

**INTERNATIONAL FEDERATION
OF PROFESSIONAL AND
TECHNICAL ENGINEERS
LOCAL 97**

BYLAWS

**ARTICLE I
ORGANIZATION**

1. This organization shall be known as The International Federation of Professional and Technical Engineers, Local 97, affiliated with the AFL-CIO/CLC.

2. The jurisdiction of this Local Union shall be as set forth in its Grant of Charter allotted by the International Federation of Professional and Technical Engineers.

3. The Union shall be authorized to establish chapters for the purpose of representing specific groups of employees who are qualified for membership as set forth in Articles IV and V.

4. The Local shall have its headquarters at U.S. Army Corps of Engineers, North Western Division, North Pacific Region Headquarters, Portland, Oregon, or in any other suitable location within its jurisdiction.

**ARTICLE II
CONSTITUTION**

1. The Union acknowledges that the International Constitution supersedes any provisions of these Bylaws which are inconsistent with the International Constitution. The Union hereby re-adopts, as its Constitution, the International Constitution, and incorporates all provisions of the International Constitution, as it may be interpreted, modified, or amended from time to time, which are applicable to the Union matters and affairs.

**ARTICLE III
OBJECTIVE**

1. The objective of this Union shall be as set forth in the International Constitution, and shall be to unite into one labor organization all workers eligible for membership, regardless of race, color, creed, religion, national origin, age, or gender; to secure improved wages, hours, working conditions, and other economic advantages for our members through collective bargaining, through our standing in the community and in the labor movement, and other lawful methods; to provide educational advancement and training for officers, stewards and members; to safeguard and promote the principle of free collective bargaining and the rights of workers; to protect and strengthen our democratic institutions and perpetuate the cherished traditions of our republic; to protect and preserve the Union as an institution and in the performance of its legal and contractual obligations.

2. The participation of this Union, individually and with other organizations, in the pursuit and attainment of its objectives are for the sole benefit of the Union and its members.

3. The Union shall watch over all legislative activities which may impact the bargaining unit and shall use its influence to secure the promotion, rejection or amendment of legislation affecting the membership for the greatest benefit.

**ARTICLE IV
ELIGIBILITY FOR MEMBERSHIP**

1. Eligibility for membership in this Union shall be as set forth in the International Constitution.

2. Membership is open to all employees, except for management officials, supervisors and employees described in 5 U.S.C. 7112(b)(2)(3)(4)(6) and (7) and any employees represented by an existing labor organization. Membership may include a wide field of multi-disciplinary professions, including, but not limited to administrative, budgetary, economic, environmental, technical, engineering, etc.

3. There shall be no discrimination towards an applicant for membership, or to the terms and conditions of membership, because of race, color, creed, age, gender, or national origin. Whenever the masculine gender is used in these Bylaws, it shall be deemed to apply in the same manner to the female gender.

**ARTICLE V
MEMBERSHIP**

1. An applicant shall be considered a member when he shall meet all requirements for membership as follows:

- a. Submit a written application for membership as determined by the Union.
- b. Submit authorization of dues checkoff or payment of one (1) months dues.
- c. Acceptance of his application and dues by the union.

2. A member shall lose his good standing in the Union by suspension or expulsion after appropriate proceedings consistent with the Bylaws of this Union, or by non-payment of dues for 3 months.

3. A member shall be considered to have voluntarily withdrawn from membership by revocation of voluntary dues checkoff. Revocation of voluntary dues checkoff must be in accordance with existing procedure.

4. Responsibility of Members to the Organization:

- a. No member shall engage in dual unionism or espouse dual unionism or disaffiliation in the course of any meeting, shall not slander or libel the Union, its members or its officers, shall not be a party to any activity to secure the disestablishment of the union as the collective bargaining agent, or interfere with any officer, steward or agent in the performance of his duties.
- b. It is the responsibility of each member to live up to the Negotiated Agreement and report any and all violations to the Union Officers.
- c. Each member shall inform the Treasurer of his current mailing address.

5. No member shall be permitted at any Union meeting or function if he is intoxicated or under the influence of drugs. No members shall use intemperate, profane, or abusive language during the course of a meeting, under penalty of being required to leave the meeting or being subjected to disciplinary proceedings.

6. Any member, in good standing, is eligible for selection by the executive board as a steward or full time representative.

**ARTICLE VI
DUES**

1. The dues of this Union shall be at a rate and schedule as recommended by the Executive Board and approved by the membership at a regular meeting.

2. Any change in the rate of dues or special assessment shall be made in accordance with the following procedure:

a. Notice shall be published in the monthly newsletter that an assessment or change in dues is to be considered. The notice shall indicate that an increase or assessment is to be voted on at the next regular meeting and the amount to be considered.

b. Voting shall be by voice vote of members present.

c. A majority vote shall decide the issue.

**ARTICLE VII
MEETINGS**

1. Regular meetings shall be held at a place and time designated by the Executive Board and approved by the membership.

a. Members in attendance at meetings shall have the right to express their views, arguments, or opinions upon any business properly before the meeting subject to these Bylaws and the rules and regulations adopted by the Executive Board pertaining to the conduct of meetings, but no member in exercising their rights shall evade or avoid his responsibility to the Union as an institution or engage in or advocate any conduct that would interfere in the Union's performance of its legal or contractual obligations, or conduct himself in an unruly or boisterous manner or use abusive or profane language.

2. Special meetings of the Union may be called by the President, the Executive Board, or at the written request of 25 percent of the members in good standing.

3. A quorum shall consist of 25 percent of the members in good standing.

**ARTICLE VIII
OFFICERS OF THE UNION**

1. Officers of this Union shall consist of a President, Vice-president, Treasurer, Recording Secretary and five Trustees. These officers, along with the Chapter Vice-Presidents, shall constitute the Executive Board.

2. Eligibility to hold office shall be governed by the provisions of the International Constitution and these Bylaws.

3. In case of death, removal, or resignation of the President the order of succession to the office of President shall be: Vice-president, Treasurer, Secretary, Chapter Vice-president, First Trustee, Second Trustee, Third Trustee, Fourth Trustee, Fifth Trustee. The successor shall serve the remainder of the term.

a. In the event of death, removal, or resignation of any other officer, the President or an Executive Board member shall recommend a candidate for that position to the Executive Board. The Executive Board will vote by secret ballot to

accept or deny the appointment. The successor shall serve the remainder of the term.

4. At this time, no chapters are designated. Chapters may be created using the procedures in Article XXIV, Amendments. When created, each Chapter of the Union shall have a Vice-president that is elected by his Chapter in accordance with these Bylaws. The Chapter Vice-presidents shall be members of the Executive Board.

ARTICLE IX DUTIES OF THE PRESIDENT

1. It shall be the duty of the President to preside at, and preserve order, at meetings of the Union and the Executive Board and to enforce the International Constitution and the Bylaws of this Union; to ensure that all officers and stewards perform their respective duties; and to appoint members of committees not otherwise provided for. He shall also have the right to serve on all committees by virtue of his office.

2. The President shall decide all questions of order, subject to an appeal to the membership; shall have the right to vote in the election of officers; shall cast the deciding vote when a tie occurs on any question; shall announce the result of all votes and enforce all fines and penalties; and shall have the power to call special meetings when he deems it necessary or when requested, in writing, in accordance with Article VII, Meetings.

3. He, together with the Treasurer or other designated officer, shall sign all transactions on bank accounts; and perform other duties as required by the International Constitution and these Bylaws. He and the Treasurer shall be the principal representatives of this union with authority to handle or, upon authorization by the Executive Board, to make payments from the funds of this Union.

4. The President shall have the authority to sign all official documents; to order the disbursement of all monies necessary to pay the bills, obligations, and indebtedness of the Union, including payments which, in his judgement, will further the best interest of the Union, subject to the approval of the Executive Board or by the membership.

5. He shall appoint any and all committees required by the Union. He shall supervise the affairs of the Union, its officers and stewards, including, without limitation, the right to appoint members of the Union to chair meetings and to preserve order therein.

6. The President may take any action that in his judgement will further the best interests of the Union and its members, subject to the approval of the Executive Board. These actions may include aid and assistance, monetary or otherwise, to other persons or organizations which the President feels are deserving of aid or are in the best interest of the labor movement. He shall have authority to interpret these Bylaws between meetings of the Executive Board.

7. The President may designate an Executive Board member, normally the Vice-President, to fill the office of President during his absence.

8. The President shall be, by virtue of his office, a full time representative. (i.e. forty hours per week)

ARTICLE X DUTIES OF THE VICE-PRESIDENTS

1. VICE-PRESIDENT. It shall be the duty of the Vice-President to preside at union meetings in the absence of the President. In the absence of the President, due to extended illness or leave, he shall assume all duties and responsibilities of the President. It shall be the duty of the Vice-President to use all legitimate means to educate and inform bargaining unit employees of the purpose of the Union; to exercise all legitimate means to execute the purpose of the Union.

2. CHAPTER VICE-PRESIDENTS. The Chapter Vice-presidents shall be responsible for the affairs of his chapter in accordance with the International Constitution and these Bylaws and the direction of the President of the Union and the Executive Board.

ARTICLE XI DUTIES OF THE TREASURER

1. The Treasurer shall perform all duties imposed upon the Union Treasurers by the International Constitution. He shall make a annual report to the membership giving the financial standing of the Union; shall keep itemized records, showing the source of all monies received, and shall keep records, vouchers, worksheets, books, and accounts to verify the correctness of any report.

2. The Treasurer shall receive all monies paid to the Union. All monies received shall be placed in the bank in the name of the Union except when ordered by the Executive Board.

3. The Treasurer shall maintain files on all contracts, maintenance agreements, insurance policies, and bonding.

4. The Treasurer shall, upon written request, make available to any member in good standing a copy of any annual report, or any books, records and accounts necessary to verify any report filed in compliance with statutory requirements. The Treasurer shall make arrangements to have the desired records available for inspection during regular business hours at the Union Office. No book, record, account, or file will be removed from the Union office without the prior approval of the Executive Board. In the event that the Treasurer believes just cause does not exist for the request, he may deny it. The member shall then have the right to appeal the matter within ten (10) days, in writing, to the Executive Board

5. Whenever a Treasurer's term of office shall expire, or otherwise be terminated, he shall give to his successor all papers, documents, records, vouchers, worksheets, books, reports, money, and other Union property that may have been entrusted to him by virtue of his office and he shall be given an appropriate receipt. Records, vouchers, worksheets, receipts, books, reports shall be retained at the union's principal office for a period of six years.

6. He shall perform other duties and render assistance as may be directed by the President.

ARTICLE XII DUTIES OF THE RECORDING SECRETARY

1. It shall be the duty of the Recording Secretary to attend meetings of the Union and the Executive Board; to keep minutes of the proceedings of the Union and the Executive Board, which need not be verbatim; to keep a record of the names of the members comprising each committee; to handle the correspondence of the Union. In his absence, the President shall appoint a member to act as Recording Secretary Pro Tempore.

2. The Secretary shall maintain records of the proceedings of all meetings, documents, papers, correspondence, files, and agreements with the employer.

3. Shall perform other duties and render assistance as may be directed by the President.

4. Shall maintain a record of all members in good standing with their last known address. Membership records shall not be open to any member except a bona

fide candidate for office in connection with an election held under these bylaws.

**ARTICLE XIII
DUTIES OF THE TRUSTEES**

1. The Trustees shall perform duties and render assistance as may be directed by the President or the Executive Board. These duties may include, but are not limited to, membership recruitment, grievance handling, and to the promotion of the general welfare and wellbeing of the Union.

2. Any Trustee shall bring to the attention of the Executive Board any request of a member.

**ARTICLE XIV
EXECUTIVE BOARD**

1. The Executive Board shall consist of the President, Vice-president, Treasurer, Recording Secretary, Chapter Vice-presidents and the five Trustees.

2. The Executive Board is empowered to authorize expenditures of Union funds and to acquire property that, in its judgement, are necessary to carry out and fulfill the purpose and objectives of the Union.

3. Executive Board members will:

a. Protect, preserve, and advance the interests of the Union.

b. Manage and direct the affairs of the Union between membership meetings except as may otherwise be provided for. The Executive Board may delegate any of its functions and powers to any officer.

c. Review and approve or reject all grievance proceedings at the stage requiring consideration for arbitration.

d. Approve or reject candidates for vacant positions on the Executive Board, except for the position of President

e. Meet at least once a month. A quorum shall consist of five (5) members of the Executive board in order to conduct Union business and to vote on issues.

f. Attend all Executive Board and Union meetings

g. Select/remove, by majority vote, all full time representatives other than President.

4. The Union Business Manager is a non-voting member of the Executive Board.

**ARTICLE XV
ELECTIONS**

1. Nominations and elections of Officers shall be held every two years in odd-numbered years. Voting will be by secret ballot. There shall be no proxy ballots. Officers shall serve for a term of two years.

2. Nominations shall be held at the general membership meeting in April of odd-numbered years.

3. Nominations and the conduct of elections and related questions shall be the first order of business at the nominating meeting. Minutes or recording of the nomination meeting will be kept.

4. Only members in good standing may nominate, vote for, or support a candidate.

5. Nominations may be made at the meeting by a nominating committee, by the Executive Board, or by an individual member from the floor. Nominations shall not require a second. A member may make only one nomination for each office.

6. All nominees shall accept or decline their nomination at the meeting, or if absent, submit their decision in writing to the Election Committee within seven days (7).

7. To be eligible for the position of officer a candidate must be a member in good standing of Local 97 for the twelve (12) month period immediately prior to the date of the nomination, except in the first year of the local's existence.

8. Any question of eligibility shall be decided by the Election Committee within 24 hours. The decision of the Election committee is appealable to the International in accordance with the International Constitution.

9. Notice of date of nominations must be announced to all members at least twenty (20) days, but not more than two months, prior to the nominations meeting. Notice will be by publication in the Union Newsletter. The notice of nominations will be mailed to each members last known mailing address, or otherwise hand distributed.

10. In the event there is only one candidate nominated for an office, no election balloting is required, and the candidate shall be declared elected by acclamation and the candidate will be administered the oath of office as the last order of business at the nominating meeting and immediately assume the duties of that office.

11. Nominations shall not be closed until the call for further nominations has been made by the chair three times without further nominations being made.

12. In the event of a contested office, a secret ballot election by the membership shall be held in the month of May. An Election Committee, appointed by the President, shall conduct the elections.

13. Elections shall be held not less than twenty (20) days, but not more than two months, after the nominations meeting.

14. Election balloting may be by mail or held at a specific polling place, as determined by the Executive Board.

15. Each member in good standing shall receive an official ballot and a return envelope by mail at his last known address, or otherwise hand delivered. To be valid, the sealed envelopes containing the ballots must be received at the Union office no later than 3:00 P.M. on the day of the election.

16. At least four (4) Election Tellers with the responsibility for counting the ballots shall be appointed by the Election Committee.

17. Each candidate, or his designated representative, may observe the count.

18. All bona fide candidates may inspect the membership list once within 30 days before the election. Requests to examine the membership list shall be arranged with the Recording Secretary in advance. In no instance will the records be copied

or removed from the Union office.

19. The candidate will pay for all materials and postage used to promote their candidacy.

20. The Election Committee shall submit a written report of the election results and shall sign the report.

21. Questions concerning the nomination, election or the counting and handling of the ballots shall be resolved by the Election Committee.

22. All election material and ballots shall be kept in the Union office for at least one year and then be destroyed.

23. If balloting by mail is used and a member has not received his ballot one week prior to close of elections, he may be issued another ballot.

24. Write-in candidate votes shall be invalid but shall not affect the remainder of the ballot.

25. The candidate(s) with the highest number of votes shall be declared elected.

26. The newly elected candidates will be administered the oath of office at the next regular meeting and immediately assume the duties of that office.

27. The Recording Secretary will:

a. Insure the timeliness of nomination and elections.

b. At the time of nominations, review the qualifications for office of any member and shall make a report on each candidate to the Executive Board within Five (5) days.

c. Make available for inspection by any bona fide candidate the membership list.

d. Retain all nominations and election records for a period of at least one year.

ARTICLE XVI FUNDS AND PROPERTY

1. The funds and property of the Union shall only be used for the purposes specified in these Bylaws, or as directed by the Executive Board, to transact and conduct Union business.

2. No monies shall be loaned from the funds of this Union.

3. All expenses in excess of \$100.00 must have prior approval of the Executive Board.

4. The funds or property of this Union cannot be divided in any manner, but shall remain the funds and property of the Union as long as there are seven (7) or more members.

5. Should this Union dissolve, all property, records, papers and documents shall be turned over to the International.

ARTICLE XVII BONDING

1. The Officers of the Union shall be bonded in an amount equal to 10% of the total funds handled by them or by their predecessors during the preceding fiscal year.

ARTICLE XVIII DELEGATES

1. All delegates shall be nominated and elected in a manner prescribed by the Executive Board. Adequate notice for nominations and election of delegates shall be given. Minimum notice period will be fifteen (15) days. Election of delegates shall be by secret ballot of the general membership. Each delegate, in order to qualify for nomination and election, must be a member in good standing for one year immediately prior to being nominated, except in the first year of the local's existence.

ARTICLE XIX UNION STEWARDS

1. Union Stewards are not officers of the Union. Stewards shall be selected by the Executive Board and have duties as directed. Stewards have the responsibility and duty to safeguard the Union interests at the workplace level. These duties include, but are not limited to, grievances, membership recruitment, monitoring of the workplace.

2. Stewards will attend Union membership meetings.

ARTICLE XX NEWSLETTER

1. The Union shall publish a newsletter which shall be mailed to each member at their last known mailing address, or otherwise hand distributed. The newsletter shall be reviewed for accuracy and official Union position prior to publication.

ARTICLE XXI CHARGES AND TRIALS

1. Each member of this Union shall have the right to fair treatment in the application of union rules and law in accordance with the International Constitution, these Bylaws, and the Federal Code governing unions. In application of all rules and procedures relating to union discipline, the essential requirement of due process of law; notice, hearing, and judgement based upon the evidence shall be observed, without requiring the technical formality followed in courts of law.

2. Members shall have the right to be represented by any member in good standing, but no lawyer shall be permitted to appear on behalf of members in internal union trials, except upon approval of the Trial Board.

3. Recognizing that the requirements of fairness and due process of law will be administered by groups of laboring people, this Union adopts the following procedures with the specific understanding that the following procedural guides are designed to attain justice both for individual member and the Union. In instances where deviations from these procedures will not affect the members' rights, they need not be followed. These procedures do not constitute technically precise requirements of strict pleading of courts of law.

4. Members of this Union may be charged only with the offenses specified in

the International Constitution and may be tried in accordance with procedures therein specified.

5. Officers may be charged only with offenses defined in the International Constitution, or with "serious misconduct." "Serious misconduct" of an officer shall be defined as:

a. Willful or negligent failure to hold the money or property of the Union for the benefit of the Union and its members, or failure to manage, invest, and expend funds in accordance with these Bylaws or direction of the Executive Board, or the membership.

b. Dealing with the Union as an adverse party in any manner connected with his duties.

c. Holding or acquiring any written monetary or personal interest which conflicts with the interest of the Union.

d. Failure to account for monies received in connection with any transaction conducted by him or under his direction on behalf of the Union.

6. The procedures specified in the International Constitution shall govern all trials and appeals. The requirements of the International Constitution and of fairness and due process will be attained by adherence to the following:

a. Copies of all charges will be submitted in writing to the person charged at least ten days prior to any trial or hearing.

b. Details of the conduct or activity charged will be described, giving all pertinent information.

c. The Trial Board will not include among its members any person who is in the role of an accuser or has a personal interest in the outcome.

d. Either verbatim minutes or mechanical recording of the proceedings will be kept.

e. The accused will have the right to confront and cross-examine any witnesses giving testimony against him.

f. The Trial Board will give the accused full opportunity to make his defense and to produce testimonial or documentary evidence for that purpose.

g. The decision of the Trial Board will recite the facts which it finds to be true and set forth the basis for the decision reached.

h. All documents, as well as summaries of evidence, and minutes shall be preserved and kept for use in further proceedings, if required.

i. Every accusation must be supported by proof.

ARTICLE XXII EXHAUSTION OF REMEDIES

1. No member or officer of the Union shall resort to any court or agency outside the Union until all forms of relief and avenues of appeal have been exhausted at the local level, unless provided by statutory law.

2. No member or officer of the Union shall resort to any court or agency outside the International Union until all forms of relief and avenues of appeal as provided by the International Constitution have been exhausted, unless otherwise provided by statutory law.

**ARTICLE XXIII
SAVING CLAUSE**

1. The provisions of these Bylaws relating to the payment of dues, assessments, fines or penalties, etc., shall not be construed as incorporating into any union security contract those requirements for good standing membership which may be in violation of applicable law, nor shall they be construed as requiring any employer to violate any applicable law. However, all financial obligations imposed by or under the International Constitution and these Bylaws (and in conformity therewith) shall be legal obligations of the members upon whom imposed and enforceable in a court of law.

2. If any provision of these Bylaws shall be declared invalid or inoperative, by a competent authority of the executive, judicial, or administrative branch of federal government, the Executive Board shall have the authority to suspend the operation of such provision during the period of its invalidity and substitute in its place and stead a provision which will meet the objections of its validity and which will be in accord with the intent and purpose of the invalid provision. If any Article of these Bylaws should be held invalid by operation of law or by any tribunal of competent jurisdiction, the remainder of this Constitution or the application of such Article to persons or circumstances other than those as to which it has been held invalid, shall not be affected thereby.

**ARTICLE XXIV
AMENDMENTS**

1. Any member may propose amendments to these Bylaws. The proposed amendments shall be submitted, in writing, to the Executive Board. The proposed amendment will be published in the Union's next newsletter and read at the next regular meeting. Proposed amendments will be voted on at the following regular (subsequent) meeting. Amendments approved by a majority vote of those members present and voting shall be sent to the Office of the International President for review and shall take effect immediately.

2. Notice of proposed changes to these Bylaws may be announced in the monthly publication and copies of the changes made available in the Union office or the changes may be mailed to each member at their last known address.

**ARTICLE XXV
DUTIES OF THE BUSINESS MANAGER**

1. The business Manager shall:
 - a. Be responsible for organizing.
 - b. Be advisor to the Executive Board and Membership.
 - c. Assist all Officers, Stewards or other representatives of the Local or Chapters.
 - d. Assist the Union in organizing, contract negotiations, grievances, arbitrations, and other matters that the Executive Board or membership may direct.
 - e. Be directly responsible to the Executive Board and the Membership.

f. Report to the Executive Board and Membership at all meetings.

g. Be hired/appointed/removed by and at the discretion of the Executive Board.

ARTICLE XXVI RULES FOR UNION MEETINGS

Rule 1. The regular order of business may be suspended by a majority vote of the meeting at any time to dispose of anything urgent.

Rule 2. The Chairman of the meeting shall enforce those rules and regulations and may direct that members to be removed from the meeting for violation of these rules.

Rule 3. Any conversation or any other activity, which is calculated to disturb or may have the effect of disturbing a member while speaking or disturb the conduct of the meeting or hinder the transaction of business, shall be deemed a violation of order.

Rule 4. Attending meetings under the influence of liquor or other drugs is basis for removal.

Rule 5. Business conducted in the Local Union shall not be made known to persons outside of the Local Union except as directed by the Executive Board.

Rule 6. When a member wishes the floor, he shall rise and respectfully address the Chair, and if recognized by the Chair he shall state his name.

Rule 7. If two or more members rise to speak, the Chair shall decide which is entitled to the floor.

Rule 8. Every member, while speaking, shall adhere to the question under debate, avoid all indecorous language, as well as any reflection on the Union or any member thereof; but all members shall have the right to express their views, arguments and opinions on candidates and on any business properly before the meeting.

Rule 9. No member shall interrupt another while speaking except to a point of order, and he shall explicitly state the point.

Rule 10. Any member, while speaking, being called to order by another, at the request of the Chair, shall cease speaking and be seated until the question of order is determined.

Rule 11. If any member shall feel himself personally aggrieved by a decision of the Chair, he may appeal the decision to the meeting without debate.

Rule 12. When an appeal is made from the decision of the Chair, the appeal shall be stated by the Chairman to the meeting in these words: "Shall the decision of the Chair be sustained as the decision of this meeting?" The member will have the right to state the grounds of appeal, and the Chair will give reasons for his decisions. The members will proceed to vote on the appeal without further debate, and it shall require a majority vote to sustain the appeal.

Rule 13. No member shall speak more than once on the same question until all members wishing to speak have had an opportunity to do so; nor more than twice without the permission of the Chair, nor more than ten (10) minutes at one (1) time.

Rule 14. All resolutions and motions, other than the first six in Rule 18, or to accept or adopt the report of the committee, shall be reduced to writing by the Recording Secretary before the President shall present it to the Local Union.

Rule 15. In presenting a motion, a brief statement of its subject may be made, but no discussion of its merits shall be admitted until the question is stated by the Chair.

Rule 16. Any member may call for a division on a question when the subject of the question can be divided.

Rule 17. All votes other than amendments to the Constitution, Bylaws or Rules or Orders may be considered at the same or next succeeding meeting upon a motion made and seconded by two (2) members who voted in the majority. After a motion to reconsider shall not be renewed once it has been lost.

PRIVILEGED QUESTIONS

Rule 18. The following motions shall have precedence in the following order: First, to adjourn; second, to close debate; third, to take the previous question; fourth, to lie on the table; fifth, to postpone indefinitely; sixth, to postpone to a definite time; seventh, to refer; eighth, to amend.

Rule 19. The following motions are not debatable; one, to adjourn; two, to close debate; three, for the previous question; four, to lay on the table.

Rule 20. When a question is postponed indefinitely, it shall not come up again, except upon majority vote.

Rule 21. The motion to close debate may be made by two (2) members, and shall be put in this form: "Shall the debate now close?". And, if adopted, the President shall proceed to take the question on the resolutions and amendments, according to priority, without further debate.

Rule 22. If a question has been amended, the question on the amendment shall be put first: if more than one amendment has been offered, the question shall then be put as follows: (1) amendment to the amendment; (2) amendment, (3) original proposition.

Rule 23. A motion to adjourn shall always be in order except: (1) when a member has the floor; (2) when members are voting.

Rule 24. A motion to adjourn having been put and lost shall not be in order again, provided there is further business before the local union, until fifteen (15) minutes have elapsed.

VOTING

Rule 26. The Presiding Officer, shall state every question coming before the Union before allowing debate, and immediately before putting it to a vote he shall ask, "Is the Union ready for the question?" Should no member rise to speak and the Union indicates it readiness, he shall rise to put the question. After he has risen no member shall be permitted to speak upon it.

Rule 27. When the presiding officer has commenced taking the vote, no further debate or remarks shall be allowed, unless a mistake has been made, in which case the mistake shall be rectified and the presiding officer shall recommence taking the vote.

Rule 28. Every member present shall vote on all questions before the Union unless personally interested. A motion to excuse a member from voting shall be put without debate.

Rule 29. When a motion has been declared carried or lost by acclamation, any member, before the Union proceeds to other business, may ask for a count, but the "yeas" and "nays" cannot be called unless demanded before the presiding officer

rises to put the question.

Rule 30. The "yeas" and "nays" may be called for by two (2) members and upon the assent of one-third (1/3) of the members present shall be taken.

Rule 31. (a) All and other proceedings in debate, not provided for, will be governed by the latest revision of Roberts' Rules of Order.

(b) One (1) tap of the gavel shall call to order.