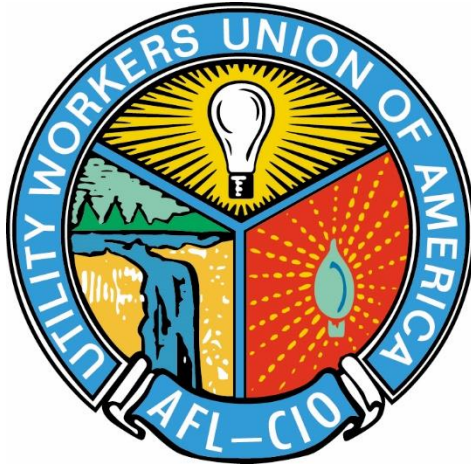


LOCAL 304



UTILITY WORKERS UNION OF AMERICA
AFL-CIO
CONSTITUTION AND BYLAWS

AMENDED 4-12-22

TABLE OF CONTENTS

Article I	Name	Page 3
Article II	Object	Page 3
Article III	Membership	Page 4
Article IV	Officers and Representatives	Page 7
Article V	Nominations, Elections, and Voting Procedures	Page 8
Article VI	Duties of Officers	Page 10
Article VII	Meetings	Page 13
Article VIII	Committees	Page 14
Article IX	Salaries and Expenses	Page 15
Article X	Charges and Trials	Page 15
Article XI	Oaths	Page 21
Article XII	Amendments	Page 22
Article XIII	Order of Business	Page 22

UTILITY WORKERS UNION OF AMERICA, AFL-CIO

BY LAWS OF LOCAL 304

Revised and Ratified April 12, 2022

ARTICLE I

NAME AND AFFILIATION

Section 1.

This organization shall be known as Local # 304 of the Utility Workers Union of America, AFL-CIO (hereinafter known as the Local). This Local shall be affiliated with the State AFL-CIO federation and the Local Central body.

ARTICLE II

OBJECTS

Section 1.

To unite in this Local, regardless of race, creed, color, sex, orientation, or national origin, all workers eligible for membership.

Section 2.

Through united action, to protect, maintain, and advance the common interests of the members, to create better working conditions, to promote higher standards of living, and to secure legislation favorable to the members.

Section 3.

To secure legislation safeguarding the economic security and social welfare of the workers in the industry, to organize the unorganized, to protect and extend

our democratic institutions, civil rights, liberties and thus to perpetuate the cherished traditions of our democracy.

ARTICLE III

MEMBERSHIP

Section 1.

The membership of this Local shall be comprised of employees who are engaged in work in the territory over which this Local has been granted jurisdiction and who are eligible for membership under the Constitution of the Utility Workers of America, AFL-CIO.

Section 2.

All applicants for membership will be required to sign an application for membership card; pay any initiation fee or dues as established. Upon being received into the Local, membership shall be effective retroactive to the date the application was received by the Local. In order to facilitate the collection of dues, it shall be the policy of the Local to have all members subscribe to the practice of having their dues deducted from their paychecks. Initiation is \$50.00 payable in the first 30 days of employment. The Local Union membership and the National Committee shall determine dues.

Section 3.

A member in good standing shall be current on their dues and shall not have suspended or stopped paying their dues for ANY reason not addressed in this Article. A grace period of forty-five (45) calendar days after the amended date, will be given to those members who are NOT currently in good standing with the Local. They must pay their current arrearages or fifty dollars (\$50.00) for reinstatement, whichever is greater, to restore their good standing status with the Local. In the event a member of the Local decides to suspend or stop paying their dues for a second time or more, they must pay ALL arrearages plus a fifty

dollar (\$50.00) reinstatement fee to restore their good standing status with the Local.

Section 4.

In order that the Local may be governed by the democratic rule of the members, it shall be the duty of each member to attend, if possible, all of the regular and special meetings of the Local.

Section 5.

The membership of the Local shall vote on the question of ratification of any contract or contract renewal in the following manner: When the Bargaining Committee has an offer they determine warrants reporting to the members, a meeting of the membership shall be called as soon as practicable for the purpose of explanation. Voting upon ratification of the offer shall be by secret ballot; it shall take a majority to accept and ratify a contract offer.

Section 6.

The Local shall not call a strike (if applicable by law) unless the members have been notified of the consideration of such strike action at a special or regular meeting and the members at such meeting by a majority vote, approves strike action.

No strike shall be called until the National Office is notified and the National President has given his sanction. The Local Officers, before requesting strike approval from the National President, are required to have membership approval of such strike action. Membership approval of strike authority may be taken prior to such negotiations. On being notified of a desire to strike, the National President or his representative shall immediately attempt to adjust the dispute between the Company and the Local and shall give further recommendation on procedure.

Section 7.

Any member who becomes a full time Officer or representative of the Local or National Union shall remain a member of this Local subject to all of its rules and regulations.

Section 8.

Any member who accepts a non-bargaining position shall effectively resign from their position within the Local.

Section 9.

Members who become sick for a period extending beyond the time during which they receive sick pay from the Company shall be maintained in good standing without payment of Local dues until they return to work or leave the employment of the Company. However, upon exhausting Local Union wage benefits (i.e., vacation, sick pay, and personal days) National per capita shall be owed for any employee out of work collecting either workers' compensation or industrial disability benefits for the first two (2) years of disability.

Section 10.

Any member inducted into the armed forces of the United States of America who is in good standing at the time of his or her induction shall remain in good standing without payment of dues until he/she returns to work but not more than ninety (90) days after being honorably discharged.

Section 11.

Members who become unemployed due to involuntary layoff or retirement may remain in good standing without payment of dues until gainfully employed. Such members shall have all the rights and privileges of membership except they shall not be entitled voting rights.

Section 12.

Dues (including National per capita) shall be delayed for any discharged employee if arbitration is pending. If the employee is reinstated with back pay, dues

shall be owed for the entire period when the employee was out of work. If the employee is reinstated with seniority but without back pay, per capita shall be owed to the National for the entire period, not to exceed one year when the employee was out of work.

ARTICLE IV

OFFICERS AND REPRESENTATIVES

Section 1.

The Officers of the Local shall be: President, a Vice President from each region, a Secretary-Treasurer, a Recording-Secretary and three (3) Trustees. The foregoing shall constitute the Local Executive Board and shall be the highest body of authority between Local meetings. Any new region of workers that joins with more than fifty (50) members shall elect a Vice President from that group who shall be on the Local Executive Board.

Section 2.

The term of office shall be a three (3) year period for the President, Vice President(s), Secretary-Treasurer, Recording-Secretary and Trustees.

Section 3.

A Sergeant at Arms shall be elected by secret ballot for a three-year term. Stewards, a Safety Representative, and alternates shall be elected by secret ballot by the members within their respective departments for a three-year term. Nominations for Officers, shop stewards, alternate and Sergeant at Arms shall be made at the regular membership meeting of the Local held in the month of October of each election year.

ARTICLE V
NOMINATIONS, ELECTIONS, AND VOTING
PROCEDURES

Section 1.

Any member in good standing is eligible for office unless excluded by these Bylaws, the National Constitution, or by federal or state laws. Members may not accept nomination for and/or hold more than one office. Members found guilty by the Trial Committee, in accordance with the provisions of Article X of these Bylaws, **SHALL NOT** be nominated for holding **ANY** office within the Local.

Section 2.

Nominations for any aforementioned office are to be made at the September meeting in the year the office is to be filled, and the election will take place at the October meeting. Candidates for nomination must be present at the nomination meeting to accept nomination or must submit written notice of acceptance of nomination for one specific office within one week from the date of nomination.

Section 3.

Election at the October meeting shall be by secret ballot; it shall require a plurality to elect. In the event of a tie vote, the election shall be decided by a flip of a coin. The flip of the coin will be done on the day of the vote, flipped by one of the tellers and witnessed by the Election Committee. Arrangements shall be made to permit working members to vote. Newly elected Officers shall assume their official duties at the next regular scheduled meeting following their election to office.

Section 4.

Nominations and Elections of the Vice President(s) shall be that only the members that work in that region can nominate and elect the Vice President of that region. Any new group that joins with fifty (50) or more members can only nominate and elect a Vice President from that region.

Section 5.

Before the balloting begins, the membership shall elect an Elections and Objections Committee consisting of at least two (2) tellers to distribute, pick up, and count the ballots cast in each election; they shall be charged with safeguarding the secrecy and honesty of the election process.

Section 6.

On a case-by-case basis in the event of an emergency, only to be approved by the executive board, the member will be allowed to telephone in their vote to be cast onto a ballot at the polling location. The telephone call MUST BE via speakerphone and MUST BE witnessed by the tellers of the vote.

Section 7.

The membership of the Local, in accordance with the Labor Management Reporting and Disclosure Act of 1959 as amended, shall be notified of the pending nominations and elections of Officers by mail at their last known address at least fifteen (15) days prior to the nominations and elections, and by posting on all approved bulletin board in the workplaces of all members at least fifteen (15) days prior to the nominations and elections.

Section 8.

In the event of a permanent vacancy in any office, it shall be the duty of the Executive Board to order an election by the members to fill such vacancy for the remainder of the term, provided that at that time more than ninety (90) days remain of the vacated term of office, otherwise, the office shall remain vacant until the next regular election.

Section 9.

The Officers of the Local serving as President and Vice President(s) when elected to office shall also be elected as Delegates to the National Union Convention, and, in accordance with the Labor-Management Reporting and Disclosure Act of 1959, as amended, the nomination and election process for Officer, including the notice of nominations and election and the voting ballots shall include "UWUA National Convention Delegate." Additional Delegates and

Alternates shall be nominated and elected in the manner prescribed in the National Constitution.

ARTICLE VI

DUTIES OF THE OFFICERS

Section 1.

The President shall preside and preserve order at all meetings of the Local, enforce the rules, appoint special committees, and transact such other duties as are usual to the Office of President or that may be required of her/him by the Local. In the absence of the Secretary-Treasurer, he/she shall be empowered to negotiate Local funds. He/she shall coordinate the work of all Committees and be an Ex-Officio member thereof, except the Nominations and Election Committee in the event he/she is a candidate for office or delegate.

Section 2.

The Vice President from the region where the President was elected from shall act as President in the absence of the Officer or in the event that a vacancy occurs in that Office until the vacancy is filled by election as provided in this Constitution and the Vice President(s) shall transact such other duties as are usual to the Office of Vice President or that may be required of her/him by the Local.

Section 3.

The Secretary-Treasurer shall receive, receipt and account for all money passing through the Local. He/she shall furnish all supplies pertaining to the Local; pay all bills authorized by the Local. He/she shall pay all per capita taxes to the National Union and all other federation affiliations. He/she shall deposit all monies in the bank within five (5) business days of receipt and shall transact such other duties as are usual to the Office of Secretary-Treasurer or that may be required of her/him by the Local. Performance bonds shall be obtained to protect funds and performance in office. He/she shall keep a complete financial record and make a monthly report as to the Local's current financial condition. All

disbursements whenever practical shall be made by check. He/she shall have the audit of the financial books performed by the Trustees every six (6) months sent to the National Union Secretary-Treasurer.

Section 4.

The Recording-Secretary shall keep a true record of all Local meetings and contract negotiations. He/she shall keep all records of the Local. Shall transact as are usual to the office of Recording-Secretary or that may be required of her/him by the Local.

Section 5.

The Trustees shall audit the financial books and accounts of the Secretary-Treasurer semi-annually, verify the bank accounts of the Union, and report their finding at a Local meeting.

Section 6.

The Sergeant at Arms shall keep order at all meetings and object or censor a member upon orders of the President.

Section 7.

There shall be only two (2) Stewards per department or one (1) Steward per crew. Shop Stewards shall deal with the Company on all grievances brought to their attention by the members they represent as soon as possible. They shall be official representatives of the members at the first stage of the grievance procedure. They shall be the contact between the Local and the members and shall report all matters handled by them to the Local Officers and/or members. Any member who has a complaint against another union member (be it personal or work related) shall report the incident to their shop Steward immediately, which in turn will report it to the Acting President. If it is not resolved, it shall be handled under accordance with the National Constitution. No union member shall report a complaint against another union member to the Company, unless it is decided by the union members at a regular or special meeting to do so. Any union member who violates this shall be brought up on charges recommended and enforced by the Local in accordance with the National Constitution.

Section 8.

The Safety Representative shall be responsible for being the liaison between the company and the Local. He/she will make sure that applicable company safety policies/procedures are being adhered to with our members personal safety as the number one (1) concern. In any event that the company may request or require any Local member to perform a role of safety, it shall be the Local's elected Safety Representative.

Section 9.

The Executive Board shall be the governing body of the Local when the Local itself is not in session. It shall be the administrative body of the Local and shall be bound by motions and resolutions duly adopted by the membership. All matters pertaining to or affecting the policies, aims and means of accomplishing the purpose of this Local, not provided for in the National Constitution and Bylaws, and not properly the subject of a motion or a resolution adopted by the majority of the membership, shall be decided by the Executive Board, provided that all decisions are in accordance with the aims and policies of the UWUA and the AFL-CIO. It shall meet at the discretion of the President or any other Board member when requested. The Local, subject to the approval of the membership, shall pay for an itemized bill of expenses incurred by the Board.

Section 10.

If an elected Officer or member of any committee of the Local absents him/herself for more than four (4) consecutive meetings without sufficient excuse, his/her office or membership of such committee shall be declared vacant, and a replacement shall be properly elected or appointed.

Section 11.

Any duly elected Officer may act as a Steward for such cases when a Steward is unavailable or if any member requests such Officer to do so. Any Officer acting in such capacity will adhere to all reporting requirements outlined in Article VI, Section 7 of these Bylaws.

ARTICLE VII

MEETINGS

Section 1.

Regular meetings shall be held on a designated day of each month, except for the month of December.

Section 2.

Meetings will be called to order at a designated time and no business shall be transacted unless a quorum is present.

A quorum shall consist of ten (10) members.

Section 3.

Notice of meetings shall be posted on approved bulletin boards of the various work locations.

Section 4.

Special meetings may be called by the President or by petition of twenty-five percent (25%) of the membership. The call for a special meeting must state the business for which it is called, and no business shall be transacted except that for which the meeting is called. Notices of special meetings must be posted on approved bulletin boards at least three (3) business days prior to the date of that meeting.

ARTICLE VIII

COMMITTEES

Section 1.

The standing committees shall consist of:

- A. Bargaining Committee
- B. Grievance Committee
- C. Organizing Committee
- D. Bylaws and Standing Rules Committee
- E. Nominations and Elections Committee

The members of the standing committees shall be appointed and may be removed by the President subject to the approval of the membership. The members of each standing committee shall elect a Chairman and a Secretary and report to the President and Executive Board and membership on their activities.

The Bargaining Committee shall consist of the President, Vice President(s), Secretary-Treasurer, and Recording-Secretary. Stewards will be brought into negotiations on an as need basis.

The Grievance Committee shall consist of the President who shall be the Chairman, Vice President from the grievant region, Recording-Secretary and the Steward of the Grievant's Department.

No candidates for office may serve on the Nominations and Election Committee.

ARTICLE IX
SALARIES AND EXPENSES

Section 1.

The Local will compensate any member authorized to represent it on Union business for any lost time wages, meals, lodgings and transportation, including mileage for use of her/his personal vehicle. Wages shall be the standard eight (8) hour day, however in some cases, wages may be paid on a hour for hour reimbursement for the day(s), no overtime premiums shall be paid.

ARTICLE X
CHARGES AND TRIALS

Section 1.

All charges and trials relative to members, Officers, or elections shall be conducted in accordance with the following provisions and the National Constitution.

Section 2.

Any member(s) may prefer charges against a member(s) of a Local Union by filing such charge(s) with the Local Union of which the charged party is a member. These charges must be signed by the person(s) making the charge(s) and must set forth the specific violation(s) or wrong(s) charged and the date on which it allegedly occurred. Charge(s) must contain a brief statement of the facts upon which the charges are based and must be sufficiently specific to permit the charged party to prepare a proper defense.

Section 3.

Charges must be filed within sixty (60) days of the time of the complainant becomes aware, or reasonably should have become aware, of the alleged offense. The term “day(s)” as used in this Article shall be calendar days unless otherwise noted.

Section 4.

A written copy of the charges must be forwarded to the charged party, to his/her last known address, by certified mail within seven (7) days after the charges have been filed.

Section 5.

A Trial Committee shall be designated in the manner as follows:

- (a) The Local Union Officers should designate the Trial Committee which may not consist of less than three (3) members in good standing, plus one (1) alternate. Also, an additional alternate for every two (2) appointees over the initial three (3).
- (b) If the accused member is an Officer of the Local Union he/ she shall not participate in the designation of the Trial Committee.
- (c) Neither the person that filed the charges nor the person accused may be a member of the Trial Committee.

Section 6.

The complainant and the charged party shall promptly be notified of the members appointed to the Trial Committee. The complainant also shall be notified to forward immediately to the Trial Committee any evidence, including written statements and exhibits, that they have supporting the charges. If any member appointed to the Trial Committee is unable to serve, the President shall appoint another member to serve on the Trial Committee.

Section 7.

The Trial Committee shall convene and shall choose its own Chair, who shall have full voting rights. It first shall review the charges. If the Trial Committee determines that the charges, in whole or in part, have not been properly or timely filed, do not state an offense for which a member may be charged, or have not

been supported by the evidence provided by the complainant, it shall render a report dismissing those portions of the charges. If all charges are dismissed, the report of the Trial Committee shall be submitted to the next regular membership meeting or special meeting called in accordance with the Local Union's Bylaws. If only a portion of the charges are dismissed, then the report dismissing the charges shall be presented, along with the report on the charges heard and decided, at the regular membership meeting or special meeting, following the trial, called in accordance with the Local Union's Bylaws.

Section 8.

If the Trial Committee, upon examining the evidence provided by the complainant, finds there is sufficient evidence to warrant a trial on some or all of the charges, the complainant and charged party shall be notified by certified mail when a formal hearing will take place before the Trial Committee. Formal hearings shall take place as soon as reasonably possible, but no earlier than thirty (30) days from the date of the certified notice of hearing so that both parties can adequately prepare for the trial. The Trial Committee may in its sole discretion grant a reasonable delay to the charged party or complainant when it feels the facts or circumstances warrant such action.

Section 9.

Only members of the Utility Workers Union of America may attend the proceedings of the Trial Committee.

Section 10.

The charged party may act as his/her own representative or may choose to be represented by one (1) member in good standing of the Utility Workers Union of America.

Section 11.

If the charged party deliberately absents himself/herself from a scheduled hearing without being excused by the Trial Committee, the Trial Committee may proceed as if they were present. If the complainant deliberately absents himself/herself from a scheduled hearing without being excused by the Trial Committee, the Trial Committee shall forthwith dismiss the charges.

Section 12.

The complainant and the charged party shall have a fair and impartial hearing and shall have the right to make an opening statement, to be present throughout the hearing, to offer witnesses and evidence, to confront and cross examine witnesses, and to make a closing statement. The complainant shall proceed first and shall have the burden of proving the charges by a preponderance of the evidence. There shall be a presumption of innocence in favor of the charged party.

Section 13.

All questions of order, procedure, and admissibility of evidence shall be decided by the Trial Committee and shall be final.

Section 14.

All Trial Committee members are expected to be present at all hearings. Notwithstanding the above, the Trial Committee may meet and conduct hearings and other business, deliberate, and issue its final report, if a majority of its members are present.

Section 15.

Any properly selected member of the Trial Committee may continue to serve as a member of that committee until the conclusion of its proceedings, so long as they remain a member in good standing of the Utility Workers Union of America. If a member of the Trial Committee retires after the hearing but before the report and decision is completed, he/she shall continue to serve until after the report and decision are issued. Otherwise, the Trial Committee shall continue any proceedings on the pending charges as long as there are at least three (3) members on the Trial Committee.

Section 16.

Within thirty (30) days of the conclusion of the hearings, the Trial Committee shall prepare a written report and submit it to the next membership meeting, or special meeting, with its recommendations on the guilt or innocence of the accused on each charge and its recommendations for penalties, if any. The complainant and the charged party shall receive a copy of the report by certified

mail prior to the date of the meeting. At the meeting any member in good standing will be permitted to speak in accordance with the parliamentary procedure outlined in the Local Union Bylaws or Robert's Rules of Order (Newly Revised) if unspecified. The charged party and complainant shall be accorded full opportunity to present their position on all matters bearing upon the trial and the report and recommendation of the Trial Committee.

Section 17.

The report and recommendations of the Trial Committee on each charge shall become effective only upon approval by a majority vote of the members voting at the meeting. If the report and recommendation of the Trial Committee on a charge is rejected, no further action will be taken on that charge during that meeting.

Section 18.

A report of the members' decision, including the report and recommendations of the Trial Committee, shall be forwarded immediately by certified mail to the charged party, the complainant and the National Office.

Section 19.

The following procedure shall apply if an appeal is filed from either:

(1) a final decision of a Local union on charges against a member of a Local union;
or

(2) a final decision of a Local union on a matter in which the Local union's decision adversely affects a member's rights or interests:

(a) The complainant or the charged party or the aggrieved member may appeal from the decision of the Local union within thirty (30) days of the mailing of the Local union's decision by sending the appeal in writing, certified mail, to the Secretary-Treasurer at the National Office.

(b) The party filing the appeal shall set forth the specific reasons for the appeal and shall provide a statement of the facts upon which the appeal is based, including all evidence to support the appeal. This information required for

consideration of the appeal must be sufficiently specific to permit the National Union to fully consider the appeal.

(c) The National Union shall notify the prevailing party and the Trial Committee that an appeal was filed. The prevailing party, and the Trial Committee if it so desires, can also send any further information that they believe should be considered no later than thirty (30) days from the date of the notice of appeal.

(d) The National President, subject to the approval of the Executive Committee, may make an administrative decision on the appeal after receipt of all information pursuant to the above-stated procedure.

(e) If he/she does not reach an administrative decision, he/ she may assign an Appeal Committee comprised of no fewer than three (3) and no more than five (5) National Executive Board members to review the appeal and make a recommendation to the National Executive Board regarding the appeal. The Appeal Committee has the authority to determine whether to decide the appeal on the information received, to hold an appeal hearing, or to order a new trial.

(f) If a new trial is ordered, the Appeal Committee will recommend to the National Executive Board whether the trial should be held before the Appeal Committee or sent back to the Local Union.

(g) The Appeal Committee shall issue a report including its findings and recommendations at the conclusion of its deliberations on the appeal.

(h) The National Executive Board shall decide the appeal after full consideration of the report of the Appeal Committee. The decision of the National Executive Board shall be sent by certified mail to the complainant, the charged party, and the Local Union.

(i) Unless the National Union grants a stay, the decision of the Local Union shall be in full force and effect.

Section 20.

An appeal from the decision of the National President (affirmed by the National Executive Committee) or the National Executive Board may be made in writing to the National Secretary-Treasurer no less than thirty (30) days and no more than sixty (60) days prior to the convening of the National Convention.

Section 21.

Subject to applicable laws, a member who has been aggrieved by a decision or ruling of a Local union or the National Union must exhaust all available appeal procedures prior to initiating any action in a court, tribunal or agency.

ARTICLE XI

OATHS

Section 1.

New members, before being admitted to full membership, shall make the following affirmation: "I, _____, sincerely promise on my honor, that I will abide by the Constitution and Bylaws of the Utility Workers Union of America, AFL-CIO, and Local # 304, and that I will protect and promote the interests of the Union and bear true and faithful allegiance to these principals at all times. I promise, on my honor, to faithfully live up to these promises as long as I remain a member of the Union."

Section 2.

Before entering upon the duties of their respective Offices, all newly elected Officers shall make the following pledge: "I, _____, do hereby sincerely pledge, upon my honor, to perform the duties of my Office as required by the Constitution and Bylaws of this Local and the Utility Workers Union of America, AFL-CIO. I will deliver to my successor in office all books, papers, records, and other property of the Local # 304 that may be in my possession at the close of my official term."

ARTICLE XII
AMENDMENTS

Section 1.

These Bylaws may be amended at a properly called meeting by a two-thirds (2/3) vote at a properly announced meeting, providing that the proposed amendments have been clearly read aloud at the preceding meeting.

Section 2.

These Bylaws and all amendments shall be sent to the National President for approval and shall not be in conflict with the National Constitution.

ARTICLE XIII
ORDER OF BUSINESS

Section 1.

The Chairman shall call the meeting to order, and the order of business shall be as follows:

- A. Pledge of Allegiance to the Flag.
- B. Observation of a moment of silent prayer for past deceased members.
- C. Roll call of Officers.
- D. Reading of the previous meeting's minutes.
- E. Financial report.
- F. Reception of new members.
- G. Reading of communications.
- H. Report of Officers, Committees, and Delegates.
- I. Unfinished business
- J. New business.
- K. Nominations, election and obligation of Officers.

L. Good and welfare of the Local.

M. Adjournment.

Section 2.

The regular order of business may be suspended by two-thirds (2/3) vote at any time to dispose of anything urgent.

Section 3.

The following standing rules shall prevail at membership meetings, and may be suspended by a two-thirds (2/3) vote.

The maker of a motion shall, prior to stating the motion, identify him/herself by name.

All substantive motions shall be submitted in writing; prior to the motion being made and shall be signed by the maker.

The maker of a motion shall be given the first opportunity to speak on that motion.

After a motion has been made and seconded, and prior to debate, the Chair must restate the motion.

No member shall speak in debate longer than five minutes at one time, unless permission is granted by a majority of those voting.

No member shall speak in debate a second time unless all who wish to speak on the question have spoken.

No member shall speak in debate more than twice to the same question during the same meeting, unless permission is granted by a majority of those voting.

After debate has been closed and prior to voting, the Chair must restate the motion.

All votes shall be by a show of hands, except as provided for herein.

A roll call vote shall be taken only after approval by a majority of those voting. The motion for a roll call vote shall be out of order when a motion for a secret ballot is pending or has been adopted.

A secret ballot vote shall be taken only after approval of a majority of those voting.

A Division, as described in Robert's Rules of Order Newly Revised, may be called by one member or by the Chair; once called for, a new vote must be taken by the Chair.

The Chair may call for a teller count if uncertain about the vote. A motion by a member for a teller count shall require a second and a majority of those voting.

The motion to reconsider any motion which may be reconsidered, must be made at the same meeting at which the original motion was made and acted upon, and may only be made by a person who voted on the prevailing side.

New Business items shall be submitted in writing prior to the opening of New Business.

New Business items not acted upon or referred prior to the adjournment of the meeting will be the first items of New Business at the next regular meeting.

The Order of Business may be amended by a two-thirds (2/3) vote.

These Standing Rules may be suspended by a two-thirds (2/3) vote.

Executive Session may be called by a majority of those voting.

Any member, when appropriate may make Points of Order, and the Chair shall make a ruling on the Point of Order.

Any member, when appropriate may make appeals from the decision of the Chair; a majority or a tie vote shall uphold the decision of the Chair.

Section 4.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Local in all cases to which they are applicable provided they are not inconsistent with these Bylaws.

Section 5.

The Executive Board will sit at the front of the room at a place designated by them. All other members may sit where they like EXCEPT those members who are NON-VOTING/NON-DUES PAYING members. NON-DUES PAYING members

may only attend a meeting when they have received permission from the Executive Board in writing, seven (7) days prior to the meeting they wish to attend. These members will sit together in an area designated by the Officer Chairing the meeting and shall remain there quiet, throughout the meeting. Any guests who are in attendance, shall also sit together and will only speak when given permission and time by the Chair.

Notes