit SPEEA members within the region. The Professional Bargaining Unit Council officers should ensure, by appointment if necessary, that the Professional Bargaining Unit Negotiation Preparation Committee includes at least three former Professional Bargaining Unit Negotiation Team members.

a. This Committee must be responsible for, but not limited to, the following, to be completed prior to Professional Bargaining Unit Negotiation Team elections:

- (1) Review history of several past negotiations, both proposed and accepted contract terms, to provide continuity in the recommendations to the Professional Bargaining Unit Negotiation Team.
- (2) Review contract administration activity to determine problem areas in the existing contracts for the purpose of recommending contract changes to the Professional Bargaining Unit Negotiation Team.
- (3) Provide, to the membership, written information describing at least the following, providing disclosure does not compromise SPEEA's bargaining position nor reveal sensitive information:
 - (a) The exact nature of the collective bargaining process and the membership's role in that process.
 - (b) The process of negotiation preparation.
 - (c) A general outline of the training to be received by the Professional Bargaining Unit Negotiation Team members.

b. This Committee must ensure availability of general negotiation seminars for interested bargaining unit members prior to the call for Professional Bargaining Unit 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 Professional Bargaining Unit Negotiation Team with recommendations including recommended changes to the contracts.
- (2) Report to the Professional Bargaining Unit Council summarizing the report to the Professional Bargaining Unit Negotiation Team but excluding sensitive items.
- (3) Document the important material developed by the Professional Bargaining Unit Negotiations Preparation Committee.

e. Evaluate all Committee material for confidentiality and implement appropriate safeguards.

2. Professional Bargaining Unit Negotiation Support Committee

A Professional Bargaining Unit Negotiation Support Committee must be formed no later than ten months prior to contract expiration and must terminate with a final report no later than three months following contract ratification. This Committee must report to and take direction from the Professional Bargaining Unit Negotiation Team from election of the Professional Bargaining Unit Negotiation Team through contract ratification and must 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.

1. A Professional Bargaining Unit Negotiation Team Nominating Committee is formed to propose qualified candidates for a Professional Bargaining Unit Negotiation Team for the upcoming contract.
2. Minimum eligibility guidelines for nomination and election of SPEEA members to the Professional Bargaining Unit Negotiation Team must be as follows:
 - a. Regular SPEEA membership for the immediate past three years.
 - b. Member of the Professional Bargaining Unit.
 - c. Not a member of the Professional Bargaining Unit Negotiation Team Nominating Committee.
 - d. 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.
 - e. No member of a Tellers Committee or Judicial Review Committee may serve concurrently on the Professional Bargaining Unit Negotiation Team.
 - f. Completion of, and full participation in negotiation seminars and interviews.
 - g. 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.
3. Abide by the Professional Bargaining Unit Negotiation Team rules.
4. The Professional Bargaining Unit Negotiation Team Nominating Committee must publish Professional Bargaining Unit Negotiation 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 Professional Bargaining Unit Negotiation Team and must specify an application deadline which allows at least one month for application submittal and two months for Professional Bargaining Unit Negotiation Team Nominating Committee processing
5. The Professional Bargaining Unit Negotiation Team 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 Professional Bargaining Unit Negotiation Team Nominating Committee must review applications, interview all applicants, and perform other checking and research as necessary to select the best qualified nominees. The Professional Bargaining Unit Negotiation Team Nominating Committee must nominate those applicants from the Professional Bargaining Unit whom the Committee feels would comprise the best members of the Professional Bargaining Unit Negotiation Team and Alternate(s).
7. The Professional Bargaining Unit Negotiation Team Nominating Committee must present the slate of nominees for, together with the qualifications for each nominee, to each member of the Professional Bargaining Unit Council at least one week prior to the Professional Bargaining Unit Council meetings at which elections will be held. In addition, the Professional Bargaining Unit Negotiation Team Nominating Committee shall include in that mailing the names and qualifications of the remaining applicants who meet the minimum requirements (3 above).
 - a. If desired by the Professional Bargaining Unit Council, nominations may be made from the floor from the remaining applicants.
8. The Professional Bargaining Unit Council must review the nominees' qualifications and, at a meeting held at least nine months prior to termination of the existing contract, must elect the Professional Bargaining Unit Negotiation Team by secret ballot. The three nominees receiving the most votes must be the Bargaining Unit Negotiation Team. A separate secret ballot election must be held for the Alternate(s) and the person(s) receiving the most votes from the Professional Bargaining Unit Council must be the Alternate(s). After these elections, the Professional Bargaining Unit Negotiation Team Nominating Committee is disbanded.

9. In the event of a Professional Bargaining Unit Negotiation Team vacancy, the Alternate must automatically fill that vacancy. In the event of additional vacancies, the Professional Bargaining Unit Council may elect to nominate and elect a new Professional Bargaining Unit Negotiation Team member who meets the qualifications specified in 3 above.
10. Upon election of the Professional Bargaining Unit Negotiation Team, the Executive Board must initiate a campaign to familiarize the membership with the individual Professional Bargaining Unit Negotiation Team members and must continue the campaign throughout the negotiations.
11. The Executive Board must ensure negotiations training in accordance with the outline of training provided by the Professional Bargaining Unit Negotiation Preparation Committee for the Professional Bargaining Unit Negotiation Team (including Alternates) during the two months immediately following elections.
12. The Professional Bargaining Unit Negotiation Team Alternate(s) must have voting rights during all preparation for negotiations.

20__ Professional Bargaining Unit 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

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 Professional Bargaining Unit Negotiation Team rules; and will accept either a Team or Alternate position.

(Signature) (Date)

Print or Type:

NAME _____ PROF _____ TECH _____

Employee ID # _____

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

HOME PHONE _____ WORK PHONE _____

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

Due to Professional Bargaining Unit Negotiation Team Nominating Committee not later than _____

Suggested form to obtain information on minimum eligibility requirements.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

April 17, 2019

VERIFIED:

 /s/ Douglas Brazel
Signature

Council

 Secretary 4/17/2019
Office Date

1. When a vote on a collective bargaining agreement offer has been authorized by the Professional Bargaining Unit Negotiation Team, it must be the primary responsibility of the Professional Bargaining Unit Negotiation Team to communicate the significant details to the membership. The normal procedure must be to first inform the Professional Bargaining Unit Council, then the membership, of these significant items prior to voting. Balloting must be in accordance with the SPEEA Constitution on elections. Balloting must 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 Northwest Regional Tellers Committee for counting of the ballots must be counted. The ballots may be counted prior to the expiration of balloting time if all ballots are received.
2. When requested by the Professional Bargaining Unit Negotiation Team (due to unusual timing considerations not requiring a vote at a membership meeting), the Professional Bargaining Unit Council, at their meeting with the Professional Bargaining Unit 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 must 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 Professional Bargaining Unit Negotiation Team a compelling reason exists to request a Professional Bargaining Unit meeting at which a contract offer vote is to be taken, the Professional Bargaining Unit Council must receive 24 hours advance notice of the Professional 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 must be available at the SPEEA office two hours prior to such Professional Bargaining Unit Council meeting and must also be provided at the Professional Bargaining Unit Council meeting. If the Professional Bargaining Unit Council votes to authorize such a membership meeting, at least equivalent information must be made available so that each attending member may have that information at least two hours prior to the start of the meeting.
4. The Professional 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 must be the responsibility of the Professional Bargaining Unit Council Officers to assure that the statement does not constitute a misrepresentation of the proposal and that the statement raises no conflict with prevailing labor law.
5. Voting on a contract proposal should be scheduled to permit all members to vote even if out of town during Company holidays.
6. A strike may begin no sooner than seven calendar days after the initial contract ratification vote has been counted.

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

April 17, 2019

VERIFIED:

/s/ Douglas Brazeal
Signature

Council

Secretary
Office

4/17/2019
Date

TYPICAL NEGOTIATION SCHEDULE

Technical Bargaining Unit Negotiation Preparation Committee

BEGIN.....END

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

Technical Bargaining Unit Negotiation Support Committee

BEGIN END

10 months prior to contract termination 3 months after contract ratification

Technical Bargaining Unit Negotiation Team Nominating Committee

BEGIN.....END

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

Technical Bargaining Unit Negotiation Team Requirements/Application Date Published

One month for submittal two months for committee review

Slate of Nominees to Technical Bargaining Unit Council

Present slate and qualifications..... one week prior to Council meeting

Technical Bargaining Unit Negotiation Team

BEGIN.....END

8 months prior to contract termination ratification of proposed contract

1. Technical Bargaining Unit Negotiation Preparation Committee

A Technical Bargaining Unit Negotiation Preparation Committee must be formed within 30 months prior to contract termination and must terminate no more than two months following election of the Technical Bargaining Unit Negotiation Team. The Technical Bargaining Unit Negotiation Preparation Committee must be open to all Technical Bargaining Unit SPEEA members within the region. The Technical Bargaining Unit Council officers should ensure, by appointment if necessary, that the Technical Bargaining Unit Negotiation Preparation Committee includes at least three former Technical Bargaining Unit Negotiation Team members.

- a. This Committee must be responsible for, but not limited to, the following, to be completed prior to Technical Bargaining Unit Negotiation Team elections:
 - (1) Review history of several past negotiations, both proposed and accepted contract terms, to provide continuity in the recommendations to the Technical Bargaining Unit Negotiation Team.
 - (2) Review contract administration activity to determine problem areas in the existing contracts for the purpose of recommending contract changes to the Technical Bargaining Unit Negotiation Team.
 - (3) Provide, to the membership, written information describing at least the following, providing disclosure does not compromise SPEEA's bargaining position nor reveal sensitive information:
 - (a) The exact nature of the collective bargaining process and the membership's role in that process.
 - (b) The process of negotiation preparation.
 - (c) A general outline of the training to be received by the Technical Bargaining Unit Negotiation Team members.
- b. This Committee must ensure availability of general negotiation seminars for interested bargaining unit members prior to the call for Technical Bargaining Unit 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 Technical Bargaining Unit Negotiation Team with recommendations including recommended changes to the contracts.
 - (2) Report to the Technical Bargaining Unit Council summarizing the report to the Technical Bargaining Unit Negotiation Team but excluding sensitive items.
 - (3) Document the important material developed by the Technical Bargaining Unit Negotiations Preparation Committee.
- f. Evaluate all Committee material for confidentiality and implement appropriate safeguards.

2. Technical Bargaining Unit Negotiation Support Committee

A Technical Bargaining Unit Negotiation Support Committee must be formed no later than ten months prior to contract expiration and must terminate with a final report no later than three months following contract ratification. This Committee must report to and take direction from the Technical Bargaining Unit Negotiation Team from election of the Technical Bargaining Unit Negotiation Team through contract ratification and must 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.

1. A Technical Bargaining Unit Negotiation Team Nominating Committee is formed to propose qualified candidates for a Technical Bargaining Unit Negotiation Team for the upcoming contract.
2. Minimum eligibility guidelines for nomination and election of SPEEA members to the Technical Bargaining Unit Negotiation Team must be as follows:
 - a. Regular SPEEA membership for the immediate past three years.
 - b. Member of the Technical Bargaining Unit.
 - c. Not a member of the Technical Bargaining Unit Negotiation Team Nominating Committee.
 - d. 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.
 - e. No member of a Tellers Committee or Judicial Review Committee may serve concurrently on the Technical Bargaining Unit Negotiation Team.
 - f. Completion of, and full participation in negotiation seminars and interviews.
 - g. 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.
3. Abide by the Technical Bargaining Unit Negotiation Team rules.
4. The Technical Bargaining Unit Negotiation Team Nominating Committee must publish Technical Bargaining Unit Negotiation 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 Technical Bargaining Unit Negotiation Team and must specify an application deadline which allows at least one month for application submittal and two months for Technical Bargaining Unit Negotiation Team Nominating Committee processing
5. The Technical Bargaining Unit Negotiation Team 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 Technical Bargaining Unit Negotiation Team Nominating Committee must review applications, interview all applicants, and perform other checking and research as necessary to select the best qualified nominees. The Technical Bargaining Unit Negotiation Team Nominating Committee must nominate those applicants from the Technical Bargaining Unit whom the Committee feels would comprise the best members of the Technical Bargaining Unit Negotiation Team and Alternate(s).
7. The Technical Bargaining Unit Negotiation Team Nominating Committee must present the slate of nominees for, together with the qualifications for each nominee, to each member of the Technical Bargaining Unit Council at least one week prior to the Technical Bargaining Unit Council meetings at which elections will be held. In addition, the Technical Bargaining Unit Negotiation Team Nominating Committee shall include in that mailing the names and qualifications of the remaining applicants who meet the minimum requirements (3 above).
 - a. If desired by the Technical Bargaining Unit Council, nominations may be made from the floor from the remaining applicants.
8. The Technical Bargaining Unit Council must review the nominees' qualifications and, at a meeting held at least nine months prior to termination of the existing contract, must elect the Technical Bargaining Unit Negotiation Team by secret ballot. The three nominees receiving the most votes must be the Bargaining Unit Negotiation Team. A separate secret ballot election must be held for the Alternate(s) and the person(s) receiving the most votes from the Technical Bargaining Unit Council must be the Alternate(s). After these elections, the Technical Bargaining Unit Negotiation Team Nominating Committee is disbanded.

9. In the event of a Technical Bargaining Unit Negotiation Team vacancy, the Alternate must automatically fill that vacancy. In the event of additional vacancies, the Technical Bargaining Unit Council may elect to nominate and elect a new Technical Bargaining Unit Negotiation Team member who meets the qualifications specified in 3 above.
10. Upon election of the Technical Bargaining Unit Negotiation Team, the Executive Board must initiate a campaign to familiarize the membership with the individual Technical Bargaining Unit Negotiation Team members and must continue the campaign throughout the negotiations.
11. The Executive Board must ensure negotiations training in accordance with the outline of training provided by the Technical Bargaining Unit Negotiation Preparation Committee for the Technical Bargaining Unit Negotiation Team (including Alternates) during the two months immediately following elections.
12. The Technical Bargaining Unit Negotiation Team Alternate(s) must have voting rights during all preparation for negotiations.

Technical Bargaining Unit Governances

Addendum B: SUBSECTION E: *Negotiation Team Responsibility*

1. The Technical Bargaining Unit Negotiation Team must present to the Technical Bargaining Unit Council for consideration at least three months prior to the start of formal negotiations, proposed waivers of Governances, with respect to negotiations.

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

SPEEA NORTHWEST GOVERNING DOCUMENTS COMMITTEE: APPROVED FOR PUBLICATION

April 17, 2019

VERIFIED:

/s/ Douglas Brazzel
Signature

Council

Secretary
Office

4/17/2019
Date

This Section covers all aspects of contract negotiations from the Negotiation preparation to contract ratification.

1. Joint and/or coordinated bargaining by Bargaining Units with another aerospace union must be permitted if both parties agree and concurrence is received from the Triumph Bargaining Unit Council.
2. The Triumph Bargaining Unit Council must elect up to four (4) Bargaining Unit members for the Negotiation Team by majority vote.
3. The Triumph Bargaining Unit Council must provide the Negotiation Team with any directives or instructions that are necessary and pertinent for it to follow.
4. The Triumph Bargaining Unit Council must actively monitor the activities of the Negotiation Team.

NORTHWEST GOVERNING DOCUMENT COMMITTEE: APPROVED FOR PUBLICATION

April 19, 2006

VERIFIED:

/s/ Judy Campbell

Council

Secretary

4/19/2006

Signature

Office

Date

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April 17, 2019

VERIFIED:

/s/ Douglas Brazel

Council

Secretary

4/17/2019

Signature

Office

Date