



## 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 are to 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 within the Constitution, that assist in the overall achievement of these goals. In keeping with this approach and constitutional requirements, Local 2010 has adopted these same principles in our by-laws which can be found on our web site at: <https://usw2010.ca/bylaws/>.

We trust Members of Local 2010 will find this information helpful and informative, but we invite you to email us at [contact@usw2010.ca](mailto:contact@usw2010.ca) if you have further questions regarding our membership meeting structure.

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*In Solidarity,*  
USW Local 2010 Executive Officers

Kelly J. Orser, President  
Indigo Bunting, Vice-President  
Samantha Samson, Recording Secretary  
Anke Starratt, Financial Secretary  
Steady Tibbutt, Treasurer

Christina Salavantis, Guide  
Curtis Gonyou, Inside Guard  
Zachery Grignet, Outside Guard

*Open position*, Trustee  
Cheryl Power, Trustee  
Julia Savage, Trustee

Matthew Lee, Chair, Local 2010-01 (Academic Assistants)

## USW Local 2010 Agenda Structure:

<b>USW Local 2010 Agenda Structure: LU 2010 BYLAWS ARTICLE XVI Order of Business for Local Union Meetings</b> <i>Approved by the International Secretary-Treasurer April 21, 2015</i>	
<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>	<div style="border: 1px solid black; padding: 5px;"><p><i>The Executive Board occasionally makes adjustments to the “Order of Business” (agenda), in an attempt to complete the <u>business</u> of the Local sooner and to allow for more Q&amp;A in the allotted time.</i></p></div>
<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 at the 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 (President or designate).