



December 22, 2020

**SMART TD Locals may hold meetings pursuant to the following guidelines until further advised.**

As in previous months, Transportation Division Locals are advised they may choose to hold regular monthly meetings if conditions safely allow, and if permitted in accordance with state/local guidelines. Locals choosing to hold meetings should make accommodations to allow for proper social distancing, which may include meeting outdoors. Further, Locals are reminded to observe the Centers for Disease Control's (CDC) guidelines, which can be found at [cdc.gov](https://www.cdc.gov).

In January, many Locals will begin the installation of their officers. SMART Constitution Article 21B, Section 58, states that officers must present themselves at a meeting within 60 days following their election and shall assume their duties on January 1 or as soon thereafter as they are installed.

For Locals unable to hold their meetings due to pandemic related reasons, Local officers will assume their duties effective January 1, 2021, with their installation ceremony postponed until such time as the applicable social gathering restrictions are relaxed to permit the Local to resume holding meetings. Accordingly, the 60-day clock for conducting an installation ceremony should begin on whichever date the Local is permitted to begin holding in-person meetings.

Locals not holding their meetings for pandemic related reasons may continue to pay authorized expenses via the process outlined by this office in the March 17, 2020, circular. This advised officers and members seeking membership approval of expense submissions to utilize a version of a procedure that was previously available only to Local Chairpersons. For exact details and procedures, please reference the March circular. A copy of the claim form to be used can be obtained via TD Connect or by contacting the SMART TD at [President\\_TD@smart-union.org](mailto:President_TD@smart-union.org).

Reimbursement for expenses via the five-signature claim form may only be sought after fulfilling a legitimate duty of office, pursuing a matter as adopted and directed by the membership, or by fulfilling an assignment at the direction of an officer with authority over the matter in question. This form is not for members or officers to unilaterally assign themselves duties or make purchases and then seek a disbursement from the Local or the LCA.

As a reminder, there is no mechanism available for "official" Local meetings to be held via video conference. Among other concerns, such meetings pose a challenge to the constitutional requirement to keep the union's business private, and some members might not have the equipment or ability to "attend" such meetings.

Further guidance will be circulated as the situation develops.