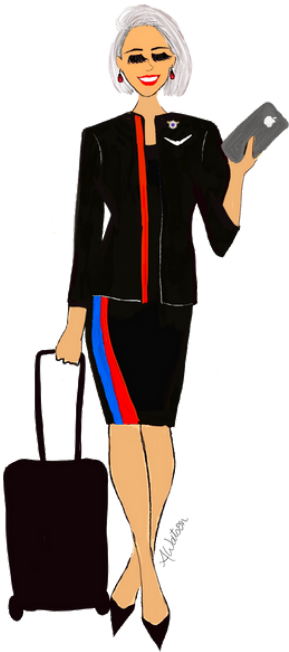


Union Structure

Membership Meetings

The Transport Workers Union (TWU) Constitution stipulates that each Local must hold regular Membership Meetings pursuant to our Local By-laws. (Article XIV - Section 6) Our TWU Local 556 By-laws mandate that we will have “at least three (3) general Membership Meetings of each Domicile in any calendar year.” Because our Membership is spread throughout the country, our Membership Meetings are considered one “collective continuous Meeting” and should be conducted in the same manner while covering the same information. (Article V, Section 1a) TWU Local 556 has primarily hosted in-person Membership Meetings, but with the incredible improvements with technology and the protection of classified information, electronic Meetings have also been used and are in compliance with our By-laws.



“How do I know when a Membership Meeting is taking place?”

The Executive Board (EB) is charged with determining the Meeting schedule and starting times. Once that has been determined, the Meeting date, time and location must be posted electronically on the 556 Website (or any other electronic means) at least 45 days prior to the Meeting, except in the case of a Special Meeting. (TWU Local 556 By-laws - Article V, Section 1d)

“What is a ‘Special Meeting’?”

Our By-laws allow for Special Meetings to be called by either the President “when deemed necessary or when requested to do so by a majority of the Executive Board.” At one of these Meetings, no other business can be discussed except for the reason the Special Meeting was scheduled. An example of a Special Meeting would be a Ratification Meeting, which would be used to introduce the specifics of a Tentative Agreement (TA) prior to a Membership vote.

If you’re interested in reviewing the TWU Constitution or TWU Local 556 By-laws, our governing documents can be found on our website (www.twu556.org) or in the Library of the 556 Connect App.

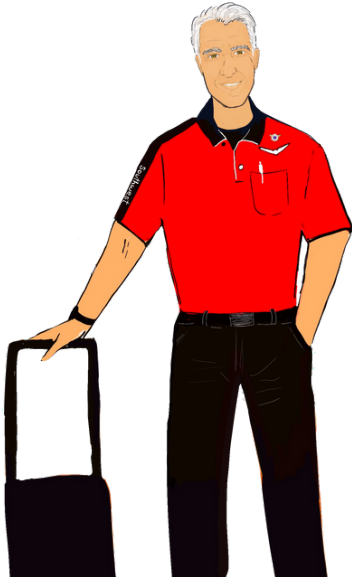
“We’re on probation... can we attend a Membership Meeting?”

You sure can! In fact, we strongly encourage you to attend! Our Membership Meetings are open to all TWU Local 556 Members in Good Standing, including our Probationary Flight Attendants. Identification will be checked and signing in is required, so please remember to bring an ID. While on probation, you can attend to get the most up-to-date information from our Leadership and ask questions. However, as a Probationary Flight Attendant, you will not be able to vote if there is a motion or an election (Shop Steward or Board of Elections) happening.



Union Structure

Membership Meetings



"I'm flying and unable to attend my Domicile's Membership Meeting. Are Meetings recorded? Or can I attend another Domicile's Meeting?"

Unfortunately, because protected information and voting takes place during our Membership Meetings, they cannot be recorded by the Local or any Member in attendance.

As a Member in Good Standing, you may attend as many Meetings as you would like, in whatever Domicile is best for you.

Keep in Mind: If you attend more than one session of a Meeting, you are only allowed to vote in one session.

"You keep saying 'Member in Good Standing'... what does that mean?"

Essentially, it means that you are current on your Union dues and have not been charged with (and found guilty of) a severe violation of our Constitution or By-laws, and made a "Member in Bad Standing". If you ever have any questions about your current dues status, please don't hesitate to contact the Union Office and speak to our Dues Specialist.

(214) 640-4300

"What happens at a Membership Meeting? Is it important for me to attend?"

It *IS* important for each Member to remain updated on the happenings of our Local, and one of the most effective ways to do that is attending a Meeting. Membership Meetings are a means of going straight to the source. From updated Local financial information to asking questions of our elected Leaders, Membership Meetings are FOR US... THE MEMBERS.

At every Membership Meeting, Local Leadership provides important updates, including the state of our Contract Negotiations. The health of our Treasury is discussed, and a Financials Report is presented. "New Business" is covered, which could include Membership Motions to change how important processes within our Local are conducted.



Can't attend the Meeting or want to review what happened? You can view the approved Membership Meeting minutes, Executive Board Meeting minutes, and any Special Meeting minutes on our TWU Local 556 Website.

www.twu556.org > Our Union > About Local 556 > The Archive

Union Structure

Membership Meetings

“You mentioned voting. What would we vote on at a Membership Meeting?”

There are actually a couple of things that could result in tallying the votes of Members in attendance. **NOTE:** Dependent on the reason for voting, it can take place by secret ballot or show of hands.

The first Membership Meeting following the swearing in of a new Executive Board, nominations occur for each Domicile’s Shop Stewards and our TWU Local 556 Board of Election (BOE). The Members in attendance at the second Membership Meeting of that year will vote on and elect Shop Stewards, and those present at the third Meeting will vote on our BOE.

At a Membership Meeting, any Member can make a written motion (or propose a change formally) to the Chair and have it reviewed. If the motion is determined to be valid and not in violation of our TWU Constitution or TWU Local 556 By-laws, it will be presented to the Members at the next Membership Meeting for a vote. **An example of an approved Membership Motion is the Special Assessment Fee to be used specifically and solely for negotiating a new Contract.**



Membership Meeting Minutes

TWU Local 556 Membership Meetings are chaired by our President or their designee (another Officer or member of the TWU Local 556 Executive Board). Also in attendance will be the Recording Secretary or designee, tasked with verifying the credentials of all in attendance and taking meeting minutes that will be available for review on the TWU Local 556 Website and at the next Membership Meeting.

Every session of our Membership Meetings will have minutes taken by the Recording Secretary or their designee. After the meeting minutes have been approved by the Membership, they can be reviewed on our website: www.twu556.org. It’s important to remember that meeting minutes are NOT a word-for-word report. They are intended to be an official record of what was accomplished at the meeting.



“Since it’s not a word-for-word report, what can I expect to see reflected in the Membership Meeting minutes?”

Minutes generally include:

- The name and type of meeting (ex: First Membership Meeting of 2025)
- The date and time of the meeting
- Who operated as Chairperson and Recording Secretary
- The approval of previous meeting’s minutes
- Topics of all properly made motions, along with who made and seconded the motions
- Approved and denied vote totals for motions
- Time the meeting adjourned

Union Structure

Robert's Rules of Order

Membership Meetings are conducted by the Chair using our TWU Constitution, TWU Local 556 By-laws, and Robert's Rules of Order (RROO). Published in 1876, RROO is a manual, or guideline, for conducting a meeting using parliamentary procedure. The intent is to focus on the substance of the work being conducted in a fair and balanced manner. You have likely attended a meeting that used RROO and may not have noticed. Have you attended an HOA meeting? City Council Meeting? RROO is used in many different settings and allows for decorum and the order of business to be conducted efficiently.

Decorum

In order to effectively and efficiently conduct a Membership Meeting, decorum during debate is essential. Decorum in a legislative environment does ***NOT*** mean subservience... it is the proper order, etiquette and conduct during a session.



"I'm still not sure what you mean by 'decorum'? What are some examples of maintaining decorum for a Member and for the Chairperson?"

Some tips for maintaining decorum while attending and speaking at a Membership Meeting include (but are not limited to):

- Only addressing your comments to the Chairperson
- Raising your hand (or standing) and waiting to speak until given the floor by the Chairperson
- Refraining from personal attacks and confining statements/remarks to pending questions

The Chairperson is also expected to conduct themselves following the guidelines of decorum, including (but not limited to):

- Referring to themselves in the third person (i.e. "The Chairperson" or "Your President")
- Referring to the speaker in third person unless assigning the floor

Parliamentarian

"What is a parliamentarian?"

A parliamentarian is a certified expert in interpreting and applying the "Rules of Order" for meetings and assemblies. In our instance, a parliamentarian is used to ensure that our Meetings (including Membership Meetings, Executive Board Meetings, and Special Meetings) are conducted following the most updated version of Robert's Rules of Order (RROO).

At TWU Local 556, we have used (but are not required to use) a professional, certified parliamentarian to conduct Meetings.



Union Structure

Robert's Rules of Order

RROO and parliamentary procedure comes with a lot of phrases and terms... but what do they all mean??? Let's break down some of the most common (and often confused!) terms that you'll potentially hear at a Membership Meeting.

Terms and Phrases

Chair or Chairperson: The person who is conducting the meeting and whom all statements, motions, and questions should be directed.

Calling the Meeting to Order: The President (or presiding Chair) has called the meeting officially into session. From here on out, the meeting will follow the agenda and be documented by the Recording Secretary (or their designee).

Quorum: Members present at the Membership Meeting. This definition can be found in our By-laws (Article V - Section 1f) and differs with other institutions.

To "Have" or be "Given" the Floor: The speaker has been recognized by the Chair and is allowed to speak following the guidelines and restrictions in RROO.

Motion: A main motion brings a proposed change to operating procedure for our Local. If the motion is found to be "in order" (not in violation of our TWU Constitution or 556 By-laws), it will be presented and voted on at the next Membership Meeting.

Amendment to a Motion: Modifying something in a main motion. The voting body will vote both on the amendment (for if the main motion passes) and the main motion.

Out of Order (Person): Not following the formal rules of the meeting.

Out of Order (Motion): The Chair determines that the motion is in violation of the operating rules, TWU Constitution, or TWU Local 556 By-laws and will not be debated or voted on.

Call the Question: Ending debate on a pending proposal and forcing an immediate vote.

Point of Order: A query in a meeting as to whether the correct procedure is being followed.

Recess: A short break when no question is pending.

Adjourn: To suspend or complete that session.