

**THIS CONSTITUTION AND BY-LAWS WAS APPROVED BY THE
MEMBERSHIP BEFORE ITS SUBMISSION TO THE IAFF, AS
REQUIRED BY ARTICLE XIII OF THE IAFF CONSTITUTION.**

(Information concerning date of approval and signature of officer is required)

(Date of Membership Approval)
(Authorized Local Officer)

REVISED: May 2008

LOCAL UNION CONSTITUTION & BY-LAWS CHECK SHEET

Please use this check sheet to ensure that your local Constitution and By-Laws contains the required provisions mandated by the IAFF Constitution and By-Laws and U.S. Department of Labor regulations. Leaving any of the items listed below out of your local Constitution and By-Laws or not informing the IAFF of your membership's approval will result in it not being approved.

APPROVAL BY MEMBERSHIP - All Local Constitution and By-Laws or any changes to it must be approved by the local's membership prior to submission to the IAFF General President. Indicate either in a letter or on the cover page of the document that the membership has approved the Constitution and By-Laws or the changes.

NAME

- Local Number and Official Name of Local Union
Article 1, Section 1.
- Compliance with the IAFF Constitution and By-Laws
Article 1, Section 3

JURISDICTION

- Jurisdiction of Local Union - Article 2

MEMBERSHIP

- Active Membership - Article 3, Section 1
- Maintenance of Good Standing - Article 3, Section 3
- Separation - Article 3, Section 5
- Delinquent Members - Article 3, Section 4

MEETINGS

- Time and Place of Meetings - Article 5, Section 4
- Special Meetings - Article 5, Section 5
- Quorum for Meetings - Article 5, Section 3
- Rights of Members at Meetings - Article 5, Section 1
- Rules for Meetings - Article 5, Section 2

OFFICERS AND ELECTIONS

- Number of Officers and Titles of Local Union
Officers - Article 7, Section 1
- Eligibility for Office - Article 6, Section 1
- Rights of Candidates - Article 6, Section 1
- Use of Funds Prohibited in Elections - Article 6, Section 2
- Method of Nomination and Election - Article 6, Section 5
- Elections Committee - Article 6, Section 3
- Ballots Preserved - Article 6, Section 6
- Vacancies in Office - Article 6, Section 8

DUTIES OF OFFICERS

- Local President - Article 7, Section 2
- Local Vice President - Article 7, Section 3
- Local Secretary - Article 7, Section 4
- Local Treasurer - Article 7, Section 5
- Local Executive Board - Article 7, Section 6
- Bonding - Article 7, Section 7

DELEGATES AND ALTERNATES TO INTERNATIONAL CONVENTIONS

- Delegates - Article 9, Section 1
- Alternates - Article 9, Section 2

INITIATION FEES, DUES AND ASSESSMENTS

- Initiation fees - Article 4, Section 1
- Dues - Article 4, Section 2
- Assessments - Article 4, Section 3
- Increases in Rates - Article 4, Section 4
- Reinstatement fees - Article 4, Section 5

MISCONDUCT, TRIALS AND APPEALS

- Misconduct and Trials - Article 10, Section 1
- Appeals - Article 10, Section 2

AUDIT

- Audit - Article 11

AMENDMENTS

- Proposed Amendments - Article 12, Section 1
- Adopted Amendments - Article 12, Section 2

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LOCAL 4173 BY-LAWS

ARTICLE 1: NAME

Section 1: Local Number and Name

The number of this organization shall be Local number: 4173. The name of this organization shall be: Lakeland Professional Firefighters.

Section 2: Definitions

References in this Constitution and By-Laws to “Local” or "Local union" shall refer to the Local as set forth in Section 1 above, and references to “Association” or “International” shall refer to the International Association of Fire Fighters.

Section 3: Compliance

This Local Union, its officers, representatives, and members shall recognize, observe, and be bound by the provisions of the Constitution and By-Laws of the International Association and the interpretations rendered by the International's General President, the resolutions, and decisions and directives of the Executive Board of officers of the Association, when made in conformity with the authority granted by the Constitution and By-Laws of the Association, and the resolutions adopted and policies established by the delegates at conventions. Article XIII of the Constitution and By-Laws of the Association is recognized as providing the basic rules governing this Local.

ARTICLE 2: JURISDICTION

“Jurisdiction shall be as follows: All full-time, paid employees engaged in fire fighting, emergency medical or rescue service activities, or related services, and active-retirees meeting the requirements of Article 3 Section 8 of these bylaws.”

ARTICLE 3: MEMBERSHIP

Section 1: Active

Any person of good moral character who, at the time of making application is engaged in service within the jurisdiction of this Local, as given in Article 2, is eligible for active membership.

Anyone eligible for membership in this Local shall not be refused membership or, upon acceptance, be discriminated against because of race, color, gender, sexual orientation, creed, national origin, or by reason of disability.

Section 2: Honorary

For meritorious service to the Local, or for distinguished public service, persons may be elected honorary members by a majority vote, by secret ballot, by members in good standing at a regular or special meeting. Members in good standing shall be given thirty days written notice of the date and details of the petition for honorary membership. Such

membership shall entail no payment of initiation fees or dues, and shall convey no voice or vote in the affairs of the Local. Such membership may be revoked for cause.

Section 3: Maintenance of Good Standing

Membership in good standing includes any person who has fulfilled the requirements for membership in this Local and who has not voluntarily withdrawn, become ineligible for continued membership or been suspended or expelled as provided in the Constitution and By-Laws of the International Association of Fire Fighters or the Constitution of this Local. Members with a Good Standing status are entitled to all privileges and benefits of the Local.

Section 4: Delinquent Members

Members who fail to pay their dues or assessments by the fifteenth (15th) day following the month such dues are payable shall be notified by the Local officer whose duty it is, that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within sixty (60) days following such notification. Delinquent and suspended members are not entitled to a voice or to vote in the Local or in the affairs of the International.

Section 5: Separation

When any member in good standing is separated from the fire service, the Local Union may allow said member to retain active membership or in lieu thereof, upon request of said member, shall issue a withdrawal card. The Local Union may issue withdrawal cards only to those members who leave the fire service in good standing or who are precluded by law or Local ordinance or contractually from maintaining union membership by virtue of their fire department position. A former member holding a valid withdrawal card will not be charged a reinstatement fee upon reentry into the organization. A member who is duly elected as an officer of the International Association of Fire Fighters, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his/her active membership in this Local.

A member who is inducted into or activated with the armed forces may continue to be carried as an active member with dues, assessments or other union charges waived until such member is relieved from active duty with the armed forces.

Any active member in good standing who is separated from employment due to lay-off may continue to be carried as an active member while remaining on a preferred rehiring list. Payment of monthly dues shall be waived and shall enjoy all rights of membership except the right to vote on collective bargaining agreements.

Section 6: Resignation

A member, by their own free will, who chooses to resign from Local 4173 shall present in writing, with date and signature, their intentions to a Local 4173 Executive Board Member. A twenty-four hour "cool down" period is required before a letter of resignation may be accepted. Assessed dues or fees, which have been paid to the Local and International, are not refundable. Upon resignation, the member loses any membership rights, privileges, or voice bestowed by this Local or the International. Such member should review Sections 7.

Section 7: Reinstatement

A resigned member may request to be reinstated into the Local 4173 by submitting a written request to a Local 4173 Executive Board member. The resigned member shall not be eligible for reinstatement unless he, upon application of reinstatement pays all back dues and assessments to the time he withdrew from the Local, plus the reinstatement fee. The President or designee shall review all reinstatement requests prior to presenting the proposed member at a Local meeting. The proposed member is reinstated as a member in Good Standing by a majority membership vote at a Local meeting. Members that have been suspended for delinquent dues shall pay any past and current dues and assessments owed, and the reinstatement fee at the time of submitting application for reinstatement of Good Standing.

Section 8: Retiree

Members who have retired from this Local or have otherwise withdrawn as members in good standing may be allowed to return to this Local within 6 (six) months as active-retired members. Active-retired membership is recognized by the International Association of Fire Fighters only if the individual is required to pay half (1/2) the per capita dues to the International Association of Fire Fighters Association.

ARTICLE 4: INITIATION FEES, DUES AND ASSESSMENTS

Section 1: Initiation fees

There shall be no initiation fees. Upon acceptance of an active membership, ten (\$10.00) dollars from the General Fund shall be submitted to the IAFF.

Section 2: Dues

Dues shall be twenty (20.00) dollars each pay period via automatic payroll deduction or annual lump sum of five hundred and twenty (520.00) dollars due upon acceptance of active membership and annually from that date forward.

Section 3: Assessments

Assessments may be made only in the following manner: Each member in good standing shall be notified in writing at least thirty (30) days in advance of the date on which the vote for an assessment is to occur. The proposed assessment shall become effective upon a majority vote of the members in good standing, by secret ballot at a general or special meeting.

Section 4: Changes in Fees, Dues and Assessments

Any changes regarding fees, dues, or assessments must be proposed to the membership. Members in Good Standing shall be given written notification thirty (30) days prior to voting on the proposed change. Changes shall be effective upon a majority vote, by secret ballot, of members in good standing at a general or special meeting.

The executive board reserves the right to adjust dues based upon the IAFF per capita dues. (The IAFF per capita dues are voted upon every two years at the International Convention).

Section 5: Reinstatement fees

Reinstatement fees shall be one hundred (100.00) dollars, plus all back dues and assessments. Ten (\$10.00) dollars of this amount shall be submitted to the IAFF.

ARTICLE 5: MEETINGS

Section 1: Rights of Members

Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules set forth in the manual of parliamentary procedure adopted by this Local. Members shall conduct themselves in such a manner as to not interfere with the legal or contractual obligations of the International or this Local.

Section 2: Rules for meetings

The rules contained in Robert's Rules of Order shall govern the meetings of this Local in all cases not in conflict with this Constitution and By-Laws, or the Constitution and By-Laws of the International, or interpretations of these documents

Section 3: Quorum

The quorum for any meeting of this Local, either regular or special, shall be a minimum of seven members in good standing, one of which shall include either the union president or vice president. The quorum for executive board meetings shall be a minimum of five executive board members. At least two committee members will be considered the quorum for holding a committee meeting. Emergency meetings have no quorum limitation.

Section 4: Regular Meetings

Regular meetings of the Local shall be held on the second Monday and/or Tuesday of each month, with an official announcement indicating exact date(s), place and time posted at least 15 days prior to the meeting. All members shall be notified in as timely a manner as possible for cancellations and/or rescheduling of meetings via e-mail and/or the Local website.

Section 5: Special Meetings

Special meetings may be called by the President or by vote of a majority of the Executive Board. All members in good standing shall be notified of such special meeting at least seven (7) days prior to the same. The notice shall state the business to be considered at such meeting, and no other business than that stated in the notice shall be in order at such meeting.

Section 6: Emergency Meetings

The President, upon twenty-four (24) hours' notification to the membership, may call Emergency Meetings. The time and place of such a meeting, together with the nature of the business to be conducted, shall be made known to as many members as possible via e-mail, the Local website and any other means available. Only the business made known at the time of notification may be conducted.

Section 7: Executive Board Meetings

The Local President or Executive Board Chairperson may call the meetings of the Executive Board. Executive Board meetings may also be called by vote of a majority of the Executive Board.

ARTICLE 6: ELECTIONS

Section 1: Candidacy

Any member in good standing shall be eligible to be a candidate for a Local Office or convention delegate. To be placed on the election ballot for an officer position or delegate, one must be nominated and present written acceptance to the Election Committee within the time limits. A candidate may not run for more than one officer position; however, they may also run as a Convention Delegate. Candidates may distribute campaign literature at their own expense. There will be no discrimination in favor or against any candidate with regard to the use of membership lists.

Section 2: Use of Funds Prohibited in Elections

No funds received by this Local through initiation fees, dues, or assessments or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers.

This section does not prevent the expenditure from Local funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

Section 3: Election Committee

The Local President or designee shall appoint three (3) individuals, subject to Executive Board approval, to serve on the Election Committee. The members in Good Standing shall confirm the appointed individuals by majority vote at a general or special meeting. The Election Committee shall select one of its members to head the committee. The objective of the Election Committee shall be to ensure a fair and unbiased election. The committee shall conduct the nomination proceedings. In the event an Election Committee member accepts a nomination for office or as a delegate, they must withdraw from the committee. If the Election Committee requests a replacement, the Local President or designee shall appoint another Election Committee member. The Election Committee shall make notification of the election, prepare ballots, conduct the election, and collect and secure ballots. Ballots and any election results shall be filed with the

Local Secretary. Each candidate for office shall be entitled to appoint one observer, but not the candidate himself, who shall be permitted to witness the manner of distribution and casting of ballots and attend the meeting of the Elections Committee at which the votes are tabulated.

Section 4: Nominations

Any Active Member in Good Standing may nominate eligible members for office or delegates. Nominations will open during the August General meeting and are to close at the September general meeting. No member may be placed on the ballot for more than one elective officer position. Those nominated shall notify the Election Committee in writing that they have accepted the nomination. This written acceptance shall be presented to the Election Committee within fourteen (14) days after nominations have closed.

Section 5: Method of Nomination and Election

Each member in good standing shall be given at least fifteen (15) days advance notice, in writing, of the date, time and place at which nominations shall be made, and at least fifteen (15) days advance notice, in writing, sent by mail to the last known address of the member, of the date, time and place at which elections shall be held. Any member in good standing may nominate eligible members for office.

Elections for the following officers of this Local shall be held in November of even-numbered years: president, vice president, secretary, and treasurer. Elections for members of the Executive Board shall be held in November of odd-numbered years. Elections will be held prior to the general membership meeting(s) in November with the election results officially announced at the November general membership meeting(s). Installation of the elected officers will be held in January of the following year at the general membership meeting. Elections shall be by secret ballot; write-in voting shall not be permitted. If there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy in the election of Local officers. The candidate receiving a majority of the ballots cast shall be declared elected. If no candidate receives a majority of the ballots cast, there shall be a run-off election in December between the two candidates who received the most votes. If the final ballot of any officer election results in a tie between the candidates, the winning candidate for office shall be selected by the drawing of lots in the presence of both candidates.

Section 6: Ballots Preserved

The ballots and all other records of an election shall be preserved by the Secretary for one year following such election.

Section 7: Recall

A recall of an officer may be called for any Local Officer, provided: the member facing recall has been given a copy of the charges no less than fourteen (14) days preceding the meeting where such motion of recall is to be made; the charges state any provisions of the Local or International Constitution and By-Laws, policies, etc., and the officer facing recall has been given the opportunity to answer the charges before the recall motion is

made. Recalls shall require a majority vote, by secret ballot, of members in good standing at a general or special meeting, in favor of the recall.

Section 8: Vacancies in Office

- a) a vacancy in the office of President shall be filled by the Vice-President who shall serve for the remainder of the unexpired term of office
- b) a vacancy in the office of the Vice-President shall be filled by a secret ballot election at the next regularly scheduled Executive Board meeting. Any active union member can be nominated by an Executive Board member and elected as the new Vice-President and this person shall serve for the remainder of the term.
- c) A vacancy in the office of Secretary/Treasurer shall be filled by a secret ballot election at the next regularly scheduled Executive Board meeting. Any active union member can be nominated by an Executive Board member and elected as the new Secretary/Treasurer and this person shall serve for the remainder of the unexpired term.
- d) A vacancy on the Executive Board other than primary officers, shall be filled by Presidential appointment subject to Executive Board approval.
- e) Unexcused absence from three consecutive Executive Board meetings shall automatically relieve an Executive Board member of that position. Primary officers are members of the Executive Board and are included in this provision.

ARTICLE 7: DUTIES OF OFFICERS

Section 1: Number and Titles

The officers of this Local shall consist of a president, vice president, secretary, treasurer and six additional members of the Executive Board, who shall hold office for two years, or until the election and installation of their successors, unless removed from office as provided in the Constitution and By-Laws of the International or this Constitution and By-Laws. The offices of Secretary and Treasurer may be held by the same individual.

Section 2: Local President

It shall be the duty of the President to preside at all meetings of the Local. He shall be the executive head of the Local. He shall be a member ex-officio of all committees. He shall appoint such committees as may be provided for in this Constitution and By-Laws and such special committees as may be authorized by the Local. Together with the Treasurer, he shall sign all orders and checks lawfully and properly drawn. He shall enforce strict observance of the Constitution and By-Laws of the International as this document relates to the Local, and the Constitution and By-Laws of the Local and shall have the final authority, subject only to internal appeal to the International pursuant to Article XVIII of the IAFF Constitution and By-Laws, to decide questions of parliamentary rules and questions involving interpretation of this Constitution and By-Laws. He shall have general supervision of the activities of the other officers and the chair of committees.

The President shall discharge on behalf of the Local such duties as may be imposed upon him by applicable law including the execution and filing of any reports to Federal or State authorities, and he shall cause the Local to maintain such records as the law requires them to be kept, in support of reports it files.

No later than the 10th of each month he shall submit an itemized statement of all expenses incurred by him during the preceding month to the Local Treasurer.

The President, by virtue of his election, shall be a delegate of this Local to the convention of the International.

Section 3: Local Vice President

The Vice President shall assist the President in such a manner as the President may determine. In the absence of the President he shall preside at meetings of the Local. A vacancy in the office of President shall be filled by the Vice-president who shall serve for the remainder of the unexpired term of office. The Vice President shall serve on the Labor-Management Committee.

Section 4: Local Secretary

The Secretary shall have custody of all documents, records, books and papers belonging to the Local, except as may be otherwise provided by this Constitution and By-Laws. He shall keep an accurate record of the meetings of the Local and of the Executive Board, of which he shall be the Secretary. He shall attest all official documents with his signature and the seal of the Local. He shall conduct the correspondence of the Local promptly. He shall maintain the official list of members in good standing, which shall be kept accurately and on a current basis.

The Secretary shall discharge on behalf of the Local such duties as may be imposed upon him by applicable law including the execution and filing of any reports to Federal or State authorities, and he shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it.

Section 5: Local Treasurer

The Treasurer shall receive all monies due the Local, from whatsoever source, and shall disburse the same only by voucher signed by the President in conformity with a vote of the Local. Such disbursement shall be by check, which shall also be signed by the President. He shall maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered. He shall be prepared to exhibit receipts and vouchers upon the audit of his books. He shall forward the annual audit of the Local to the International General Secretary-Treasurer, over the seal of the Local.

Section 6: Local Executive Board

The Executive Board shall consist of the President, Vice President, Secretary and Treasurer, and six (6) elected members. It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds and property of the Local. It shall have the authority to act in the name of the Local during intervals between meetings, such acts being subject to confirmation by the membership at the next regular meetings of the Local. It shall provide for an annual audit of the Treasurer's books. The Executive Board members shall select one of their own to serve as the chair. It shall meet at the call of the President, the Executive Board Chair or on call signed by a majority of its members.

Section 7: Bonding

All officers and employees of the Local who handle funds or property of the Local shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary-Treasurer, in compliance with applicable law. The expense of the first \$5,000 of Bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium. The Local shall have sufficient bond to cover at least ten (10%) percent of its current liquid assets.

ARTICLE 8: STANDING COMMITTEES

Section 1: Election Committee

The Election Committee shall become active for any constitutional election of Local Officers, Delegates, contractual issues, or by the request of the President or Executive Board. The Local President shall appoint four (4) individuals to serve on the Election Committee. The members in Good Standing shall confirm the appointed individuals by majority vote at a general or special meeting. The Election Committee shall select one of its members to Chair the committee. The Election Committee shall conduct specific elections as described by this Locals Constitution and By-Laws. The objective of the Election Committee shall be to ensure a fair and unbiased election. The committee shall conduct the nomination proceedings. In the event an Election Committee member accepts a nomination for office or as a delegate, they must withdraw from the committee. If the Election Committee requests a replacement, the Local President shall appoint another Election Committee member. The Election Committee shall make notification of the election, prepare ballots, conduct the election, and collect and secure ballots. Ballots and any election results shall be filed with the Local Secretary.

Section 2: Negotiating Committee

The President shall appoint six (6) Active members in Good Standing to serve on the Negotiating Committee. Those selected must be confirmed by the membership at a general or special meeting by the majority. The Negotiating Committee's (also referred to as a team) primary duty is to negotiate with the employer a Collective Bargaining Agreement. Once selected, the Negotiating Committee shall select a Chair. The Negotiating Committee Chair may also be referred to as the Chief Negotiator. The Negotiating Committee shall have the authority to enter negotiations, sign tentative agreements, and assign collective bargaining agreements on behalf of the Local during negotiation periods, provided that the membership has voted as prescribed in Article XII Collective Bargaining. The Negotiating Committee does not execute "Memorandums of Understanding."

Section 3: Labor-Management Committee

The Vice-president shall serve on the Labor Management Committee. The President will appoint three additional members in Good Standing, subject to approval by the membership at a general or special meeting by the majority.

Section 4: Grievance Committee

The president shall appoint four (4) Active members in Good Standing to serve on the Grievance Committee. Those selected must be confirmed by the membership at a general or special meeting by the majority. The Grievance Committee's primary duty will be responsibility for the oversight of all grievances complaints and disputes that arise from members of Local 4173 who desire representation or assistance. Once selected, the Grievance committee shall select a Chair. The Grievance Chair will be responsible for the training of committee and Executive Board members in grievance administration. The Grievance Chair will work directly with the Local's law firm in assuring proper legal backup and assessment of cases for their implications for all Local members. The Grievance Chair will also develop a system through which grievances can be evaluated for purposes of Board consideration when formal legal assistance is needed. The Grievance Chair will be responsible for maintenance of office grievance files.

ARTICLE 9: DELEGATES AND ALTERNATES TO INTERNATIONAL CONVENTIONS

Section 1: Delegates

If, in accordance with Article IV, Section 2 of the International Constitution and By-Laws, this Local is entitled to Delegates in addition to the President and the Vice president, they shall be elected by secret ballot of the members in good standing.

Section 2: Alternates

Alternates to conventions shall be elected by secret ballot of the members in good standing. The credentials of delegates and alternates must certify to this method of election.

ARTICLE 10: MISCONDUCT, TRIALS AND APPEALS

Section 1: Misconduct and Trials

Any member charged with misconduct as defined in Article XV of the International's Constitution and By-Laws shall be served with written specific charges as required by Article XVI of the International Constitution and be given a reasonable time to prepare his/her defense and afforded a hearing as provided in Article XVII of the International Constitution.

Section 2: Appeals

Appeals may be made in accordance with Article XVIII of the International's Constitution and By-Laws. Such appeal must be filed with the International General President of this Association within thirty (30) days of the action to be appealed.

ARTICLE 11: AUDIT

The books and accounts of this Local shall be audited annually, and the last such report of audit shall be forwarded to the International's General Secretary-Treasurer with the seal of the Local within one hundred and eighty (180) days of the close of the Local's fiscal year, and shall include an accurate accounting of all employees within the Local Union's Fire Department.

ARTICLE 12: AMENDMENTS

Section 1: Proposed Amendments

This Constitution and By-Laws made under its provisions may be amended by a two-thirds (2/3) vote (except for changes in dues and assessments, and initiation and reinstatement fees, which shall require a majority vote, as provided in Article 8, Sections 3 and 4) at a regular meeting, provided that each member in good standing is notified in writing of the proposed amendment at least fifteen (15) days in advance of the meeting at which the vote will be taken.

Section 2: Adopted Amendments

A proposed amendment to this Constitution, or any By-Laws made under its provisions, shall be submitted for approval to the International's General President prior to its printing, or issuance, after it has first been adopted by the membership.

SHIFT MEETINGS

Shift meetings should be regarded as generally undesirable if any other method can be used to achieve the desired results. This is because of the fundamental difficulty in this type of meeting, which includes the necessity for agreement between the two meetings as to final action. When shift meetings are determined to be necessary, it is essential that the following procedures be followed.

1. Both shift meetings should be held, if possible, within 24 hours. It is always desirable to complete action as soon as it can be done. This is true of any group decision and especially true of shift meetings.

Both meetings are considered as constituting one meeting as far as total votes are concerned and also the final results that are to be determined.

2. In order to establish the results of action taken in shift meetings, the total votes cast for and against the motion are added together. For example, let us assume that Meeting A votes for a motion and Meeting B votes against it. Meeting A-40 for, 20 against; Meeting B--30..for, 40 against. The total vote is 70 for and 60 against, 130 votes. A majority is necessary to adopt any main motion, in this case 66 votes. So the motion is adopted.

If Meeting A adopts a motion and Meeting B amends it and sends it back to Meeting A, and Meeting A defeats the amendment, the total number of votes in both meetings determines whether the amendment is adopted.

	For	Against
Meeting B	80	50
Meeting A	50	55
	130	105

The total vote is 235. Vote necessary for adoption of the amendment is 118, so the amendment is adopted.

3. The announcement of a vote may be made only after final action by the last meeting to vote. It is essential that NO announcement be made until the final vote.

4. If a motion is made at one meeting and later, in the same meeting, it is indefinitely postponed, the motion is killed and does not go to the other meeting.

5. If an amendment is offered at Meeting A and this amendment is defeated at that meeting, and later the same amendment is offered at Meeting B and adopted, it is necessary for the motion as amended, to be returned to Meeting A for final vote.

6. If a motion is made and adopted at Meeting A, it is not in order for Meeting B to table it. Meeting B must take some action on the motion, whether amendment, reference to committee, or something else.

7. If Meeting A defeats a motion, it does not go to Meeting B. However, Meeting B can originate another motion, the same as that defeated in Meeting A. As a practical matter, this would only be done when the proponents of the motion have reason to believe that there have been changes of viewpoint toward the motion, or that the combination of votes in the two meetings in favor would be enough to adopt the motion.

8. If Meeting A adopts a motion and it is considered by Meeting B which proposes amendments and adopts them, and then adopts the motion as amended, the motion as amended must be voted on by Meeting A.

9. If a motion is passed by Meeting A and Meeting B votes to refer it to a committee, this has to be referred back to Meeting A for a final vote on referring to a committee; the combined votes of both meetings determine whether it goes to committee.

10. If Meeting A, when considering a motion that originated at that meeting, votes to table it, the motion does not go to Meeting B. Meeting B, however, may originate the same or a similar motion and, if adopted, send it to Meeting A.

11. If Meeting A votes to postpone a motion to a definite time, the motion and the postponement to a definite time will both be considered by Meeting B. The total votes cast for the postponement will determine whether this is done.

12. If meeting A adopts a motion and meeting B votes to postpone it to a definite time, the motion for postponement is to be considered by Meeting A.

13. The Minutes of Meeting A are to be read only at the next session of Meeting A, not at Meeting B. Each Minutes require action for adoption by the meeting where they originate and no action by the other meeting.

14. When the action by one meeting makes it necessary to consider a motion at a later meeting where some of the members, because of a shift change, also change their meeting attendance, roll-call vote should always be taken. Unless this is done, there is no way to prevent complete confusion as to when and how a member has already voted. As this situation of change of shift is a part of the two shift procedure, the practice of roll-call voting should be followed in shift meetings.

Roll-call lists have to be prepared in advance by the Local Union Secretary. The names of all members in good standing are listed, in strictly alphabetical order, on the left of each page; to the right are three columns headed, "Yes", "No" and "Present."

The Secretary calls each name and the member responds by saying "Yes" or "No" or "Present." This response is recorded by the Secretary in the proper column.

Members have a right to change their votes from "yes" to "no" or from "no," to "yes" or from "present" to "yes" or from "present" to "no," at any time before the result is announced. They cannot change their vote from "yes" or "no" to "present." After the vote has been announced, there can be no changes.

15. Having the vote taken by written ballot is not to be done in shift meetings, except, of course, in elections. The object of the roll-call vote is to assure that members vote only once, even though their shift has changed.

16. Because of the fact that, if there are three shifts, 2/3 of the members will be off duty at a given time, there is no need for three-shift meetings. There are too many possible complications in running three-shift meetings, all of which for some purposes would have to be regarded as one meeting. There could be almost endless adoptions of amendments to motions and delaying tactics of various kinds. A determined minority in these meetings could effectively prevent action through tactics to be found in any manual of parliamentary law.

The object of Local Union meetings includes the consideration of subjects properly presented to the membership, and to take action by majority vote. Under the circumstances which would prevail in the three-meeting procedures, it would be extremely difficult to either adequately consider subjects or to take final action upon them.

Responsible union leadership is properly concerned with providing the maximum practical protection for member's rights in meetings. The three-shift meeting procedure,

by its very structure, offers many opportunities for the curtailment of these rights. It is for these reasons that such meetings should not be held.

As the Local plans and conducts two-shift meetings, it should keep in mind the basic principles which apply to the conduct of all meetings: the minority has the right to express its views and to offer any proper motion, while, eventually, the majority makes the decision. Once the decision has been made, it is the duty of all members to abide by the result until another decision is reached. This is the essence of democracy.