



TRANSPORTATION DIVISION

A Checklist for Conducting Local Union Meetings as per the SMART Constitution and Robert's Rules of Order

Call the Meeting to Order

- The meeting shall be opened by the Local President, Vice President, Past President, or in their absence any other officer or member, who shall serve as the Chairperson of the meeting, with the following statement: *"I now declare this meeting of SMART Local No. ____ open for the transaction of such business as may properly come before it."* (Article 21B, Section 77).
- At least five (5) members in good standing must be present to constitute a quorum for the transaction of business (Article 21B, Section 55).

Roll Call of Officers

- The Chair shall call upon each Local officer in attendance, who shall respond in the affirmative and make their presence known to the membership.

Reading Minutes of the Previous Meeting

- The Secretary, another officer, or designated member of the Local must read aloud the meeting minutes from the previous month's meeting, and the Chair shall open the floor for discussion to give members the opportunity to make corrections or seek clarification as necessary.
- At the close of discussion, the Chair shall conduct a vote of the membership to adopt the previous month's minutes.

Admission of New Members

- The Treasurer shall report all admissions and readmissions of members occurring subsequent to the last meeting of the Local (Article 21B, Section 41). This includes the transfer of members into the Local from another SMART-TD Local.
- Visiting members of SMART shall be admitted to Local meetings upon presentation of an official receipt for dues, a traveling card, or a life membership card (Article 21B, Section 43 and Section 46).

Treasurer's Report

Pursuant to Article 21B, Section 64, of the SMART Constitution and policies of the International, the Treasurer's report must include:

- Complete bank statements from the current and previous months.
- Itemized list of receipts and disbursements from the Local's account, including cancelled checks.
- Statement of accounts as shown in WinStabs, indicating the balance in the Local fund and its Local Committee of Adjustment fund(s).
- Listing of pending liabilities or checks that might affect the Local's finances.

Reports of Officers and Committees

- The Chairperson, Vice Chairperson, or authorized representative of each Local Committee of Adjustment (LCA) in attendance shall present his or her members with a report on the handling of all grievances and claims, including those where time has not been claimed or where claims were incorrectly and/or improperly filed (Article 21B, Section 81).
- The Legislative Representative or Alternate Legislative Representative shall report to their Local regarding the handling of all alleged unsafe or unsanitary working conditions found to exist, or reported to them, within their jurisdiction. They shall urge all SMART-TD members to vote in all elections, and give a report of their efforts to protect their members' legislative interests (Article 21B, Sections 66 and 93).
- The designated representatives of each committee appointed by the President and Vice President shall report on their findings or developments as necessary.

Communications

- The President or Vice President of the Local shall report on the receipt or status of his or her handling of inquiries from the International (Article 21B, Sections 59 and 60).
- The Secretary shall report on the receipt and handling of any communications not covered by this or any previous order of business.

Unfinished Business

The Chair shall address pending or unfinished business before the Local, such as:

- Items from the previous month's meeting that were tabled, referred, or placed in committee.
- Pending consideration of matters covered under the second meeting of the two-meeting process described by Article 21B, Section 48, such as proposed dues adjustments, increases or decreases in salaries, special assessments, and/or bylaws amendments.

New Business

The Chair shall open the floor for the introduction of new business, such as:

- Proposition(s) to adjust dues, increase or decrease salaries, special assessments, and/or bylaws amendments.

Bills of Allowance

The Chair shall open the floor for any member or officer of the Local to submit a bill of allowance for consideration. Bills-of-allowance votes are not secret and may be done by a show of hands.

- All disbursements from the Local not covered in its bylaws must meet with the approval of a majority of the affected members and recorded into the meeting's minutes.
- Claims for reimbursement or lost time submitted by Local Committee of Adjustment officers (Local Chairperson, Vice Local Chairperson(s), and LCA Secretary) must only be voted on by members of that LCA in good standing.
- Claims for reimbursement of expenses must be accompanied by original receipts and odometer readings, if applicable, and voted on by the affected members.
- Claims for lost time must be accompanied by supporting documentation and/or a written statement describing the events to justify the claimant's submission.
- Each individual officer or member's claim must be presented, and voted on, separately. It is not permissible to 'lump' multiple officers' claims together and approve them with one vote.
- The membership's majority vote is final and binding.

Nomination of officers and committeepersons

For information pertaining to the nomination of officers and committeepersons, please refer to the SMART Constitution's Article 21B, Section 57, and obtain copies of our 'How to Hold Elections' and 'Special Circular' publications by contacting the SMART Transportation Division headquarters or by visiting the following link:

<https://smart-union.org/td/secretary-and-treasurer-tools/secretary-treasurer-forms/>

Election and Installation of Officers

For information pertaining to the election of officers, please refer to the SMART Constitution's Article 21B, Section 57, and obtain copies of our 'How to Hold Elections' and 'Special Circular' publications by visiting the following link:

<https://smart-union.org/td/secretary-and-treasurer-tools/secretary-treasurer-forms/>

- As soon as possible following their election, the Local President, Vice President, Secretary and Treasurer, Board of three (3) Trustees, and appointees enumerated by Article 21B, Section 56, must be sworn into office pursuant to the provisions of Article 21B, Section 58.

Safety First

- Members may state their concerns or ideas to improve safety and benefit the SMART-TD.
- If the suggested action pertains to a violation of the collective bargaining agreement in effect on the property, the matter should be forwarded to the Local Chairperson or General Chairperson having jurisdiction over such matters.
- If the suggested action does not pertain to a contractual violation, it should be forwarded to the Legislative Representative and/or State Legislative Director having jurisdiction over such matters.

Way and Means of Improving SMART

Members at this time may offer suggestions for the improvement of the organization.

Closing

- Any member may propose a motion to adjourn the meeting. As with any motion, it must be seconded, the Chair must open the floor for discussion, and the motion must be adopted by majority vote of the members. A motion to adjourn shall always be in order, except: (1) when a member has the floor or (2) when members are voting, or (3) when it has been decided to take the previous question.