

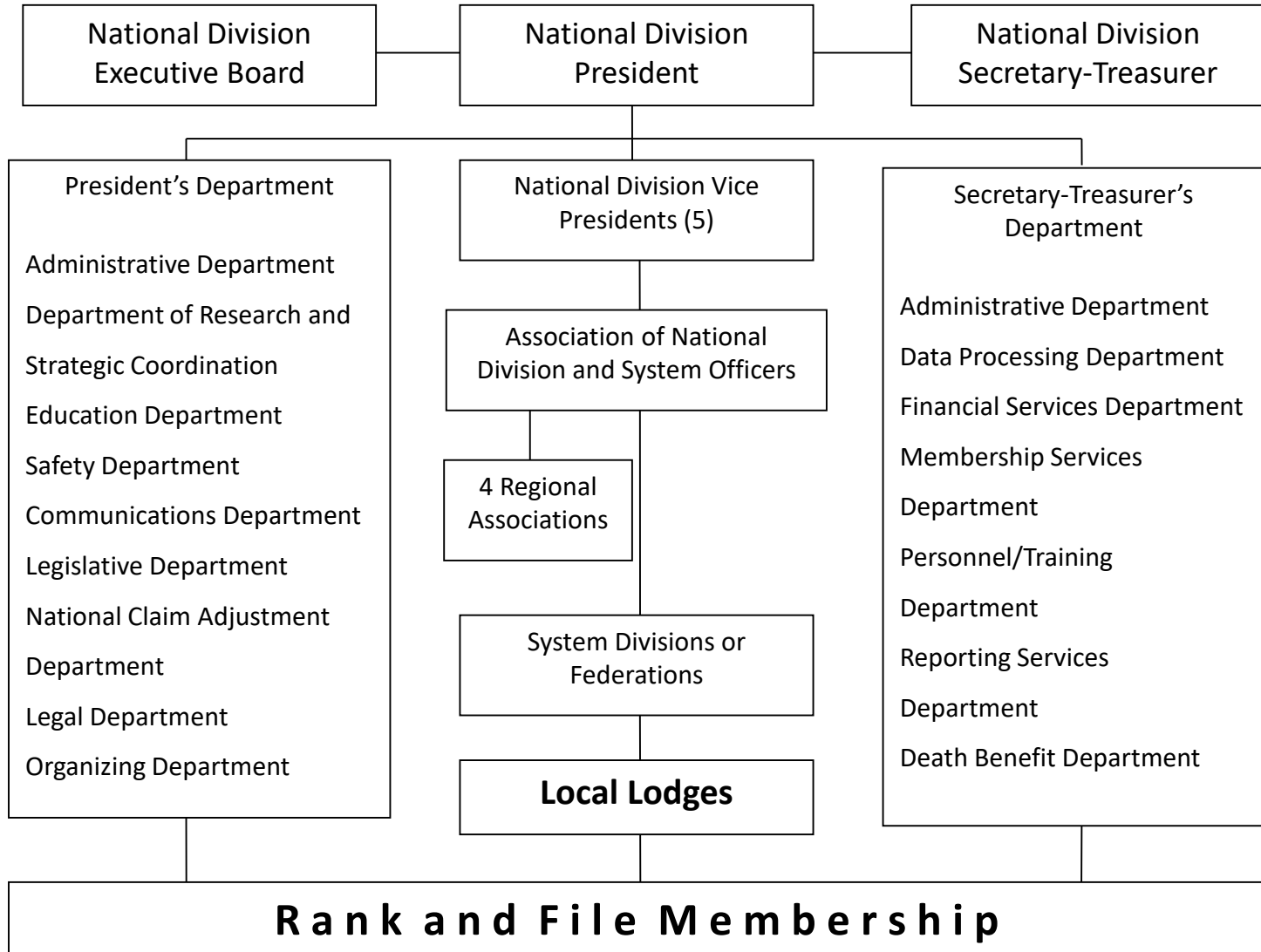
Brotherhood of Maintenance of Way Employes Division, International Brotherhood of Teamsters



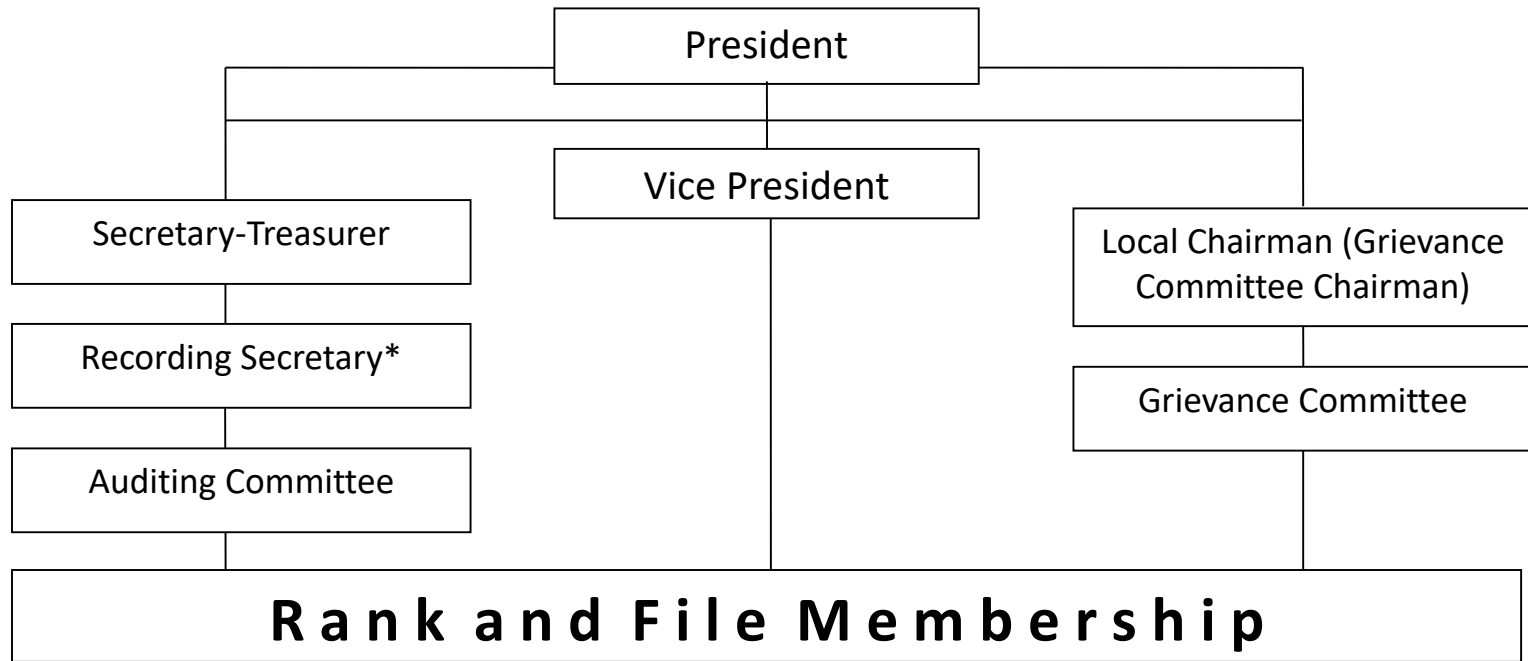
BMWED Local Lodge Training

- BMWED Union Structure
- Conducting Effective Union Meetings
- Parliamentary Procedures
- Local Lodge President's Responsibilities
- Local Secretary-Treasurer Responsibilities
- Auditing Committee Responsibilities
- Local Chairman and Grievance Committee Responsibilities
- Local Lodge Elections
- Good Standing vs Continuous Good Standing.

Organizational Chart of the BMWED



Organizational Chart of a Local Lodge



*This position may be combined with Secretary-Treasurer position

Lodge President's Responsibilities – Article XVIII, Section 13

The President shall preside at all meetings of the Lodge, preserve decorum and decide all questions of order subject to an appeal to the Lodge. He shall see that a correct audit of the Secretary-Treasurer's books is made by the Auditing Committee as hereafter provided in this Section not later than thirty (30) days after the end of each quarter. He shall appoint all Committees, except the Auditing Committee and the Grievance Committee, the members of which shall be elected as provided in Section 9 of this Article. He shall enforce compliance by all Officers and members of the Lodge with the provisions of these Bylaws, the IBT Constitution and Merger Agreement and any applicable System Division or Federation Constitution and/or Bylaws. He shall cast the deciding vote on all questions in case of a tie vote of the Lodge.

The President shall also discharge on behalf of the Local Lodge such duties as may be imposed upon him by applicable law, including the execution and filing of any required reports, and he shall cause to be maintained by the Lodge such records in support of such reports and for such periods as the law requires.

Responsibilities – Key Points

- Preside at meetings and preserve decorum
- Decide all questions of Order (subject to appeal of the Lodge)
- See that the books are audited
- Power to appoint certain Committees
- Enforce the Bylaws on the Local Lodge Officers and members
- Cast the deciding vote on all questions in case of a tie vote (Note: *Not applicable to officer elections*)
- See that all records are filed and maintained

Note: *In the absence of the Lodge President, the Vice President presides at the Local Meeting.*

Conducting Effective Union Meetings

- Resources

- Bylaws of the BMWED
- Ritual
- Bible
- Parliamentary Motions Guide
- System or Division Officers
- National Division
- BMWED Journal
- BMWED Website
- Agreement Books
- Bulletins

Preparation

- Members notified (time guidelines followed)
- Notice includes pertinent information, i.e., visiting speakers or guests, local elections, etc.
- Time and place secured
- Agenda
- Handouts, flyers, etc.

Note: Five (5) members in good standing shall constitute a quorum and shall be qualified to transact all business properly coming before the Local Lodge. Absent a quorum, no official business can be transacted by the Lodge.

BMWED Ritual

- Duties of the Lodge President
- Rules of Order
- Opening Ceremony
- Order of Business
- Closing Ceremony
- Obligation
- Parliamentary Procedures

To the Lodge President – BMWED Ritual

This ritual is a guide that should be referred to at every meeting of the Lodge. Its importance should be impressed upon every member.

It is the duty of the President to open the Lodge promptly, to preserve order and discipline during the sessions, and to see that the other officers perform their duties in accordance with applicable laws and our Bylaws and Ritual.

The Bylaws of the Brotherhood are enacted by the members through their regularly elected delegates and are binding upon all members alike. The authority to interpret the Bylaws is vested in the National Division President, and his decision is final, except as provided in the Bylaws. As all members through their chosen representatives had a choice in making the Bylaws, all should aid in their enforcement.

Rules of Order-BMWED Ritual

1. The Bible shall remain open on the altar while the Lodge is in session.
2. After the Lodge has been duly opened the Conductor will conduct all visiting members to the altar and introduce them. The President will call up the Lodge and welcome the visiting Brothers/Sisters, after which the Conductor will escort the visitors to seats.
3. No Brother/Sister shall interrupt another in their remarks, except to raise a point of order.
4. During opening or closing ceremony, or during the reading of the minutes, the Inner Sentinel will require those in the ante-room to wait until the business is finished, after which they will be permitted to enter.
5. The Conductor will receive and examine visitors who arrive while the Lodge is in session (retiring to the ante-room); If the visitor is found eligible and correct he will be admitted. Conductor will then introduce the visitor, giving the member's name and Lodge number. The President will rise, call up the Lodge and welcome the visitor. No visitor shall be examined during initiation. Every courtesy shall be extended to visiting Brothers/Sisters and they should be made to feel that their presence at the meeting is appreciated.
6. The Secretary-Treasurer must fill out all receipts with pen and ink, and must not use a stamp to sign his name.
7. No motion shall be subject to debate until it has been seconded and stated from the Chair. It shall be reduced to writing upon the request of two members.
8. Each member, when speaking, shall stand and respectfully address the President, confining their remarks to the question under debate and avoid all personalities or indecent or improper language.

Opening Ceremony-BMWED Ritual

The hour of meeting having arrived and a quorum being present, the President will call the Lodge to order by giving one rap of the gavel.

PRESIDENT:

This Lodge will now come to order. Officers will assume their stations and the Sentinels will see that none but duly qualified persons are permitted to enter. Brother Conductor, you will place the open Bible on the altar after which you will determine if all present are Brothers/Sisters in good standing and entitled to participate in this meeting.

If necessary, the Conductor will examine Membership Cards, dues receipts or use other appropriate means to determine each person's eligibility after which he reports.

CONDUCTORS:

Brother President, all present are duly qualified to sit in this meeting.

PRESIDENT:

Thank you, Brother Conductor. Brother Chaplain, will you invoke the blessings of the Supreme Ruler on our deliberation.

CHAPLAIN:

Most Holy and Glorious Ruler of the Universe, the Giver of all good gifts and graces, in Thy name we have assembled, and in Thy name we desire to proceed in all our deliberations. Grant that the sublime principles of our Brotherhood may so subdue every discordant passion within us, so harmonize and enrich our own hearts with Thine own love and goodness, that this Brotherhood may humbly reflect that order and beauty which reign forever before Thy Throne — Amen.

ALL RESPOND:

Amen

PRESIDENT:

Brothers (and Sisters), by the power and authority vested in me, I hereby declare this Lodge open for the transaction of such business as may be properly brought before it. Each Brother/Sister, when speaking, shall stand and respectfully address the President confining their remarks to the question under debate avoiding all personalities and Indecent and improper language. Sectarian discussions are strictly forbidden.

Order of Business-BMWED Ritual

Introduction of visiting members.

1. Roll Call of officers.
2. Reading minutes of previous meeting.
3. Introduction of new members.
4. Initiation of new members.
5. Secretary-Treasurer's Report:
 - (a) Report of suspended or expelled members
 - (b) Communication, bills and notices
 - (c) Receipts and Disbursements since the last meeting
 - (d) Financial Report of Lodge since last meeting
 - (e) Application for Transfer or Withdrawal Cards
6. Report of Committees.
7. Unfinished business.
8. New business.
9. Health, welfare and sickness benefits.
10. Is any Brother/Sister deceased, sick or otherwise distressed?
11. Political discussion.
12. Safety discussion.
13. Debate - good and welfare of the Brotherhood.
14. Appointment of Committees.
15. Election of officers, delegates, Board members, etc.
16. Installation of officers.

Closing Ceremony- BMWED Ritual

PRESIDENT:

Brothers and Sisters, I am about to close this Lodge. All matters which have been discussed at this meeting are of a confidential nature and should be treated accordingly. When you again mingle with the outer world, I trust you will remember the principles and lessons imparted here. Let us ever be mindful of the obligations we have taken and constantly strive to extend the principles of brotherly love and unity. Brother Chaplain, we are ready for your parting benediction.

CHAPLAIN:

My brethren, he lives best who does most for humanity, he lives well who walks worthily in the paths of industry, and to him shall the full measure of praise be given: "Well done, thou good and faithful brother." In this parting hour let us not forget the obligation we have assumed, but as we leave this room let it be with a full determination that all our actions through life shall redound to our honor and insure the prosperity of this Brotherhood, and may the Great Ruler above watch over, bless and keep us until our next meeting — Amen.

ALL RESPOND:

Amen.

CLOSE MEETING

If the Lodge has regularly scheduled meetings, the President should announce the date, time and place for the next regular meeting.

Obligation- BMWED Ritual

Note: Bible should be open and visible to all those swearing the oath of office.

INSTALLING OFFICER:

Please raise your left hand, place your right hand over your heart and repeat after me:

“I (your name), in the presence of these delegates and members, do solemnly promise that I will perform all the duties of my office as laid down in the Bylaws of the Brotherhood to the best of my ability, for the best interest of the membership as a whole. To all this I pledge my sacred honor.”

INSTALLING OFFICER:

Delegates and members, your officers have been duly obligated to perform their several duties and invested with the badges of their offices; their success depends on their fidelity and your cooperation; work together in harmony at all times.

And now, by authority of the Bylaws of the Brotherhood of Maintenance of Way Employes Division, I declare your officers duly installed and authorized to enter upon the discharge of their several duties for the term for which they have been elected, or until their successors have been elected and installed.

Questions?



Parliamentary Procedure

The object of parliamentary procedure is to **insure that business is conducted in an orderly manner, with items taken up one at a time and disposed of in a democratic fashion.** When a meeting is called to order by the chair, an agenda, or order of business, should be offered for approval. The Ritual of the Brotherhood prescribes the Order of Business to be followed in the absence of a formal agenda being offered for adoption.

The business of a meeting is carried forward by motions. A motion is made from the floor and then followed by debate on the question. Motions must be seconded to be entitled to debate. If the motion is not seconded, the chair is obliged to point out that the motion has failed for lack of a second, and then proceed with the meeting.

In making a motion, the member should rise, face the chair, and signal or call for attention in a manner which will not disrupt the meeting. Once recognized by the chair, the speaker should first state his or her name in order that such information can be recorded in the minutes.

Before a motion has been stated by the chair, the maker has the right to withdraw it, or modify the language. After it has been stated by the chair, the maker cannot withdraw or modify his or her motion without the consent of the assembly, since it belongs to the assembly. Once a motion has been duly made, seconded and is on the floor, it is subject to amendment. The object of an amendment is to change or modify the original motion, without destroying the sense of it.

Amendments to motions are debatable and like motions, require seconding. Discussion on an amendment must be confined to the amendment itself. In taking the vote, after debate, the amendment is first voted upon and then the motion itself voted upon. Sometimes, the nature of the amendment is such that passing or defeating the amendment carries or defeats the motion also. In that event, it is not necessary to take a vote on the original motion.

The question of privilege is the privilege of getting the attention of the chair at once to ask a question, make a point of order, or draw attention to pressing business which cannot wait. Rising to a "Point of Procedure" means that you question the procedure the chair is following - you feel that the chair is acting contrary to regular procedure. Rising to raise a "Point of Order" usually means that you feel a member of the assembly, rather than the chair, has departed from the prescribed procedures and you want the chair to take action.

You should refer to Robert's Rules of Order in the event you require more detailed information relative to specific issues pertaining to parliamentary procedure.

PARLIAMENTARY MOTIONS GUIDE

- *Based on Robert's Rules of Order Newly Revised (10th Edition)*
- **A “QUICK REFERENCE” RESOURCE PROVIDED TO ASSIST YOU IN UNDERSTANDING THE PARLIAMENTARY PROCEDURES USED DURING BMWED MEETINGS**

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

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Side 1

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request for information	Point of information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

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7/2010

Side 2

Questions?



Local Secretary-Treasurer

BMWED Bylaws Article XVIII, Section 13

- The Secretary-Treasurer shall receive all communications, conduct the correspondence and have charge of the records of the Lodge.
- Shall keep a correct account between the Lodge and its members and between the Lodge and the System and ND.
- Shall deposit all monies in a reliable bank or trust company in the name of the BMWED.

Local Secretary-Treasurer

BMWED Bylaws Article XVIII, Section 13

- All disbursements from funds from the Local Lodge Treasury, shall be by check, signed by the Secretary-Treasurer and may be countersigned by the President of the Lodge.
- The ST shall collect from the members of the Lodge all BMWED required dues, initiation fees and assessments; giving properly authorized receipts for same.

Local Secretary-Treasurer

BMWED Bylaws Article XVIII, Section 13

- The ST shall present to the Lodge for approval at its first regular meeting in each quarter a report of all business transacted during the previous quarter.
- The ST shall deliver to his successor (when elected, qualified and bonded) all books, papers, funds, and other property of the Lodge in his possession, taking his receipt for same.
- This shall include verification and turning over of the monies on deposit in the bank or trust company.

Local Secretary-Treasurer

BMWED Bylaws Article XVIII, Section 13

- ST shall remit to the System Division or Federation Secretary-Treasurer all required dues and initiation fees as well as any assessments collected, at least once each month.
- ST shall furnish the National Division Secretary-Treasurer, the System Division or Federation Secretary-Treasurer and the General Chairman a list of the names of Officers elected for the current term.

Local Secretary-Treasurer

BMWED Bylaws Article XVIII, Section 13

- The Secretary-Treasurer shall also discharge on behalf of the Local Lodge such duties as may be imposed upon him by applicable law, including the execution and filing of any required reports, and he shall maintain such records in support of such reports and for such periods as the law requires.
- The money and the property of a Local Lodge shall be used solely for the benefit of the BMWED, the Lodge and its members and not for the personal gain or profit of any Officer or member.

Local Secretary-Treasurer

BMWED Bylaws Article XVIII, Section 13

- The Recording Secretary (or ST if positions combined) shall keep **a true and correct record of the proceedings (minutes)** of each meeting of the Lodge and read the same at the next succeeding meeting for action thereon. He shall also read at the Lodge meetings relevant communications from the National Division, the IBT, the Rail Conference, System Division or Federation or other sources that are of interest to the members.

Note: Minutes are not a verbatim record, however, they should accurately capture the business conducted by the Lodge, including motions, 2nds, and membership votes on actions taken and expenditures approved.

Lodge Auditing Committee

BMWED Bylaws Article XVIII, Section 13

- The Auditing Committee (3 elected members) shall have the duty of examining the financial affairs of the Lodge.
- They shall meet if available and audit the Lodge books not later than thirty (30) days after the end of each quarter.
- The Committee may employ the services of a competent auditor to assist them in making such audit.

Lodge Auditing Committee

BMWED Bylaws Article XVIII, Section 13

- The report of the Auditing Committee shall be read at the next regular meeting for approval of the Lodge and filed by the Secretary-Treasurer.
- A copy of such report shall be sent to the National Division Secretary-Treasurer and the System Division or Federation General Chairman (except that on System Divisions or Federations qualified to receive remittances, the report shall be forwarded to the System Division or Federation Secretary-Treasurer).
- Such report shall be signed by the members of the Auditing Committee if available and the Local Lodge Secretary-Treasurer.

Lodge Auditing Committee

BMWED Bylaws Article XVIII, Section 13

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- A copy of such report shall be sent to the National Division Secretary-Treasurer and the System Division or Federation General Chairman (except that on System Divisions or Federations qualified to receive remittances, the report shall be forwarded to the System Division or Federation Secretary-Treasurer).
- Such report shall be signed by the members of the Auditing Committee if available and the Local Lodge Secretary-Treasurer.

Questions?



Grievance Committee

- Each Local Lodge shall elect a Grievance Committee or Committees composed of at least one (1) member from the different departments.
- The Officers of the Grievance Committee or Committees shall perform such duties as are prescribed for such Committees in Article XIX, Section 11, and as may be provided in the Constitutions and Bylaws of System Divisions or Federations.
- The Chairman of the Grievance Committee is the **Local Chairman**.

Grievance Committee

- The Local Chairman is the functional equivalent of a “shop steward.”
- The Grievance Committee members assist the Local Chairman in policing the agreement.

Adjusting Grievances

Article XIX, Section 11

- Each respective System Division and Federation has established procedures for the handling of claims and grievances which are best suited to the needs of the membership represented through such System Divisions and Federations.
- The General Chairman or his duly authorized representative is empowered to initiate and handle grievances of any nature at any time to protect the interests of the membership.

Local Chairman

- System Federation/Division Bylaws often include specific provisions regarding the duties of the Local Chairman.
- In carrying out his/her responsibilities, the Local Chairman coordinates with the System Federation/Division General Chairman.
- The process for filing claims and appeals by the Local Chairman, the adjustment of grievances, and representation of members in disciplinary investigations, is subject to the policies and procedures established by each System Federation/Division.

QUESTIONS?



Local Lodge Elections

Elected Positions- Local Lodge Officers

- Lodge President
- Lodge Vice President
- Lodge Secretary-Treasurer
- Lodge Recording Secretary (position may be consolidated with ST position)
- Lodge Local Chairman
 - Lodge Grievance Committee (At least 1 member from each different department, i.e., track, B&B, etc.)
- Lodge Auditing Committee (3 members)
- Past President (Honorary Position)
 - NOTE: *Lodge Legislative Representative is also an elected position of the Lodge. However, LLR's are not "officers" (they are Reps.) and elected by Local Lodge every 4 years (the year following the ND Convention).*

Eligibility to Local Lodge Office

BMWED National Division Bylaws; Article XVIII, Government of Local Lodges

- **Any member in good standing** of a Local Lodge who has established seniority rights on some position coming under the jurisdiction of the BMWED, and **who meets the eligibility requirements under the IBT Constitution and the Merger Agreement at the time of nomination and election and is a member in good standing at the time of assuming office, shall be eligible to be a candidate and to hold office...**”

Continuous Good Standing

Eligibility for Nomination and Election

Continuous Good Standing; IBT Article II, Sec. 4(a)(1):

“To be eligible for election to any office in a Local Union, a member must be in **continuous good standing** in the Local Union in which he is a member and in which he is seeking office, and *actively employed in the craft* within the jurisdiction of such Local Union, for a period of **twenty-four (24) consecutive months** prior to the month on nomination for said office, and must be eligible to hold the office if elected.”

Continuous Good Standing

Eligibility for Nomination and Election

IBT Article II, Sec. 4(a)(1):

- **“Continuous Good Standing”** means compliance with the provisions of Article X, Section 5, concerning the payment of dues for a period of twenty-four (24) consecutive months, together with no interruptions in active membership in the in the Local Union...”

IBT Article X, Section 5:

- “All members paying dues to Local Unions must pay them on or before the last business day of the current month...”
- “Payment of such dues after their due date shall **not** restore good standing status for such month or months in computing the **continuous good standing** status required by Article II, Section 4 of this [IBT] Constitution as a condition of eligibility for office....”

Continuous Good Standing

Eligibility for Nomination and Election

- **Continuous Good Standing**, once broken, cannot be restored by the payment of back dues.
- **Continuous Good Standing**, can only be reestablished by payment of dues for a period of twenty-four (24) consecutive months, together with no interruptions is active membership.
- **Furloughed/Sick (non-working) BMWED Members:**
*Any member who wishes to maintain full good standing during periods of *unemployment or sickness* may pay dues at the applicable Non-Working rate.*

Good Standing

IBT Article X, Section 5: “... Any member failing to pay his dues at such time shall not be in good standing for such month but may restore such good standing for such month *for the purpose of attending meetings, nominating, voting and participating* in the affairs of the Local Union by *paying delinquent dues* prior to said meeting. Payment of such dues for such month or months shall not restore good standing status for such month or months in computing the Continuous Good Standing status required by Article II, Section 4 of this [IBT] Constitution as a condition of eligibility for office....”

Good Standing: Can be Restored for *the purpose of attending meetings, nominating, voting and participating* in the affairs of the Local Union by paying delinquent dues prior to said meeting.

VS.

Continuous Good Standing: Cannot be Restored for *the purpose of Eligibility to Office*. Once broken, Continuous Good Standing can only be restored by fulfilling the 24 months of continuous good standing by paying dues timely for the period without a late or missing payment.

Questions?

