

SHEET METAL | AIR | RAIL | TRANSPORTATION



# LOCAL MEETING BASICS

A GUIDE FOR SMART TD LOCAL OFFICERS ON RUNNING  
EFFECTIVE MEETINGS

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If you would like to read more about Local Meetings or Parliamentary Procedure, check out the following resources:

- *Robert's Rules of Order Newly Revised In Brief* by H. Robert, W. Evans, D. Honemann, T. Balch
- *Robert's Rules of Order Newly Revised, 12<sup>th</sup> edition* by H. Robert III (also found at [RulesOnline.com](http://RulesOnline.com))

## INTRODUCTION

The Local membership meeting is the heart of the democratic labor union, and its decisions are the pulse of the organization. It would be hard to over-emphasize the importance and value of Local union meetings. It is here that the union's membership is provided an equal and fair opportunity to make decisions concerning the goals, activities, and direction of the Local and its associated Local Committee(s) of Adjustment (LCA).

A membership meeting should be a forum to:

1. Inform the membership (and learn from the membership) about what is happening, what might be happening, and why.
2. Conduct union business by allowing the membership to discuss issues and make decisions on implementing the Local's policies and programs.
3. Uphold financial safeguards and transparency with the membership.
4. Build unity and solidarity within the Local.

**REGULAR LOCAL MEETINGS:** SMART Constitution - Article 21B, section 55 states, "A Local shall hold at least one regular meeting each month at the time and place specified in its bylaws."

**SPECIAL LOCAL MEETINGS:** are those held in addition to a regular monthly Local meeting that may be called by the Local President for a specific purpose. Reasonable notice (at least 5 days) must be given to all members stating the reason for the meeting, and only business related to the specific purpose may be conducted. Special meetings can also be called by the Local President upon the written request of five (5) members in good standing stating the purpose for the meeting. (see SMART Constitution, Article 21B, Section 55) Note: LCA-specific meetings fall under this special meeting provision. For further guidance on holding special meetings, please contact the TD President's Department.

To conduct the union's business in a democratic, effective, and orderly manner, it is important to have a set of rules to go by. A meeting's business is conducted through the process of the membership recommending, discussing, and deciding on a course of action for each issue that is brought forward. This is all done by following a set of rules, called **parliamentary procedure**. The SMART Constitution specifies that "Robert's Rules of Order" be used to govern meetings.

## QUORUM

A quorum is the minimum number of members that must be present at a meeting to conduct business. At least five (5) members in good standing must be present to constitute a quorum for the transaction of business (Article 21B, Section 55). Members in e-49 status count towards the quorum. If a quorum is not met, you can recess and try to assemble a quorum or you can adjourn. Nominations for office can still be taken if a quorum is not present.

## MEMBERS IN E-49 (DUES EXEMPT) STATUS

Members in e-49 status can attend union meetings and count towards the quorum. They can be nominated for office, and hold office if elected. They cannot self-nominate or nominate others for elective office or vote in elections (although they must be notified of elections) or on any other subject involving grievance, hours or mileage limitation, or other methods of work distribution, unless allowed to vote by virtue of Local bylaws in Local matters only.

## RUNNING PRODUCTIVE MEETINGS

The following checklist outlines the hallmarks for running effective, productive Local meetings:

- Get organized for the meeting ahead of time: consider opening the floor to members to discuss the issues they care about, inviting speakers or offering some sort of incentive or planned activity to entice members to attend the Local meeting.
- Be sure the meeting place is comfortable and accessible to all members.
  - The day, time, and location of the meeting should be convenient for the membership to encourage participation.
  - The decision on when and where to hold the Local Meeting should be decided by as many members as possible, not just the Local officers.
- Provide the membership with advance notice of meetings and any items of interest to encourage participation.
  - Post notice on bulletin boards at on-duty locations, use email or text alerts, push messages out through the SMART TD Mobile app, make phone calls, and speak to people one-on-one.
- Line up any officer/committee reports ahead of time. Decide how the report details will be given.
- Begin the meeting on time. Call the meeting to order with a welcoming tone.
- Be aware of the fine line the Chair must walk while presiding. If the Chair is too technical and precise, members may feel intimidated and won't participate in the discussions. On the other hand, if the Chair is too easy-going and doesn't exercise proper control, the meeting can easily bog down and very little will be accomplished.
- Ensure all motions made at the previous meeting are properly recorded in meeting minutes prior to approval. It is essential that they are accurate, complete and include vote results.
- During the meeting, educate members about parliamentary procedure – don't let it be used to confuse them.
- Make sure all business is in the form of a motion, and that all motions are clearly stated so everyone understands.
- Be certain that members have enough information to make decisions on motions, encourage discussion/debate on action items, and let a diverse number of members have a chance to speak.
- End the meeting on time and thank participants for taking time out from their families and other responsibilities to attend the meeting.

## RULES GOVERNING SMART TD LOCALS

As legally existing formal groups, SMART TD Locals must adhere to several sets of rules, regulations, policies, and procedures. The list below is ranked from highest to lowest in authority.

1. **LAW** – when federal, state, or municipal law governs how something must be done, it supersedes any of the union's rules.
2. **SMART TD CONSTITUTION** – Article 21B is the portion of the SMART Constitution that sets forth the political structure and functioning of the Transportation Division.
3. **MEMOS AND POLICY GUIDANCE FROM THE SMART GENERAL PRESIDENT AND TRANSPORTATION DIVISION PRESIDENT** – these serve to clarify certain provisions of the constitution and/or enhance how the union operates.
4. **LOCAL BYLAWS/LCA PROCEDURE DOCUMENTS** – these provide a framework for how the Local or Local Committee of Adjustment is to operate.
5. **ROBERT'S RULES OF ORDER (PARLIAMENTARY PROCEDURE)** – regulates the conduct of business at Local Meetings not otherwise specified by the sets of rules above.

## OFFICER ROLES AT THE LOCAL MEETING

**LOCAL PRESIDENT** – main responsibility is presiding over or chairing the Local meeting. This person enforces the rules and designates who is to speak at any given time. They must make every effort to maintain an appearance of impartiality so that members on both sides of any issue can feel confident that they will receive fair treatment. The President may speak on any subject before the Local, but they cannot vote unless it is to break a tied vote on a matter that they would be eligible to vote on if they were not the president. They may also vote on any matter that requires a secret ballot. The Local President appoints a majority of all committees. If the Local President is unable to attend a meeting, the Vice President or Past President shall chair the meeting. (See Article 21B, Section 59)

**LOCAL VICE PRESIDENT** – are to preside over the Local meeting in the absence of the Local President. This officer appoints a minority of all committees. (See Article 21B, Section 60)

**LOCAL SECRETARY** – is to make a written record of what is done. This is called taking the meeting minutes. This person must make the minutes available for inspection by the members at reasonable times and places. They also report on the receipt and handling of communications. (Many Locals have combined this position with the Local Treasurer position into a Local Secretary-Treasurer (S&T) role. (See Article 21B, Section 63)

**LOCAL TREASURER** – is entrusted with the Local's funds, **which can only be spent by the authority of the membership, Federal/State law, or as the Local bylaws and SMART Constitution provide**. This person is to provide an accurate and thorough Treasurer's Report at each meeting, and annually, in January, they are to provide the Treasurer's Annual Report (TAR) to the Local's Board of Trustees for audit. (See Article 21B, Section 64)

**BOARD OF LOCAL TRUSTEES** – is responsible for auditing and confirming the information found on the TAR and reporting the results of the audit at a Local meeting for membership approval. The audited TAR must be signed and submitted to the TD Office by March 31st each year. The three Trustees serve as a standing committee tasked with supervising the financial affairs of the Local, therefore actions pertaining to the finances can be referred to the board for further review or study prior to membership approval. (See Article 21B, Section 67)

**LOCAL CHAIRPERSON, VICE CHAIRPERSON OR AUTHORIZED REPRESENTATIVE** – of each LCA in attendance are to provide a report present his or her members with a report on the handling of all grievances and claims, including those where time has not been claimed or where claims were incorrectly and/or improperly filed (Article 21B, Section 81).

**LOCAL LEGISLATIVE REPS** – are to provide a report of the handling of all alleged unsafe or unsanitary working conditions found to exist, or reported to them, within their jurisdiction. They shall urge all SMART-TD members to vote in all elections and give a report of their efforts to protect their members' legislative interests (Article 21B, Sections 66 and 93).

**COMMITTEE REPRESENTATIVES** – designated representatives of each committee appointed by the President and Vice President shall report on their findings or developments as necessary

## STEPS TO EFFECTIVELY CHAIRING LOCAL MEETINGS

Making meetings orderly, fair, and efficient depends on the knowledge and skill of the person chairing the meeting. Here are six steps to effective presiding.

1. Memorize constantly used procedures.
2. Make sure all know what is being debated and voted on.
  - a. See that motions are clearly worded.
  - b. Repeat wording of motions frequently.
  - c. Make the effects of amendments clear.
3. Learn how to conduct voting.
4. Know the 'Order of Business.'
5. Learn how to handle points of order and appeals.
6. Know more about parliamentary procedure than other members.

## PARLIAMENTARY PROCEDURE

The foundation of parliamentary procedure rests on four cornerstones of union democracy.

1. During the meeting, every member has the same rights – and responsibilities – as every other member.
1. Only one question is considered at a time – this avoids confusion.
2. The majority rules – always.
3. Individual members have rights that the majority cannot take away – namely, the right to be heard, no matter how unpopular the opinion may be. Members have the right to express their opinion on the issues being discussed. They also have the responsibility to respect the right of other members to voice their opinions.

Here is a brief description of how parliamentary procedure works:

1. A MOTION--seeking the Local to take some course of action--is made from the floor. The Chair asks if there is a SECOND for the motion. (For a motion to be discussed, it must be seconded from the floor).
2. The Chair asks if there is DISCUSSION of the motion. When RECOGNIZED by the Chair, members may SPEAK TO (debate) the motion. During debate, motions may be AMENDED by the membership--through discussion and a vote.
3. When the debate has run its course or has been CLOSED, the chair requests and conducts a VOTE on the motion.
4. Once made, all motions must be DISPOSED OF in some fashion--by being PASSED, DEFEATED, TABLED, REFERRED, or PLACED IN COMMITTEE.

## TYPES OF MOTIONS

There are two categories of motions.

1. **MAIN MOTIONS** – the purpose is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor and yield to secondary motions.
2. **SECONDARY MOTIONS** – are made once main motions are put before the group for debate and action. They relate to the main motion's consideration or in some cases can interrupt its consideration.

There are four types of secondary motions. (See the Chart of Motions on pages 9-10 for additional information.)

1. **SUBSIDIARY MOTIONS (S)** –change or affect how a main motion is handled. They are voted on before a main motion. A motion to amend is the most common.
2. **PRIVILEGED MOTIONS (P)** – bring up items that are urgent about special or important matters unrelated to pending business. A motion to adjourn is the most common.
3. **INCIDENTAL MOTIONS (I)** – provide a way to question procedures concerning other motions. They must be considered before the other motion.
4. **MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY(A)** – allow the meeting participants to reopen a completed motion during the same meeting, take up a motion that was temporarily disposed of or to change a motion previously adopted and still in effect. Each of these require unique processes and Robert's Rules of Order should be consulted to make sure they are executed correctly at the meeting.

## MAKING A MOTION

If you want your Local to do something – to take an action – the first step is to make a **MOTION**. Motions can cover a wide range of actions – from routine business matters to major new activities you want your Local to undertake. Getting your idea “on the floor” for discussion happens in three steps:



**STEP 1:** To make a motion you must be recognized by the Chair. In most Local meetings that means raising your hand and being called on by the Chair. Then you make your motion. For example, if you want the Local to start publishing a newsletter you would say: *“I move that our Local publish a newsletter.”*



**STEP 2:** Before your motion is taken up, there must be a **SECOND**. Some other person will have to say: *“I second the motion.”* A second to the motion shows that at least two people are interested. If there is no second, the meeting will go on to other business.



**STEP 3:** The Chair will then state the question on the motion by saying *“It is moved and seconded that the Local will publish a newsletter.”* It is important that the Chair states the question so that everyone knows exactly what the proposal is before the group. This also helps the Local Secretary as they document the motion for the minutes.

Before stating the motion:

- The chair must determine that the motion is in order at the time. A motion is "in order" if:
  - It is related to the business present before the meeting.
  - It conforms to the fixed order of business.
  - It is in harmony with the order of business. For example, a motion to give aid to Tom Jones, who has been injured, is not "in order" during the 'Bills of Allowance' portion of the meeting.
- The chair must make sure that the motion is clearly worded. If the motion is unclear, the chair should help the mover reword it before stating it.

If the motion in some way violates the rules, the chair does not state the motion, but instead says, *“The chair rules that the motion is not in order because...”*



**STEP 4:** The Chair will then ask: *“Is there any discussion?”* At that point, you or anyone else can speak – but only about the motion on the floor.

**IF THE PERSON CHAIRING THE MEETING WISHES TO MAKE A MOTION, THEY MUST TURN THE GAVEL OVER TO THE VICE-PRESIDENT (OR ANOTHER DESIGNEE) UNTIL ACTION ON THAT MOTION IS COMPLETED. THIS ENSURES THE NEUTRALITY OF THE CHAIR.**

## SPEAKING ON A MOTION

Once a motion is on the floor and the Chair calls for discussion, you or anyone else can speak on the motion. You can speak in favor of the motion, or you can speak against the motion.

The first step is to be recognized by the Chair – usually by raising your hand to signal the Chair that you want to speak. Then wait until the Chair recognizes you. Only the person recognized by the Chair may speak. By having only one person speak at a time, we get a chance to hear what each person has to say.

**When you speak, stick to the subject being discussed.** If the group is talking about a motion regarding publishing a newsletter, then you must talk about that topic. If you do not speak to the issue that is on the floor, the Chair will rule that your remarks are “out of order.”

Members may speak in debate twice on any debatable motion on the same day. Each time they may speak for up to ten minutes. These limits apply to any Local union that has not adopted special rules setting other limits.

Additional rule for debate:

- The member who made the motion is entitled to speak first.
- The Chair should alternate between those for the motion and those against the motion.
- Comments should be addressed to the Chair and not another member.
- Debate issues, not personalities.
- Local members regardless of their status, may participate in the debate of a motion.
- Main motions are always debatable, but not all secondary motions are. (See the Chart of Motions on pages 9-10 for additional information.)

### **THE SMART CONSTITUTION ARTICLE 21B, SECTION 59 ALLOWS THE LOCAL PRESIDENT TO SPEAK ON ANY SUBJECT BEFORE THE LOCAL.**

#### **AMENDING A MOTION**

Sometimes you may think a motion isn't clear, or it could be improved or made more specific. You might want to add to or change part of it. You can do this by offering an **AMENDMENT** to that motion.

 The first step is to get recognized by the Chair. Then (using the newsletter example) you might say: "*I move we amend the motion to publish a newsletter once a month and distribute it to all members.*" Once again, any proposed amendment requires a second.

Then the Chair will state the question on the motion to amend by saying "*It is moved and seconded to add the words once a month and distribute it to all members. If the amendment is adopted, the main motion will read, The Local will publish a newsletter once a month and distribute it to all members. The question is on adding the words 'once a month and distribute it to all members.'*"

The Chair then asks: "*Is there any discussion on the amendment?*" At that point, you or anyone else can speak, but only on the amendment just offered.

 When it comes to voting, the amendment is voted on first. The Chair will restate the amendment – so everyone is clear about what they are voting on – and then say: "*Those in favor say 'Aye.' [Pause.] Those opposed say 'No.'*" The amendment must be supported by a majority of members voting, or more than half of those members who vote on the issue.

 If it passes, the Chair will say: "*We will now resume discussion on the main motion as amended.*" You then go back to discussing and then voting on the main motion, which now includes the amendment. If the amendment is defeated, the Chair will say: "*The amendment was defeated. Is there any further discussion on the main motion?*" Then the main motion is discussed and voted on without the amendment.

The purpose of an amendment is to make the main motion better, not to change it entirely. Any main motion may be amended by:

- Adding words to the end
- Striking out a word or words
- Inserting a word or words
- Substituting a word or words

If you don't like a motion, the best thing to do is defeat it, and then make another motion. Amendments must be "germane," or in some way involve the same question raised by the motion. If an amendment that is offered is not germane, the Chair should rule that amendment "out of order."

An amendment to a main motion may itself be amended by a secondary amendment. The rules for secondary amendments can get complex and Robert's Rules of Order should be consulted to make sure they are executed correctly at the meeting.

## ENDING DEBATE: VOTING ON MOTIONS

 If you think the discussion has gone on long enough and want it stopped, here's what you can do: First, get recognized by the Chair and say: "*I move we close debate*" or "*I call the question*" or "*I move the previous question*." They all mean the same thing: **LET'S END THE DEBATE.**

 There will have to be a second to your motion. Then the Chair will say: "*We are now voting on whether or not to end debate.*" A vote is conducted, and this vote requires the support of two-thirds of the members present and voting.

 If the motion to end debate is passed, the Chair will say: "*We will now vote on the motion that is on the floor.*" The Chair will restate the motion – so everyone is clear about what they are voting on – and then say: "*Those in favor say 'Aye.' [Pause.] Those opposed say 'No.'*" Here the majority rules. The motion is either passed or defeated.

The method of vote for any motion depends on the situation and union policy. The Chair must provide voting instructions prior to the vote. There are five methods to vote:

1. **BY VOICE** - The Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count by calling out "division."
2. **BY ROLL CALL** - Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. **BY GENERAL CONSENT** - When a motion is not likely to be opposed, the Chair states, "If there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **BY DIVISION** - This is a slight variation of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands or stand.
5. **BY BALLOT** - Members write their vote on a slip of paper, this method is used when secrecy is desired.

Secrecy is required when voting on any motions that:

- Establish/amend Local or LCA dues,
- Establish/amend a Local or LCA assessment,
- Establish/amend officer salaries,
- Establish/amend a committee day/daily rate amount,
- Approve charitable/social spending under \$1200
- Establish/amend provisions of Local bylaws or LCA procedure documents.
- Elections held at Local meetings or by walk-in methods.

Secrecy is not required when voting on any motions to:

- Pay claims for reimbursement of Local or LCA expenses
- Pay claims for lost time (supporting documentation/proof must be provided)
- Pay compensation requests submitted on a monthly basis
- Approve the prior month's meeting minutes
- Temporarily change the meeting location or election methods (extenuating circumstances must exist, and proper notice must be posted advising of such changes)
- Approve any other less-formal matters not tied to spending or bylaws

**Secret mail referendum** is required when voting:

- In elections held by mail
- To approve charitable/social spending over \$1,200.00

**Mail referendum is required** (but not required to be secret) when voting to:

- Ratify a contract

The number of members required to pass any motion depends on the situation and union policy. The Chart of Motions on pages 9-10 provides the requirement for each motion type.

- **MAJORITY** – more than half of the votes cast by members entitled to vote.
- **TWO THIRDS (2/3)** – at least (67%) of the votes cast by members entitled to vote. Unless otherwise specified by governing rules, the voting method must be by division where members stand. It does not require a count unless the Chair cannot determine whether 2/3 of members entitled to vote favor the motion.

Only members in good standing can vote on motions. The Local President or Chair cannot vote unless it is to break a tied vote on a matter that they would be eligible to vote on if they were not the president. They may also vote on any matter that requires a secret ballot.

**RENEWAL OF MOTIONS** – refers to making a motion again after it has been defeated. SMART TD Locals are prohibited from renewing motions less than 90 days (3 months) from the date that the original motion failed. It is the duty of the Chair to prevent the privilege of renewal from being used to obstruct business.

## TWO-MEETING PROCESS/SECTION 48

This refers to Article 21B, Section 48 of the SMART Constitution along with guidance provided by the SMART TD President for certain disbursement actions taken by the Local or LCA. This provision establishes an approval process where at the first meeting, the motion is made, debated, and amended by the affected membership. Then it is set aside until the next meeting. (A motion to table this main motion is not needed.) Between the two meetings, the Local Secretary must notify the affected members at least 10 days prior to the second meeting of the motion and the intention to vote. At the second meeting the affected membership votes on the same motion. The motion can be debated again at the second meeting, but it cannot be amended.

The vote at the second meeting must be done by secret ballot. This process is used for motions that:

- Establish/amend Local or LCA dues,
- Establish/amend a Local or LCA assessment,
- Establish/amend officer salaries,
- Establish/amend a committee day/daily rate amount,
- Approve charitable/social spending under \$1600
- Establish/amend provisions of Local bylaws or LCA procedure documents. (See the SMART-TD Guide to Establishing or Amending Local Bylaws)

## OTHER WHAT-TO-DO'S IN MEETINGS

Here are examples of some common things that may happen during meetings, along with “what to do” when they happen.

 **The meeting gets confusing, and you are not sure what is going on or you feel you need additional info to properly consider a motion.**

Stand up and state: *“I rise for a point of information.”* The Chair will then ask you what you want to know and you can ask the Chair your question.

 **You think a member is not speaking to the motion on the floor.**

Stand up and say: *“I rise on a point of order.”* The Chair will then ask for your point and, once you have stated your concern, the Chair must rule on whether the person’s debate remarks are or are not “out of order.”

 **You think the Chair has made a ruling that is wrong, and the error is serious enough that it should be corrected.**

Stand up and say: *"I would like to appeal the ruling of the Chair."* The question of whether to uphold the ruling of the Chair or agree with your appeal is then put to a vote by the members. The members make the final decision by majority vote.

 **You believe that more information or time is needed for the group to make a good decision on the motion being discussed, and you want to postpone the decision.**

There are a couple things you can do. First, you can move to postpone the motion. After being recognized by the Chair, say: *"I move that we postpone this matter to \_\_\_\_\_."* If there is a second, the Chair will call for a discussion and vote on postponing the entire issue.

A second option is to refer the motion to a committee. Get recognition from the Chair and say (again using the example of the publication of a newsletter): *"I move we refer the motion to the Communications Committee."* This also requires a second BUT a motion to refer can be debated and amendments can be offered.

 **You think that too much time is being consumed by speakers.**

After being recognized by the Chair, say: *"I move that debate be limited to \_\_\_\_\_."* If there is a second, the Chair will call for a vote on limiting debate. There is a 2/3 requirement to pass this motion.

 **A motion has several parts, and you wish to vote differently on these parts.**

After being recognized by the Chair, say: *"I move to divide the motion"* If there is a second, the Chair will call for a vote on dividing the motion.

## ROBERT'S RULES OF ORDER: CHART OF MOTIONS & PROCEDURES

These motions are listed in order of precedence. The first two are privileged motion-types, and the rest are subsidiary motion-types. A motion can be introduced if it is higher on the chart than the pending motion.

Purpose	You Say	Can Interrupt	Requires a Second	Debatable	Can be Amended	Vote Required
Close the meeting	I move to adjourn	No	Yes	No	No	Majority
Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
Lay to motion aside temporarily	I move to table the motion	No	Yes	No	No	Majority
End debate	I call the question OR I move to end debate	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to a committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify the wording of the motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Postpone the decision indefinitely	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority

The motions below are all incidental motion-types and have no order of precedence. These motions arise in the moment and are decided immediately.

Purpose	You Say	Can Interrupt	Requires a Second	Debatable	Can be Amended	Vote Required
Enforce the rules	Point of order	Yes	No	No	No	None
Submit the matter to the group	I appeal the decision of the Chair	Yes	Yes	Varies	No	Majority
Suspend the rules	I move to suspend the rules	No	Yes	No	No	2/3
Divide the motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand rising vote	I call for a division	Yes	No	No	No	None
Ask a question about parliamentary procedure	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

The motions below are all motions that bring a question again before the assembly motion-types and have no order of precedence. They can be introduced only when nothing else is pending before the group.

Purpose	You Say	Can Interrupt	Requires a Second	Debatable	Can be Amended	Vote Required
Take the matter from the table	I move to take from the table	No	Yes	No	No	Majority
Cancel a previous action	I move to rescind	No	Yes	Yes	Yes	2/3; or Majority with notice
Reconsider a motion*	I move to reconsider the vote	No	Yes	Yes, if motion it applies to is debatable	No	Majority

\*Can be made only by someone who voted for the prevailing side in the previous vote on the motion and on the same day the vote sought to be reconsidered was taken

There are many more motions that can be used in parliamentary procedure. Those on these charts are the ones you are most likely to need to know about in the normal course of a Local meeting. Consult Robert's Rules of Order for a complete list of motions and their use.

## ORDER OF BUSINESS

SMART TD Locals use a fixed order of business as outlined in SMART Constitution, Article 21 B, Section 77 – Conduct of Local Meetings:

### **Call the Meeting to Order**

- The meeting shall be opened by the Local President, Vice President, Past President, or in their absence any other officer or member, who shall serve as the Chairperson of the meeting, with the following statement: "*I now declare this meeting of SMART Local No. \_\_\_\_\_ open for the transaction of such business as may properly come before it.*" (Article 21B, Section 77).
- At least five (5) members in good standing must be present to constitute a quorum for the transaction of business (Article 21B, Section 55).

### **1. Roll Call of Officers**

- The Chair shall call upon each Local officer in attendance, who shall respond in the affirmative and make their presence known to the membership.

### **2. Announce or Display**

- This Meeting is an environment free of discrimination and harassment.

### **3. Reading Minutes of the Previous Meeting**

- The Secretary, another officer, or designated member of the Local must read aloud the meeting minutes from the previous month's meeting, and the Chair shall open the floor for discussion to give members the opportunity to make corrections or seek clarification as necessary.
- At the close of discussion, the Chair shall announce "The minutes are approved" or "The minutes are approved as amended."

### **4. Admission of New Members**

- The Treasurer shall report all admissions and readmissions of members occurring subsequent to the last meeting of the Local (Article 21B, Section 41). This includes the transfer of members into the Local from another SMART-TD Local.
- Visiting members of SMART shall be admitted to Local meetings upon presentation of an official receipt for dues, a traveling card, or a life membership card (Article 21B, Section 43 and Section 46).

### **5. Treasurer's Report**

Pursuant to Article 21B, Section 64 of the SMART Constitution and policies of the International, the Treasurer's report must include:

- List of new or re-admitted members
- The financial details of the Local and LCA funds as available on the 'Monthly Meeting Report' from WinStabs.
- Itemized list of receipts and disbursements from the Local's account, including cancelled checks.
- Listing of tasks/reports completed since the last meeting
- Roster of members qualifying for e-49 stats.

See the SMART TD Guide: Local Treasurer's Monthly Meeting Report found on the Local Toolbox page of the SMART website for complete instructions on providing this report.

### **6. Reports of Officers and Committees**

- The Chairperson, Vice Chairperson, or authorized representative of each Local Committee of Adjustment (LCA) in attendance shall present his or her members with a report on the handling of all grievances and claims, including those where time has not been claimed or where claims were incorrectly and/or improperly filed (Article 21B, Section 81).

- The Legislative Representative or Alternate Legislative Representative shall report to their Local regarding the handling of all alleged unsafe or unsanitary working conditions found to exist, or reported to them, within their jurisdiction. They shall urge all SMART-TD members to vote in all elections and give a report of their efforts to protect their members' legislative interests (Article 21B, Sections 66 and 93).
- The designated representatives of each committee appointed by the President and Vice President shall report on their findings or developments as necessary.
- If any report includes recommendations for action by the assembly, they are then considered by the affected group – debated and voted on – at the report containing them.

## **7. Communications**

- The President or Vice President of the Local shall report on the receipt or status of his or her handling of inquiries from the International (Article 21B, Sections 59 and 60).
- The Secretary shall report on the receipt and handling of any communications not covered by this or any previous order of business.

## **8. Unfinished Business**

The Chair shall address pending or unfinished business before the Local, such as:

- Items from the previous month's meeting that were tabled, referred, or placed in committee.
- Pending consideration of matters covered under the second meeting of the two-meeting process described by Article 21B, Section 48, such as proposed dues adjustments, increases or decreases in salaries, special assessments, and/or bylaws amendments.

## **9. New Business**

The Chair shall open the floor for the introduction of new business, such as:

- Proposition(s) to adjust dues, increase or decrease salaries, special assessments, and/or bylaws amendments.

## **10. Bills of Allowance**

The Chair shall open the floor for any member or officer of the Local to submit a motion to pay a bill of allowance for consideration. Bills-of-allowance votes are not secret and may be done by a show of hands.

- All motions for disbursements from the Local not covered in its bylaws or from the LCA not covered in its LCA. Procedures must meet with the approval of a majority of the affected members and recorded into the meeting's minutes. Motions for compensation or expenses submitted by LCA officers must only be voted on by members of that LCA in good standing.
- Each individual officer or member's claim must be presented, and voted on, separately. It is not permissible to 'lump' multiple officers' claims together and approve them with one vote.
- Motions for compensation or expenses must be of a defined dollar amount.
- Claims for reimbursement of expenses must be accompanied by all applicable supporting documentation and voted on by the affected members.
- Claims for lost time must be accompanied by supporting documentation proving time was lost from the carrier/company along with a written statement describing the specific union business conducted.
- The membership's majority vote shall prevail.
- The minutes must include the motion, the member who seconded the motion and the result of the vote.

## **11. Nomination of officers and committeepersons**

For information pertaining to the nomination of officers and committeepersons, please refer to the SMART Constitution's Article 21B, Section 57, and obtain copies of our 'How to Hold Elections' and 'Special Circular' publications found on the Local Toolbox page of the SMART website.

## **12. Election and Installation of Officers**

For information pertaining to the election of officers, please refer to the SMART Constitution's Article 21B, Section 57, and obtain copies of our 'How to Hold Elections' and 'Special Circular' publications by visiting the following link:  
<https://smart-union.org/td/secretary-and-treasurer-tools/secretary-treasurer-forms/>

- As soon as possible following their election, the Local President, Vice President, Secretary and Treasurer, Board of three (3) Trustees, and appointees enumerated by Article 21B, Section 56, must be sworn into office pursuant to the provisions of Article 21B, Section 58.

### **13. Safety First**

- Members may state their concerns or ideas to improve safety and benefit the SMART-TD.
- If the suggested action pertains to a violation of the collective bargaining agreement in effect on the property, the matter should be forwarded to the Local Chairperson or General Chairperson having jurisdiction over such matters.
- If the suggested action does not pertain to a contractual violation, it should be forwarded to the Legislative Representative and/or State Legislative Director having jurisdiction over such matters.

### **14. Way and Means of Improving SMART**

Members at this time may offer suggestions for the improvement of the organization.

### **15. Closing**

- Any member may propose a motion to adjourn the meeting. As with any motion, it must be seconded, the Chair must open the floor for discussion, and the motion must be adopted by majority vote of the members. A motion to adjourn shall always be in order, except: (1) when a member has the floor or (2) when members are voting, or (3) when it has been decided to take the previous question.

## **MEETING MINUTES**

The meeting minutes are a record of what was done at the Local meeting, not a record of what was said. Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, but it is also improper to do so. It is important to listen carefully to differentiate between what is actual Local action and discussion.

It is the Local Secretary's job to copy the motions down accurately – not to come up with language he or she thinks the group or mover meant. They should not hesitate to ask the Chair to have a motion repeated. Only after the minutes from the previous meeting are read and any necessary corrections are made and approved do they become the official record of what happened.

Meeting Minutes:

- Serve as an historical record of the Local's decisions and actions.
- Are a reminder of who was given what assignments.
- Provide proof of membership authorization for bills of allowance for financial records. (Reference the SMART TD Guide: Properly Recording Disbursements in Local Union Meeting Minutes)
- Allow others to be involved, even when unable to attend.
- Must be made available for any member to review but are not appropriate for widespread distribution. Do not make copies or post meeting minutes publicly!

Minutes Must:

- Include the kind of meeting (regular or special)
- Be taken even if there is not a quorum
- Be taken anytime there is a transaction of business within a Local or LCA.
- Be kept by the Local **forever**.
- Be exact.
  - Motions for bills of allowance/disbursements must be detailed and itemized.
  - One itemized motion per bill of allowance.
- Be clear and simple.

Minutes should **not**:

- Include the secretary's opinion on anything said or done.
- Include the contents of the reports of officer or committees, except as may be necessary to cover motions arising out of them. (Reports must be attached and kept with minutes though.)
- Be vague
- Include motions for disbursements of an undefined dollar amount

It is critical that all motions for monthly disbursements and motions for any action where the Two-Meeting process/Section 48 is required are recorded in the minutes accurately and precisely. **Minutes serve as the union record that proves membership authorization, and they are subject to scrutiny in the event of an audit.**

**EXAMPLE OF INCORRECTLY DOCUMENTING A MOTION FOR A DISBURSEMENT:**

"Motion for S&T Araujo to attend S&T workshop in February by Stephen Noyes. Seconded by Bobby Brantley. Motion carried."

**EXAMPLE OF CORRECTLY DOCUMENTING A MOTION FOR A DISBURSEMENT:**

**"Motion by member Noyes to pay S&T Araujo travel expenses up to 4 per diem days at \$195.00 per day, auto miles at IRS rate to and from Kansas City, MO to attend the S&T workshop on Feb 26-27. Also, up to 4 committee days at \$275.00 per day in lieu of time lost to attend the workshop. Motion 2<sup>nd</sup> by member Brantley. Vote by show of hands, Yes-25, No-3, Motion carried."**

## MONTHLY MEETING MINUTE GUIDE

Have all attendees sign themselves in on the sign-in register

Local \_\_\_\_\_

(Date)

Type of Meeting: (Regular or Special)

Open Meeting: (Time)

Roll Call of Officers: President (If the President is absent, indicate who acted on his/her behalf.)

Vice President

Secretary/Treasurer

Trustees

Legislative Representative

All Local Chairpersons

Quorum Present: Yes or No

Reading of

Previous Minutes: Any additions or corrections if relevant.

Admission of

New Members:

Treasurer's Report: Read/Submitted by: \_\_\_\_\_

Reports of Officers

And Committees: (List reports and by whom the reports are given) Enclose reports with minutes or attach a list of topics covered

Communications: Record communications presented and the presenter, enclose a copy of the communication if possible

Unfinished Business: Record unfinished business and any action taken, if any, by motion maker, seconder, vote taken, and any other action that may apply

New Business: Record any new business by motion maker, seconder, vote taken, and any other action that may apply

Bills of Allowance: Record all bills of allowance submitted, record motion to approve/disapprove, second, and any other action that may apply (a quorum must be present, and an LCA quorum must be present for LC bills of allowance)

Nominations of

Officers:

Record all members properly nominated when applicable

Election and

Installation of

Officers:

Record all members properly elected when applicable. Record when and by whom the installation was performed

**Note: An election committee should be formed in accordance with the Constitution. Record the designated committee when appropriate.**

Safety First:

Record the points of reports/comments given and by whom they were made

Ways and Means

of Improving SMART

Local \_\_\_\_\_:

Record the points of what was stated and by whom the statement(s) was(were) made.

Motion to Adjourn: Brother/Sister \_\_\_\_\_

Second: Brother/Sister \_\_\_\_\_

Meeting Closed: (time)

Minutes approved on (date)

(Approved by the members when read at the next regular meeting)

Note: All motions must be recorded, as well as who seconded, amended, etc., and the results of any/all associated votes. Minutes must be kept on file permanently.

## TERMS THAT MAY BE REFERENCED AT LOCAL MEETINGS

**ARTICLE 21B** – the portion of the SMART Constitution that sets forth the political structure and functioning of the Transportation Division.

**BILLS OF ALLOWANCE** – the part of the Local meeting where individual motions are made for disbursements that require the Local or LCA memberships' approval prior to being paid.

**BYLAWS** – a union record all SMART TD Locals are required to have that documents how to compensate certain Local officers on reoccurring basis, the method for regularly scheduled elections, the day/time/location of the Local meeting, and other provisions pertaining to the Local as deemed appropriate. They must first be approved by Local membership using the two-meeting process/Section 48 and submitted to the SMART-TD President for review and final approval by the SMART General Secretary-Treasurer.

**CBA** – Collective Bargaining Agreement. A legal contract between an employer and the union.

**CHARITABLE/SOCIAL SPENDING** – refers to disbursements requested/made for things such as donations to other organizations/individuals/members, gatherings put on by the Local or purchases of items that intend to build solidarity. Dependent on the amount, these must be approved by the Local membership using the two-meeting process/Section 48 and in accordance with the SMART-TD President's memo regarding the matter.

**CLAIMS/GRIEVANCES** – these types of representation activities are to be included in the report of Local Chairpersons (or their designee) at the Local meeting. Claims are submissions made in writing to the carrier/company for an individual claiming a sum of money for violation of the CBA. A grievance is a complaint filed due to an unresolved interpretation/application of the CBA, work rules or conditions with the carrier/company. These terms may be used interchangeably depending on the CBA language.

**COMMITTEE DAY/DAILY RATE** – a type of compensation disbursement that a Local or LCA can move to use for work performed for the Local or LCA. The dollar amount used must be approved by the Local or LCA membership and documented in at least one union record. Payment of Committee Day disbursements must be approved by the Local or LCA membership and documented in at least one union record.

**DISBURSEMENT CLAIM** – a request for payment of compensation and/or expenses made by an officer or member that documents the union purpose. Local or LCA membership approval is required prior to the payment being made and must be documented in at least one union record.

**E-49 STATUS** – shorthand for “Exempt from Article 21B, Section 49 – Payment of Dues and Assessments” of the SMART Constitution. This section explains that dues and assessments of members are paid in advance, before the first day of the month in which they are dues, but if a member is off work for the entire calendar month, they are not required to pay dues – although there are some exceptions to this rule.

**FUNDS** – Money handled by Local Treasurers is split into at least two funds – a local fund and a fund for each LCA. The money belonging to each fund is managed and examined separately, but all the money is held together in one bank account. The Treasurer uses specialized bookkeeping software to accurately track the individual funds. For this reason, bank statement balances do not provide an accurate financial report. It is not permitted to transfer money between the funds.

**LCA FUND** – is used to pay for the costs of representing the members who work under the jurisdiction of the LCA. The income for the LCA fund is LCA dues. If the Local has multiple LCAs, each one will have its own fund.

**LCA PROCEDURES** – a union record that the membership of an individual LCA may move to put in place that documents how to compensate LCA officers on a reoccurring basis and other provisions pertaining to the LCA as deemed appropriate. Provisions related to any kind of disbursement must be approved by the LCA membership using the two-meeting process/Section 48. LCA procedures should be submitted to the SMART-TD President for review. They do not need to be approved by the SMART General Secretary-Treasurer.

**LOCAL FUND** – is used to pay for the costs of operating the Local union along with any charitable/social spending. The income for the Local fund is Local dues.

## TERMS THAT MAY BE REFERENCED AT LOCAL MEETINGS (CONT'D)

**LOST TIME CLAIM** – a type of compensation disbursement that a Local or LCA can move to use for work performed for the Local or LCA. To be valid, the claimant must provide documentation proving that time was lost working for the carrier/company while the Local or LCA work was done. Payment of Committee Day disbursements must be approved by the Local or LCA membership and documented in at least one union record.

**MINUTES** – the written record of what is done at the Local meeting where exact wording for all motions is documented along with whether they were approved or denied.

**SALARY** - a type of reoccurring compensation disbursement that a Local or LCA can move to use for work performed for the Local or LCA. Salaries must be approved by the Local or LCA membership using the two-meeting process/Section 48 and documented in at least one union record.

**SIGN-IN REGISTER** – a document or book that members personally fill out with their name and Local number when attending a Local meeting.

**SPECIAL MEETING** – a meeting conducted in addition to a regular monthly Local meeting that may be called by the Local President for a specific purpose. Reasonable notice must be given to all members, and only business related to the specific purpose may be conducted. (see SMART Constitution, Article 21B, Section 55)

**TD CONNECT** – a web-based program used by Local Treasurers to maintain member records and manage monthly dues and premium billing.

**TREASURER'S ANNUAL REPORT (TAR)** – a report generated by Local Treasurers in January that provides a comprehensive overview of the Local finances and performance of business-related activities during the previous year. The Board of Local Trustees (3) is responsible for auditing and confirming the information found on the TAR and reporting the results of the audit at a Local meeting for membership approval. The audited TAR must be submitted to the TD Office by March 31<sup>st</sup> each year.

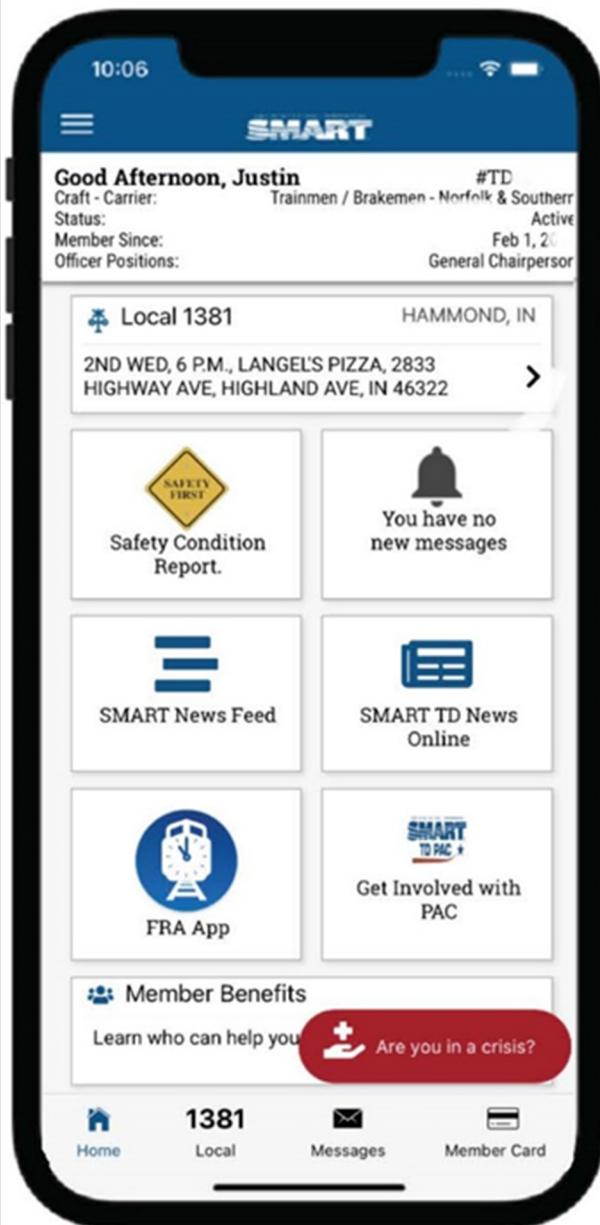
**TREASURER'S MONTHLY MEETING REPORT** – a report given by the Local Treasurer (or their designee) at the Local meeting. The report must include the list of new or re-admitted members, the financial details of the Local fund, the financial details for each LCA fund, the checking account activity since the last meeting, a list of business-related tasks completed since the last meeting, and the list of members that qualified for e-49 status. (See Funds)

**TWO-MEETING PROCESS/SECTION 48** – refers to Article 21B, Section 48 of the SMART Constitution along with guidance provided by the SMART TD President for certain disbursement actions taken by the Local or LCA. This provision establishes an approval process where at the first meeting, the motion is made, debated, and amended by the affected membership. Then it is set aside until the next meeting. Between the two meetings, the Local Secretary must notify the affected members at least 10 days prior to the second meeting of the motion and the intention to vote. At the second meeting the affected membership votes on the same motion by secret ballot. This process is used for motions that establish/amend Local or LCA dues, a Local or LCA assessment, officer salaries, a committee day/daily rate amount, or provisions of Local bylaws/LCA Procedures or to approve charitable/social spending under \$1600.

**UNION RECORD** – for the purpose of this guide, this refers to Local meeting minutes, Local bylaws or LCA Procedure documents.

**WINSTABS** - SMART-TD's proprietary bookkeeping software used by Local Treasurers to manage, examine, and report on finances.

## Download the new SMART Mobile App



### Download the App Today



<http://smart-union.org/mobile>

or follow the QR code at left  
with your smart device.

- See your Member Status, Exempt Status, Member Since Date, and other membership information
- Get the most recent info from your Local on the dedicated **Local Page**
- Quick access to your Local leaders using the **Local Directory**
- Receive **Messages** from your Chairperson, Legislative Reps, President, Secretary, and Treasurer via push notifications and alerts
- Access your Electronic TD Membership Card
- Easy and quick access to report a **Safety Condition** and read the **TD News**
- Take advantage of your Union benefits like the **Membership Assistance Program**

**A QUICK TECH TIP:**  
If members with a previous version of the SMART app installed on their devices have automatic updates enabled, the new version — 4.1.12 — will be installed with no action needed on the part of the user. If automatic updates are not turned on, members will have to visit the Apple App Store or Google Play (or use the URL or QR code on this flyer) to install this new update manually. **For all users, if not prompted to log in, please log out, then log back in manually for the new update to take effect.**