



Properly Recording Disbursements (Bills of Allowance) in Local Union Meeting Minutes

Unless otherwise noted in bylaws or procedural documents, all disbursements must have membership approval by the affected members **PRIOR** to the disbursement being made. Approval must be voted on and recorded in meeting minutes that are kept on file.

Recording Authorization for Disbursements:

- ▶ The authorizing motion should be as specific as possible – detailed and itemized.
- ▶ The minutes should include the motion, the member who seconded the motion and the notation that the motion passed or carried.
- ▶ A separate motion must be made for each disbursement request.
- ▶ Do not make generalized blanket motions that do not describe the individual requests for disbursements.
- ▶ Avoid words like “etcetera”, “miscellaneous”, and “union business.”
- ▶ It is never appropriate to move or vote for an expense that is of an undefined amount or to move for a loan or advance to any member.
- ▶ Claims for reimbursement of expenses must be accompanied by all applicable supporting documentation.
- ▶ Claims for lost time must be accompanied by supporting documentation including an explanation of the specific union business conducted.
- ▶ If a quorum of members is not met, the minutes should reflect that the meeting was called to order, that a quorum was not present, and that the meeting adjourned.

Incorrect Motion:

“Motion for S&T Araujo to attend S&T workshop in February by John Purcell, Seconded by Justin Fougousse. Motion carried.”

Correct Motion:

“**Motion made by member Purcell to pre-approve to pay S&T Araujo up to 4 committee days at the rate of \$275, totaling up to \$1100; mileage for up to 550 miles at the rate of \$0.625, totaling up to \$343.75; up to 4 per diem days at the rate of \$195.00 totaling up to \$780 to travel to/from and attend the S&T workshop in and Kansas City, MO on Feb 25-28 once all required documentation has been submitted. Seconded by Justin Fougousse, no debate, vote by counted division, 25-Yes, 3-No, motion carried.**”

***Note:** The above motion is made in advance of the officer incurring the expense. This motion of prior approval ensures that the officer will be reimbursed after the expense has occurred and a Local expense claim form with documentation is submitted. The actual amount of expenses (not to exceed the original motion) per the claim form will be paid to the officer. There is no need to vote the motion again. The actual expense will be reported by the S&T at the next meeting.

NOTE: If a quorum of LCA members **is not present** at the regular monthly meeting, lost time and expenses of a Local Chairperson may be paid by obtaining five signatures of members in good standing that have jurisdiction over the fund to be used for payment. **This only applies to the LCA disbursements to Local Chairpersons.** Monthly minutes must support a no quorum meeting.

Recording Authorization for Recurring Disbursements:

- ▶ Motions for recurring disbursements should be avoided at all costs.
- ▶ Items requiring monthly payment could be submitted to the members for a vote on an annualized basis, or for the entire term of the contract.

For example:

A Local decides to investigate renting storage space. The trustees or another designated member appointed by the President present the members of the Local with a copy of a contract for consideration that includes the total monthly cost. If the space costs \$40/month, and the term of the contract is 2 years, the Local would then vote to allocate \$960.00 for the total expense. The expense would be reevaluated and voted on towards the end of the 2-year contract.

Article 21B, Section 48

The following expenses fall under this rule which requires a 2-meeting process and a possible mail referendum vote.

- ▶ Salaries
- ▶ Charitable and Social Spending