



## USW LOCALS 2010 & 2010-01 Membership Meeting Information USW AGENDA STRUCTURE

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### Membership Meeting Information:

At our Membership Meetings, the official *business* of the Local (finances, campaigns, grievances, arbitrations, etc.), is carried out to ensure effective management of the Local's core functions and mandate.

Meetings should be governed to allow all those present to interact in a comfortable and respectful way, while still respecting time constraints. Meetings must have rules, but if these rules are not used properly, Locals can find themselves quickly in a situation where the business is not getting accomplished.

To ensure the success of the Local meetings – making certain the *business* of the Local is completed, while keeping the conversation and debate (discussions) flowing – the United Steelworkers (International level) have established effective agenda structures and meeting rules that assist in the overall achievement of these goals.

We trust Members of Local 2010 will find this information helpful and informative.

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In Solidarity,  
USW Local 2010  
Executive Officers

Kelly J. Orser, President  
Briana Broderick, Vice-President  
Christina Salavantis, Recording Secretary  
Liza Cote, Financial Secretary  
Brenda Wood, Treasurer  
Denise Cameron, Guide  
Curtis Gonyou, Inside Guard  
Anne Tobin, Outside Guard  
Heather Carter, Trustee  
Jill Hodgson, Trustee  
Cheryl Power, Trustee

Julia Savage, Chair, 2010-01

John Goldthorp, USW Staff Representative

## USW Local 2010 Agenda Structure:

| <b>USW Local 2010 Agenda Structure:<br/>LU 2010 BYLAWS ARTICLE XVI<br/>Order of Business for Local Union Meetings</b><br><i>Approved by the International Secretary-Treasurer April 21, 2015</i>  |
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| <ol style="list-style-type: none"><li>1. Call meeting to order</li><li>2. Roll call of Officers – By Recording Officer</li><li>3. Reading of the minutes of the previous meeting<sup>1</sup></li><li>4. Report of Officers</li><li>5. Report of Staff Representative and/or Organizer</li><li>6. Report of Special Committees</li><li>7. Reports of Standing (or Permanent) Committees</li><li>8. Unfinished Business</li><li>9. New Business</li><li>10. Good and Welfare<sup>2</sup></li><li>11. Question &amp; Answer Period<sup>3</sup></li><li>12. Adjournment</li></ol> |
| <i>Refer to footnotes for further information and clarification</i>   |

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<sup>1</sup> After the minutes have been read by the Recording Officer, and any errors, omissions, or corrections have been noted by the members, a motion must be made and seconded that the minutes be adopted. It is very important that brief, comprehensive minutes of each meeting be kept by the Recording Officer. These minutes are the official record of the business transacted by the Local Union meeting. A regular book is provided by the International Union for this purpose and should always be kept up to date.

<sup>2</sup> All miscellaneous matters for the good of the Local Union which should be brought to the attention of the meeting should come to the floor at this time. These matters usually do not require any action by the members at the meeting. They are simply matters of information and education.

<sup>3</sup> If time permits at the discretion of the meeting Chair.

## USW Agenda Structure:

| <b>USW Agenda Structure:<br/>LU BYLAWS ARTICLE XVII<br/>Order of Business for Local Union Meetings</b>  |
|---|
| <ol style="list-style-type: none"><li>1. Call meeting to order</li><li>2. Roll call of Officers – By Recording Secretary</li><li>3. Reading of the minutes of the previous meeting<sup>1</sup></li><li>4. Reading of Communications – List letters to be read<sup>2</sup></li><li>5. Report of Officers</li><li>6. Report of Organizer or International Representative</li><li>7. Initiation of New Members</li><li>8. Reports of Special Committees</li><li>9. Reports of Standing (or Permanent) Committees</li><li>10. Unfinished Business<sup>3</sup></li><li>11. New Business<sup>4</sup></li><li>12. Good and Welfare<sup>5</sup></li><li>13. Adjournment</li></ol> |
| <i>Refer to footnotes for further information and clarification</i>   |

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<sup>1</sup> After the minutes have been read by the Recording Secretary a motion must be made and seconded that the minutes be “approved” (adopted) as read. Such a motion means that in the opinion of the members, the Secretary has recoded the minutes of the previous meeting correctly. Should the reading reveal any errors, or omissions, a member may move to correct the minutes. If this motion is carried, another motion should follow that the minutes “as corrected” now be approved.

It is very important that brief, comprehensive minutes of each meeting be kept by the Recording Secretary. These minutes are the official record of the business transacted by the Local Union meeting. A regular book is provided by the International Union for this purpose and should always be kept up to date.

<sup>2</sup> The Recording Secretary reads the letter which require attention. Those that do not require much discussion may be dealt with immediately; others may be laid over to “New Business” or referred to a standing committee. If no action is required or desired, the communication may be read, and upon a motion, filed.

<sup>3</sup> These matters are those reaming over from previous meetings. They are usually recoded in the minutes of the previous meeting. The Recording Secretary should inform the President of any unfinished business so it may be included in the order of business in this Section.

<sup>4</sup> These are matters which have been laid aside earlier in the meeting or which have come up since the last meeting.

<sup>5</sup> All miscellaneous matters for the good of the Local Union which should be brought to the attention of the meeting should come to the floor at this time. These matters usually do not require any action by the members at the meeting. They are simply matters of information and education.