



SMART TD Guide to Local 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 disbursements, and they are subject to scrutiny in the event of an audit.
- 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 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

Minutes Must:

- Include the kind of meeting (regular or special)
- Be taken even if there is not a quorum
- Be kept by the Local **forever**.
- Be recorded precisely and accurately and be clear and simple.
 - Motions for bills of allowance/disbursements must be detailed and itemized.
 - One itemized motion per bill of allowance.
 - Motions requiring the Two-Meeting process/Section 48 must be detailed.
- Document main motions only. Including who made the motion, the wording of the motion immediately before it is voted or disposed, if the motion had been amended, and who seconded the motion,
- Document information about how motions were voted: the result of the vote based on the vote-type, and whether the motion carried or failed.
- Document points of order and appeals, whether sustained or lost, together with the reasons given by the Chair for his or her ruling.

Yielding the Chair

If the President/Meeting Chairperson wishes to make a motion, they must yield the chair to another person until the motion is dispensed of/voted on. This would be documented in the minutes as "President *Name* yielded the chair to *Name*." Then after the motion is completed you would document the activity in the minutes as "*Name* yielded the chair back to President *Name*."

Suspending the Rules

If a motion to suspend the rules is made and carried with a 2/3 majority vote to take up an agenda item out of the customary order of business, once that single item is complete or decided on, then the Local returns to where it left off and proceeds with the order of business. **The order of business still must be completed in its entirety even if it is out of the order prescribed by the SMART Constitution, Article 21B, Section 77.**

FOR EXAMPLE: When a guest speaker attends a Local meeting to speak on a certain matter, before the reading of the previous meeting minutes, a member could state "I move to suspend the rules and allow Designated Legal Counsel Green to speak at this time." Another member seconds the motion, and then the motion is voted. 2/3 of the members present must vote yes to allow DLC Green to speak at this time. Once DLC Green is finished speaking, the Local must resume where it left off in the order of business with item #3-Reading of Previous Meeting Minutes.

It is not necessary to record motions to suspend the rules in the meeting minutes. The minutes for the items that are handled out of order can still be documented with the corresponding section of minutes. Using the example above, the line "Guest speaker DLC Green spoke about what to do when injured on the job" would be recorded with item #6 – Reports of Officers and Committees.

Documenting the Result of Votes on Motions Based on the Vote-Type

Certain kinds of motions require certain types of voting methods. The minutes must include information about the type of vote taken and when applicable the number of people or the names of people voting in the affirmative or the negative.

- BY GENERAL CONSENT- Used 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.
 - **How to Document:** vote by general consent, motion carried
- BY VOICE/BY DIVISION - Used when the expected outcome will be noticeable, the Chair asks those in favor to say, "aye", those opposed to say "no". The chair judges whether more voices were in the affirmative or the negative. Any member in doubt of a voice vote can call out "division." By Division is a slight variation of a voice vote. It does not require an exact count unless the Chair so desires. Members raise their hands or stand. Without counting, the chair judges whether more hands are raised/people stand in the affirmative or the negative.
 - **How to Document:** vote *by voice/by division (choose one)*, motion *carried/failed. (choose one)*
- BY COUNTED VOTE - Used if the chair is unsure of uncounted votes by division, expects the votes to be close or if a member makes a motion for a counted vote that is seconded. Members raise their hands or stand until they are counted. Votes that require a 2/3 majority to pass should be counted. If the vote is counted, even if not required, the number of votes on each side must be recorded in the minutes.
 - **How to Document:** counted vote, in favor – *number*, opposed – *number*, motion *carried/failed. (choose one)*
- BY BALLOT VOTE – Used when how each member votes is to be secret. It is required when voting on motions that require the two-meeting process.
 - **How to Document:** ballot vote, in favor – *number*, opposed – *number*, motion *carried/failed. (choose one)*
- BY ROLL CALL - Used when a record of each person's vote is required. Each member answers "yes" or "no" as his name is called.
 - **How to Document:** roll call vote, in favor – *list all names*, opposed – *list all names*, motion *carried/failed. (choose one)*

<p><i>Key to Template Formatting:</i></p>	<ul style="list-style-type: none">• <i>Italics only:</i> explains the type of minutes or provides instruction - should be deleted from final minutes• <i>Bold + italics:</i> info to fill in – type over this information if the motion type is used• (Note:...): Guidance info – should be deleted from final minutes
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Meeting Minutes

Rev. 10.25.2022

Local:

Meeting Date:

Regular Meeting

Special Meeting

Time Meeting Called to Order:

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

Complete

Attached/On File

1. Roll Call of Officers: (Note: If the President is absent, indicate who chaired the meeting.)

<u>Position</u>	<u>Name</u>		
Local President		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Local Vice-President		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Local Secretary		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Local Treasurer		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Local Trustee		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Local Trustee		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Local Trustee		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Legislative Rep		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Alt. Legislative Rep		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Local Chairperson		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
Vice Local Chairperson		<input type="checkbox"/> Present	<input type="checkbox"/> Absent
LCA Secretary		<input type="checkbox"/> Present	<input type="checkbox"/> Absent

Additional Officers in attendance:

Quorum (5 members) Present:

Yes

No

2. **Announce or Display: "This meeting is an environment free of discrimination and harassment.**

3. Reading of previous meeting minutes

(Note: corrections to minutes are to be made in the text of the minutes being corrected and not described in the minutes of the meeting at which they are corrected.)

Name of person read the minutes of the **date** meeting. Minutes were accepted as **read/corrected** (choose one).

4. Admission of New Members

Name of person reported that we had **number** new members since the last meeting.

Names of new members were present (*delete if zero*). **Names of new members** were absent (*delete if zero*).

5. Treasurer's Report

(Note: Minutes do not include the contents of the reports, unless there are motions that arise from them. Simply reading the bank statement balances is never an acceptable Treasurer's Report. (Refer to the SMART TD Guide to the Local Treasurer's Monthly Meeting Report.) The attached Treasurer's Report must include: Variance Report from TD Connect, Meeting Report of Local and LCA accounts from WinStabs-NMR, Account activity report from WinStabs-NMR, Member Status Changes report from the last certified eBill in TD Connect, Task List from WinStabs-NMR)

[*This is the way to document the TREASURER'S REPORT.*]

- Treasurer **name** presented the Treasurer's Report and answered questions. (Report is attached)

6. Reports of Officers and Committees

(Note: Minutes do not include the contents of the reports, unless there are motions that arise from them. Each LCA is to report on the handling of all grievances and claims. Legislative Reps are to report on the handling of all alleged unsafe or sanitary conditions within their jurisdiction. Local Presidents are to report on officer changes. Document guest speakers here as well.)

[*This is the way to document the REPORTS.*]

Name of Person gave the **name** report. **Report attached/List of topics covered attached** (*choose one*). (*Repeat for each report given.*)

[*This is the way to document OFFICER RESIGNATIONS AND/OR VACANCIES.*]

- President **Name** reported that **Name** has **resigned from/can no longer hold** (*choose one*) the **officer position**. The Secretary will post notice of nominations for the **date** meeting at all on duty locations. (*delete if none*)
- President **Name** reported that **Name** has **resigned from/can no longer hold** (*choose one*) the **Local Treasurer/Local S&T** (*choose one*) position. **Name** has been appointed to the position on an interim basis until the election process is completed. The Secretary will post notice of nominations for the **date** meeting at all on duty locations. (*delete if none*)
- President **Name** reported that **Name** has **resigned from/can no longer hold** (*choose one*) the **Local Chairperson** (*choose one*) position for LCA **name**. Vice Chairperson **Name** shall act as Chairperson until the election process is completed. The Secretary will post notice of nominations for the **date** meeting at all on duty locations. (*delete if none*)
- President **Name** reported that **Name** has **resigned from/can no longer hold** (*choose one*) the **Local President/Legislative Representative/Delegate** (*choose one*) position. **Name** has been elevated to the position. The Secretary will post notice of nominations for the vacant **Local Vice-President/Alternate Legislative Rep/Alternate Delegate** (*choose one*) position for the **date** meeting at all on duty locations. (*delete if none*)

[*This is the way to document GUEST SPEAKERS.*]

- **Name of guest speaker** spoke on **subject of presentation**. (*Repeat for each speaker, delete if none.*)

7. Communications

(Note: Formal memos/letters/notices/emails that speak to the operations/requirements/status of the Local that are received by the Local or Local/LCA officers and the handling of these should be presented. These could come from the following sources: GP/GS&T, PTD/PTD staff, GCA, SLB, Local/Field Support, Companies/Carriers, IRS, DOL, State Agencies.)

[*This is the way to document COMMUNICATIONS.*]

Name of Person read **description of communication**. **Describe handling of communication**. Communication is attached. (*Repeat for each communication presented.*)

8. Unfinished Business

[This is the way to document the SECOND PART OF A MOTION REQUIRING THE TWO-MEETING PROCESS. Amending the motion is not permitted at the second meeting. If the motion is for dues adjustment or salary related to an LCA officer position, only members of the affected LCA can vote on the motion]

- **Name of meeting chairperson** re-presented the motion from the **date** meeting to **enter exact language of motion from previous meeting, debate held/no debate** (choose one), ballot vote, in favor – **number**, opposed – **number**, motion **carried/failed** (choose one).

[This is the way to document a MOTION THAT HAD BEEN POSTPONED until this meeting. Amending the motion is permitted.]

- **Name of meeting chairperson** re-presented the motion from the **date** meeting to **enter language of main motion** (if the motion language was amended because of debate/motions to amend, add “as amended”), **debate held/no debate** (choose one), **document result of vote based on vote-type**, motion **carried/failed** (choose one).

9. New Business

[This is the way to document the first meeting for a MOTION TO ADJUST LOCAL/LCA DUES. You will want to make the effective month for the change a month or two after the second meeting. If changes are being considered to Local and one or more LCA dues, there must be a separate motion for each. Only members of the affected LCA can make, second, debate/amend, and vote on the motion.]

- Motion made by **Name of person** to adjust **Local/LCA name** (choose one) dues from **\$amount** to **\$amount** effective with the **month** ebill (if the motion language was amended as a result of debate/motions to amend, add “as amended”). Seconded by **Name of person, debate held/ no debate** (choose one), the motion is set aside for consideration at the **date** meeting to be voted on. The Secretary will post notice at all on duty locations.

[This is the way to document the first meeting for a MOTION TO LEVY A LOCAL/LCA ASSESSMENT. You will want to make the beginning month for the assessment a month or two after the second meeting. If assessments are being considered for the Local and one or more LCAs, there must be a separate motion for each. Only members of the affected LCA can make, second, debate/amend, and vote on the motion.]

- Motion made by **Name of person** to levy an assessment of **\$amount** on **Local/LCA name** (choose one) members beginning with the **month** ebill and ending **describe the month or time it will end** (if the motion language was amended as a result of debate/motions to amend, add “as amended”). Seconded by **Name of person, debate held/ no debate** (choose one), the motion is set aside for consideration at the **date** meeting to be voted on. The Secretary will post notice at all on duty locations.

[This is the way to document the first meeting for a MOTION TO ESTABLISH OR ADJUST AN OFFICER SALARY. If the officer position belongs to an LCA, only members of the affected LCA can make, second, debate/amend the motion. If salaries are being considered for multiple officer positions, there must be a separate motion for each.]

- Motion made by **Name of person** to adjust the **officer position** salary from **\$amount** to **\$amount** (if the motion language was amended as a result of debate/motions to amend, add “as amended”). Seconded by **Name of person, debate held/ no debate** (choose one), the motion is set aside for consideration at the **date** meeting to be voted on. The Secretary will post notice at all on duty locations.

[This is the way to document the first meeting for a MOTION TO ESTABLISH OR AMEND ANY OTHER PROVISION OF BYLAWS/LCA PROCEDURES, such as meeting time, meeting location, election procedures, committee day rate, initiation fee, flower fund, number of appointed positions, number of vice local chairs, etc. If the motion pertains to an LCA, only members of the affected LCA can make, second, debate/amend the motion. If multiple amendments are being considered, there must be a separate motion for each.]

- Motion made by **Name of person** to **describe the provision** (if the motion language was amended as a result of debate/motions to amend, add “as amended”). Seconded by **Name of person, debate held/ no debate** (choose one), the motion is set aside for consideration at the **date** meeting to be voted on. The Secretary will post notice at all on duty locations.

[This is the way to document the first meeting for a MOTION FOR SOCIAL/CHARITABLE SPENDING UNDER \$1200.]

- Motion made by **Name of person** to spend **\$amount equal or less than \$1200** on **describe charitable act or social activity** (if the motion language was amended as a result of debate/motions to amend, add “as amended”). Seconded by **Name of person, debate held/ no debate** (choose one), the motion is set aside for consideration at the **date** meeting to be voted on. The Secretary will post notice at all on duty locations.

[This is the way to document the first meeting for a MOTION FOR SOCIAL/CHARITABLE SPENDING OVER \$1200.]

- Motion made by **Name of person** to spend **\$amount greater than \$1200** on **describe charitable act or social activity** (if the motion language was amended as a result of debate/motions to amend, add “as amended”). Seconded by **Name of person, debate held/ no debate** (choose one), the motion is set aside for consideration by secret mail referendum vote. The Secretary will prepare and mail ballots to all in-service members by **date** and the ballots received will be tabulated on **date**.

[This is the way to document a MOTION TO CONSIDER THE PURCHASE OF UNION ASSETS (such as a computer.) The report indicated in this motion will be presented during Report of Officer and Committees at the meeting designated in the motion. To execute the purchase a new motion must be made and approved either as an expense reimbursement or a vendor payment.]

- Motion made by **Name of person** to have the Board of Trustees research the necessary specifications and price-points for the purchase of **describe asset** and to report on the findings and present **number** option(s) to be considered for purchase at the **month** Local meeting (if the motion language was amended as a result of debate/motions to amend, add “as amended”). Seconded by **Name of person, debate held/ no debate** (choose one), **document result of vote based on vote-type**, motion **carried/failed** (choose one).

10. Bills of Allowance

(Note: If the President/Meeting Chairperson wishes to make a motion, they must yield the chair to another person until the motion is dispensed/voted on. This would be documented in the minutes as “President *Name* yielded the chair to *Name*.” Then after the motion is completed you would document the activity as “*Name* yielded the chair back to President *Name*.”)

(Note: Each member or officer’s claim must be a separate motion that is voted separately. If the motion is for a disbursement from an LCA fund, only members of the affected LCA can make, second, debate/amend the motion. Motions for expenses and compensation must be of a defined dollar amount. If any piece of required documentation to support the union purpose and legitimacy of a disbursement is missing, a motion to postpone the consideration of the claim until the documentation is provided* should be made. See the Guide to Required Documentation for Disbursements.)

[This is the way to document a MOTION FOR A DISBURSEMENT TO AN OFFICER/MEMBER WITH EXACT DOLLAR AMOUNTS.]

- Motion made by **Name of person** to pay **Name of person** (delete any of the following that are not part of the claim)
 - expense reimbursements totaling **\$amount** for **list item(s) person is to be reimbursed for, describe union purpose;**
 - **number** committee day(s) at the rate of **\$amount**, totaling **\$amount** for **describe union purpose, list dates/time period;**
 - lost time from **list exact dates missed from carrier and number of hours if applicable** at the rate of **\$amount** per **day/hour/trip** (choose one), totaling **\$amount**, for **describe union purpose;**
 - mileage for **number** miles at the rate of **\$amount**, totaling **\$amount** for **describe union purpose, list dates/time period;**
 - **number** day(s) per diem at the rate of **\$amount**, totaling **\$amount** for **describe union purpose, list dates;**
 - **number** day(s) meal & incidental allowance at the rate of **\$amount**, totaling **\$amount** for **describe union purpose, list dates**

(if the motion language was amended as a result of debate/motions to amend, add “as amended”), all supporting documentation **is/is not** (choose one) attached. Seconded by **Name of person, debate held/ no debate** (choose one), **document result of vote based on vote-type**, motion **carried/failed** (choose one).

(*Alternate language if claim is missing documentation) (if the motion language was amended as a result of debate/motions to amend, add "as amended"). Seconded by **Name of person, debate held/ no debate** (choose one), motion to postpone until required documentation is presented made by **Name of person**, seconded by **Name of person, debate held/ no debate** (choose one), **document result of vote based on vote-type**, motion to postpone **carried/failed** (choose one). (Note: if the motion to postpone fails, you must continue on to vote the main motion, document the result of the vote in the minutes, and the vote outcome.)

[This is the way to document a MOTION FOR A DISBURSEMENT TO AN OFFICER/MEMBER WITH ESTIMATED DOLLAR AMOUNTS. This is the way to get pre-approval for a disbursement prior to incurring the cost. If the actual amount is greater than the estimated amount, a new motion for the difference in amounts must be made and approved prior to the disbursement getting paid. If the actual amount is less than the total amount in the motion, the actual amount must be the amount disbursed. Disbursements still cannot be paid until all required documentation to support them are provided.]

- Motion made by **Name of person** to pre-approve to pay **Name of person** (delete any of the following that are not part of the claim)
 - expense reimbursements totaling up to \$**amount** for **list item(s) person is to be reimbursed for, describe union purpose;**
 - up to **number** committee day(s) at the rate of \$**amount**, totaling up to \$**amount** for **describe union purpose, list dates/time period;**
 - lost time for **list exact dates expected to be missed from carrier and number of hours if applicable** at the rate of \$**amount** per **day/hour/trip** (choose one), totaling up to \$**amount**, for **describe union purpose;** (Note: this can only be used if all information to fill in the motion can be provided.)
 - mileage for up to **number** miles at the rate of \$**amount**, totaling up to \$**amount** for **describe union purpose, list dates/time period;**
 - up to **number** day(s) per diem at the rate of \$**amount**, totaling up to \$**amount** for **describe union purpose, list dates;**
 - up to **number** day(s) meal & incidental allowance at the rate of \$**amount**, totaling up to \$**amount** for **describe union purpose, list dates**

once all required documentation has been submitted (if the motion language was amended as a result of debate/motions to amend, add "as amended"). Seconded by **Name of person, debate held/ no debate** (choose one), **document result of vote based on vote-type**, motion **carried/failed** (choose one).

[This is the way to document a MOTION FOR A DISBURSEMENT TO A VENDOR.]

- Motion made by **Name of person** to pay **Name of vendor \$amount** for **describe union purpose, list dates/time period** (if applicable), (if the motion language was amended as a result of debate/motions to amend, add "as amended") all supporting documentation is attached. Seconded by **Name of person, debate held/ no debate** (choose one), **document result of vote based on vote-type**, motion **carried/failed** (choose one).

[This is the way to document a MOTION FOR A RECURRING DISBURSEMENT (such as a storage, office/meeting space, software subscription, or PO Box). Motions for items requiring a recurring payment can be submitted on an annual basis or for the term of the contract. A new motion must be made towards the end of the time period and approved if the Local is to enter into a new year or contract period.]

- Motion made by **Name of person** to pay **Name of vendor/Officer name, describe fee \$amount** per month for the **subscription/contract/time period** (choose one) beginning **date** and ending **date**, totaling \$**amount for describe union purpose**, (if the motion language was amended as a result of debate/motions to amend, add "as amended") all supporting documentation will be retained. Seconded by **Name of person, debate held/ no debate** (choose one), **document result of vote based on vote-type**, motion **carried/failed** (choose one).

11. Nomination of Officers

Nominations not taken. *(delete if nominations WERE taken at the meeting)*

Notice of nominations for the following positions was posted at all on duty locations on **date**. *(delete if nominations WERE NOT taken at the meeting)*

Nominations for **position**: *(repeat as necessary for each position up for election)*

- **Name of person** nominated by **Name of eligible member** from the floor. *(Repeat as necessary for each nomination, delete if no nominations received at the meeting)*
- **Name of person** nominated by nominating petition signed by **Name of eligible member 1, Name of eligible member 2, Name of eligible member 3, Name of eligible member 4, Name of eligible member 5**. (See election records for petition.) *(Repeat as necessary for each nomination, delete if no nominations received at the meeting.)*

Local President **Name** appointed **Name of person, Name of person, and Name of person** to serve as the election tellers. The election will be held **on date/via mail referendum** *(choose one)*. The ballots will be tallied on **date**. *(delete if nominations WERE NOT taken at the meeting)*

12. Election and Installation of Officers

Elections not held. *(delete if elections WERE held)*

Election Teller, **Name of person**, gave the Election Certification report. (See election records for report.) *(delete if elections not held)*

- **Name of person** was elected to **name of position** and shall assume the office on **date**. *(delete if elections not held)*
- **Name of person** was elected to **name of position** without opposition and shall assume the office on **date**. *(delete if no elections without opposition)*

(Note: Installations are required only for Local President, Vice-President, Secretary, Treasurer, Trustees, and for any of the following the Local may have: Collector, Guards and Stewards.)

No installations performed. *(delete if installations WERE performed)*

Name of person was installed to **name of position** by **name of officer position, name of person**. *(repeat as necessary for each installation, delete if no installations performed)*

13. Safety First

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

14. Ways and Means of Improving SMART Local **number**

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

15. Closing

[This is the way to document a MOTION TO ADJOURN THAT IS MADE AND CARRIED BEFORE THE ORDER OF BUSINESS IS COMPLETE.]

- Motion to adjourn made by **name of person**, seconded by **name of person, document result of vote based on vote-type**, motion **carried/failed** *(choose one)*. *(delete if no motion to adjourn made prior to the completion of the order of business)*

[This is the way to document CLOSING A MEETING ONCE THE ORDER OF BUSINESS IS COMPLETE.]

- Being no further business, **name of person chairing the meeting**, adjourned the meeting. *(delete if motion to adjourn carried)*

Time Meeting Closed:			
Recorded by:		Signature:	
Corrected by:		Signature:	
Date Minutes Approved:			