

## **BYLAWS OF LOCAL LODGE NO. 1932**

### **INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS**

#### **PREAMBLE:**

"Labor is prior to and Independent of Capitol. Capitol is only the fruit of Labor and could never have existed first. Labor is the superior of Capitol and deserves much the higher consideration.

Inasmuch as most good things are produced by Labor, it follows that things ought to belong to those whose Labor has produced them. But it has happened in all ages of the world that some have labored, and others without Labor have enjoyed a large proportion of the fruits. This is wrong and to secure for a laborer, the whole product of his Labor, as nearly as possible, is a worthy object of good Government."

#### **ORDER OF BUSINESS:**

1. Pledge to Flag.
2. Roll call of officers and noting of absentees.
3. New applications.
4. Report on committees and applications and acting on same.
5. Initiations.
6. Reading of minutes and acting on same.
7. Installation of officers.
8. Examination of dues books and introduction of visiting members.
9. Reports of F.S. and Treasurer, including receipts and disbursements since the close of last meeting.
10. Communications, bills, etc.
11. Reports of committees.
12. Anything for the good of the IAM and discussion of subjects of an economic nature.
13. Unfinished business.
14. New business. Election of officers.
15. Report of sick and disabled members and of relief committees.
16. Reports of members out of work and positions vacant.
17. Adjournment.

Approved: 6-11-08

Effective: 7-1-08

## **ARTICLE I - NAME AND OBJECT**

Section 1. This Lodge shall be known as the Stephen O. Cooke Air Transport Lodge, Local 1932 of the International Association of Machinists and Aerospace Workers.

Section 2. The object of this Lodge shall be to defend, protect, and advance the interests of the International Association of Machinists and Aerospace Workers, and to improve the working conditions and wages paid its members wherever employed.

Section 3. This Lodge and its members shall be governed by these bylaws which, when adopted, will supersede all past action taken by the membership and recorded on the Lodge records, except wherein they are superseded by the bylaws of an affiliated District or the IAM Constitution.

## **ARTICLE II - MEETINGS AND QUORUMS**

Section 1. The regular Local Lodge meeting of this Lodge shall be held on the first (1st) Tuesday of each month, the meeting shall convene at 4:00 p.m. When a meeting date falls on a generally recognized holiday, a substitute day of meeting may be set at the preceding meeting. Should a meeting date fall on a date of federal or state election, the meeting will be held on the following day. Such change of the meeting will be posted two weeks in advance.

Section 2. With more than 500 members but less than 1500 members, not less than 15 members will constitute a quorum. With more than 1500 members, not less than 25 members will constitute a quorum.

(a) If, and when, there is no quorum meeting within thirty (30) days following an Executive Board meeting, all items approved by a two-thirds (2/3) vote of the Executive Board and on the agenda will take effect.

Section 3. In any instance where Local Lodge officers and/or committee persons are required to take time off in order to attend meetings of the Local Lodge, such officers and/or committee persons shall be compensated at their straight time rate for the wages lost upon approval of properly submitted statements to the Local Lodge.

Section 4. Special meetings shall be called by the President in accordance with the IAM Constitution. The call for a special meeting will state the purpose of the meeting. Discussion and action at such meeting shall be confined to the subject for which the special meeting was called.

### **ARTICLE III - MEMBERSHIP**

Section 1. Qualifications for membership shall be governed by the IAM Constitution and the bylaws of Los Angeles Air Transport Local Lodge No. 1932.

Section 2. Application for membership must be paid with the full initiation or reinstatement fee by payroll deduction or personal check at members choice.

Section 3. The initiation fee of this Local Lodge shall be \$100.00 and the reinstatement fee of this Local Lodge shall be equal to one month's dues.

Section 4. The maximum monthly dues of this Lodge shall be two (2) times the maximum base rate of each classification of the members employed covered by the collective bargaining agreements under the Local Lodge jurisdiction in accordance with the IAM Constitution. These dues will also include the \$1.10 levy imposed by the Grand Lodge.

Section 5. Any increase in the per capita tax by the Grand Lodge or the District Lodge shall automatically increase the monthly dues of this Local Lodge at the same time and a like amount.

### **ARTICLE IV - FUNDS**

Section 1. In accordance with the provisions of the IAM Constitution, the funds and property of this Local Lodge shall remain with the Local Lodge for its legitimate purposes so long as it is chartered by the International Association of Machinists and Aerospace Workers. If, for any reason, the charter is withdrawn, all funds and property shall be turned over to the Grand Lodge.

Section 2. If this Local Lodge maintains an office, it shall employ a staff to operate same, unless the membership at a special called meeting decides otherwise by a majority vote.

Section 3. All Funds of this Local Lodge, except the regular bills as defined herein will be drawn by a majority vote at a regular meeting upon an order signed by the President (or Vice President in the absence of the President) and Recording Secretary, with the Local Lodge Seal affixed. All monies drawn shall be by numbered checks which will be signed by the Secretary-Treasurer and countersigned by the President or Vice President in the absence of the President.

Section 4. Regular bills shall be interpreted to mean office rent, Union meeting hall rent, approved office salaries and supplies to operate the office and other similar bills which may occur regularly. The Grand Lodge and District per capita tax is not to be considered a bill which must be approved by the membership.

Section 5. The Local Lodge office shall have a petty cash fund in the amount of \$100.00 for incidental bills, such as postage, small office supplies, coffee, etc. All minor purchases shall require a signed receipt attached to each expenditure. The records and accounts of this Fund shall be submitted to the Local Lodge's regular audit.

Section 6. Five per cent (5%) of the Local Lodge's dues income less the amount of Grand Lodge per capita tax shall be deposited in an Emergency Fund at least once during each quarter of the annual year excluding the months during any strike action, to a minimum of \$60,000.00.

Section 7. No money shall be voted out of the Emergency Fund except by three-fourths (3/4) vote of those present and voting at a special called meeting for this purpose.

Section 8. The Funds of this Local Lodge shall be deposited in a bank of sound financial standing in the name of the Local Lodge. The Emergency Fund shall be placed in a separate account.

Section 9. The Funds, property or assets of this Local Lodge shall not be loaned or appropriated for any other than legitimate purposes in the IAM.

Section 10. For the death of any member, member's spouse, member's child, or member's Parent, a floral wreath, a Holy Bible or a memorial contribution, the cost of which shall not exceed \$50.00 shall be sent by the President of the Local Lodge.

(a) A Holy Bible will also be given if the deceased is a member of Local Lodge 1932.

Section 11. No motion shall be in order to vote more than \$500.00 for any purpose at a Lodge meeting unless two weeks notice has been given at a previous regular meeting, or a notice has been posted on the Union bulletin boards for one week prior to the regular meeting at which the vote will be taken.

Section 12. Local Lodge 1932 shall maintain a newsletter that will be mailed to each member. The cost of the newsletter and mailing shall be taken out of Local funds.

Section 13. Retirees Club: In the interest of the Retirees Club the Local Lodge will finance the Retirees Club of former Local 1111, in the amount of \$75.00 per month and will finance the Retirees Club of Local 1932, in the amount of \$150.00 per month whenever the Retirees Club treasury balance is below \$1,500.00. The Retirees Club Treasurer is to notify the Union Treasurer monthly as to the status of the retiree treasury.

**ARTICLE V - EXPENSES:**

Section 1. (a) Lodge 1932 Officers, Grievance Committeepersons, Editor, E.A.P. and Safety Chairperson shall receive a monthly expense as follows:

President	\$200.00
Vice President	\$100.00
Recording Secretary	\$150.00
Secretary-Treasurer	\$135.00
Conductor/Sentinel	\$ 50.00
Trustee	\$ 50.00
Editor/Webmaster	\$100.00
E.A.P. Chairperson	\$ 50.00
Safety Chairperson	\$ 50.00

Local Lodge Grievance Committee members shall receive a monthly expense as follows:

Representing over 200 members	\$130.00
Representing less than 200 members	\$ 85.00

Chief Shop Steward to receive a monthly expense of \$100.00 representing over 200 members and \$50.00 representing less than 200 members.

At stations with less than 100 members only one (1) committeeperson shall be reimbursed a committee expense.

Shop Steward(s) shall receive a monthly expense of an amount equivalent to monthly dues provided that Shop Stewards who work other than day shift hours or work more than fifty miles from the Local Hall, on the day of the scheduled monthly membership meeting shall have to attend a meeting scheduled by their respective Chairperson or Committeeperson.

(b) Expenses paid under this section shall be paid only to those members who have attended a regular business meeting scheduled outside the working hours. Members working during scheduled business meetings or working more than 50 miles from the local hall on the day of the meeting shall be required to attend a meeting scheduled by their respective Chairperson, Chief Steward or Committeeperson, members on official union business, vacation or sick leave, with written notification to the Local shall be exempt from these requirements.

(c) No member shall receive an expense allowance for more than one (1) of the offices or positions listed in this section.

Section 2. Members appointed or elected, and authorized by the Local Lodge, incurring expenses or the loss of time while in the performance of duty, shall be reimbursed lost time at the straight time rate of pay.

Section 3. Delegates elected as representatives of this Lodge shall be allowed first class space available pass expenses or one-quarter (3) fare space available expenses or auto mileage equal to one-quarter (3) space available coach fare expenses at the direction of the Executive Board and subsistence of \$40.00 per diem, plus the cost of hotel room plus up to eight (8) hours pay at straight time at his/her regular rate for all time lost from work during travel to and from attendance at such meetings. Business that does not require overnight stay will be authorized for not more than \$25.00 per diem. No regular day off shall be considered a loss of time for which the member is entitled to any reimbursement or wages.

(a) Per Diem: When attending IAM Leadership Schools at the William Winpisinger Education and Technology Center, delegates will receive per diem for day leaving home and day of return only. Hotel and per diem will not be paid while training is in session. Per diem will be \$25.00 per day of travels.

(b) Lost Time: Delegates will be paid only for days that they are regularly scheduled to work while performing union business.

Section 4. For the faithful performance of their duties, members serving on special committees or as tellers may be entitled to actual expenses for meals if needed in such reasonable amounts as may be approved by the Local Lodge.

Section 5. Officers, committee members, stewards and members will be reimbursed at a rate not to exceed 50.5¢ per mile car expense and only in the event of non-routine driving in the performance of special duties at the direction of the Executive Board. Mileage incurred attending regular meetings, committee meetings or shop steward meetings is not reimbursable.

Section 6. When attending union functions, it will be the responsibility of each union representative/delegate to return all hotel receipts and related expense reports to the Secretary-Treasurer without exception upon completion.

## **ARTICLE VI - DUTIES OF OFFICERS:**

Section 1. **PRESIDENT:** The duties of the President shall be as follows: He/she shall preside at all meetings of the Local Lodge; decide all questions or disputes not controlled by the law of the IAM; countersign orders and checks properly drawn on or by the Recording Secretary or Secretary-Treasurer; appoint Committees not otherwise provided for; administer the obligation to new members; enforce the laws of the IAM applicable to Local Lodges, and members, and perform such other duties as may be required by these Bylaws and in case of a tie, shall cast the deciding vote.

Section 2.            VICE PRESIDENT: The duties of the Vice President shall be as outlined by the IAM Constitution.

Section 3.            RECORDING SECRETARY: The Recording Secretary's duties shall be in accordance with the IAM Constitution. The Recording Secretary shall keep a complete record of all business transactions of this Local Lodge in a Minute Book. He/she shall keep a roster book of all members who attend regular or special meetings of this Local Lodge. He/she shall also keep a special book wherein he/she shall inscribe all resolutions of policy or amendments of these Bylaws adopted by the Local Lodge. He/she shall show these records at reasonable times to any member in good standing who requests to see them.

He/she shall notify all members by bulletin board of all special meetings at least three (3) days in advance of such meetings. He/she shall draw all orders on the Secretary-Treasurer when passed by a majority vote of the membership at a regular or special meeting of the Local Lodge and attest the same by properly signing and attaching the Seal of the Local Lodge. He/she shall read all communications and have all bills of the Local Lodge available at regular Lodge meetings.

Section 4.            SECRETARY-TREASURER: The Secretary-Treasurer shall receive and deposit all Funds of the Local Lodge in a bank of sound financial standing in the name of the Local Lodge. The Secretary-Treasurer shall pay all properly drawn orders that have been signed by the President and Recording Secretary bearing the Local Lodge Seal, the check number, the amount, and to whom paid, and which checks shall be countersigned by the President of the Local Lodge, but shall not draw any check whatever in violation of the IAM Constitution. The Secretary-Treasurer shall provide to the Executive Board and the membership every twelve (12) months a monthly budget to include all income and all expenditures of this Local Lodge effective February of each year thereafter. He/she shall in every other instance perform the identical duties as theretofore assigned to the Financial Secretary.

Section 5.            CONDUCTOR: The Conductor's duties shall be as described in the IAM Constitution and he/she shall examine all persons prior to opening of all meetings to ascertain if all present are qualified to remain and shall report to the President the qualification status of all present.

Section 6.            SENTINEL: The Sentinel's duties shall be as prescribed in the IAM Constitution. He/she shall answer all alarms at the door, report the same, and admit all who are entitled to admission.

Section 7.            There shall be three (3) trustees elected by the Local Lodge. Their duties shall be as prescribed in the IAM Constitution, and it shall be the duty of the Board of Trustees to make an annual comprehensive report of all expenditures of this Local Lodge.

Section 8.            AUDITING COMMITTEE: The Auditing Committee's duties shall be as prescribed by the IAM Constitution. The Auditing Committee shall audit the books each six (6) months in cooperation with the Trustee of the Local Lodge. The senior member shall be Chairperson of the Auditing Committee.

Section 9.            Building Committee: The building committee duties shall be as prescribed by the IAMAW Constitution. There shall be three (3) trustees, and any member appointed by the President of the Local. The building committee will be comprised of volunteers of any member in good standing or any retiree who serves on the retiree committee and pays such dues to that committee.

## **ARTICLE VII - OFFICERS, DELEGATES AND COMMITTEES**

Section 1.            Nominations for President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor, Sentinel, three (3) Trustees, two (2) Building Committee members and each Local Lodge Grievance Committeeperson shall be held at the first regular Local Lodge meeting in November of the election year. Auditors shall be elected in accordance with the provisions of the IAM Constitution.

(a)        Elections for Grievance Committees at stations other than LAX, will be held in concurrence with the LAX Grievance Committee elections.

Section 2.            The election of Officers and the Local Grievance Committeepersons shall be at the first regular Local Lodge meeting in the month of December. The term of the Local Lodge Officers and the Grievance Committee shall be for three (3) years. No member shall be nominated to any elective office unless he/she is present or has given his/her consent to the nomination in writing.

Section 3.            The Ramp and Stores Agreement provided for three (3) Committee Persons, (one of whom may be elected Local Chairperson) elected solely from IAM members within the Ramp and Stores Agreement.

The Public Contract Employee's Agreement (PCE) provides one (1) Committee Person elected for and by Airport Public Contact members only.

1.        One (1) member from LAX (PCE) UAL Agreement.
2.        One (1) member from SNA (PCE) UAL Agreement.
3.        One (1) member from BUR (PCE) UAL Agreement.
4.        One (1) member from ONT (PCE) UAL Agreement.
  
5.        One (1) member from UAL Ramp & Stores Agreement for Grievance Secretary.
6.        One (1) member from UAL Ramp & Stores Agreement for Grievance Chairperson.

7. One (1) member from UAL Ramp & Stores Agreement.

(a) Qualifications: In order to qualify to be nominated and elected Grievance Committee Chairperson, Grievance Committeepersons and/or Grievance Committee Secretary of Local Lodge 1932 IAMAW a member must:

- (1) Be in good standings with this Local Lodge.
- (2) Have attended fifty per cent (50%) of the regular meetings of this Local Lodge during the past twelve (12) months ending the date of the closing of said nominations.
- (3) Have been either a shop steward or alternate or a committee member of any I.A.M. Local Lodge for at least one (1) year. One year is defined as twelve (12) consecutive months without any break in service.

(b) Grievance Committees on carriers affiliated with Lodge 1932 will elect committee representatives in accordance with applicable provisions of the IAM Contract and approval of the majority of members on said carriers.

Section 4. In order to qualify as an officer, Local Lodge Grievance Committeeperson or Delegate, he/she has to attend at least fifty percent (50%) of their regular Local Lodge meetings held during the 12-month period ending the date of the close of nominations. Regular meetings held during a member's normal work shift will not be used in computing his/her attendance.

(a) The Executive Board of I.A.M.A.W. Local Lodge 1932 has approved the following time-lines and limits to be excused from a regularly scheduled meeting:

Members will be considered excused if effected member notifies the Local Lodge of the absence prior to the scheduled meeting.

Members performing official union business on day of any scheduled meeting will be considered excused.

Section 5. If physical or geographical conditions warrant, the Local Lodge Executive Board shall be empowered to install Grievance Committees to service the members. Committees installed by action of the Executive Board shall be nominated and elected by the members they are to serve. Vacancies occurring in this Lodge's offices and Grievance Committee members, with the exception of the office of the President, shall be filled by appointment by the President of the Lodge with the approval of the Executive Board until the next Local Lodge officers' election.

Section 6. During the month of December, each Local Committeeperson will conduct nominations and elections whereby the members of each shift will nominate and elect from among themselves one (1) Shop Steward. It shall be the responsibility of the Local Lodge President or Local Committeeperson to appoint alternates as required to provide full coverage at all times.

Section 7. The Committee Chairperson shall appoint an Alternate Committee member in the event one (1) of the regular members is unavailable. The Committee Person(s) of Ramp and Stores and the Committee Person of the PCE Public Contact Employee's Agreement may also appoint a Chief Shop Steward as the needs of service require to assist the Committee Person in any matters that the Committee Person feels necessary.

Section 8. All nominees for Local Lodge office or Grievance Committee must notify the Recording Secretary of his/her acceptance of the nominations, or his/her name will not appear on the official ballot and it will be assumed he/she has declined the nomination.

Section 9. The Recording Secretary shall have printed at a union printing shop suitable ballots with stubs numbered, and have the same available for the members to vote in all elections.

Section 10. All voting for elected Officers or Grievance Committee shall be in the Local Lodge Hall by secret ballot. In all cases, the President shall at the nomination meeting appoint three (3) Tellers to conduct the election in a fair and impartial manner. There shall be no electioneering within fifty (50) feet of the Union Hall. Ballot boxes shall remain in the Union Hall where the voting is conducted at all times, and in the presence of two (2) Tellers. Each candidate shall be entitled upon written request to appoint one (1) observer who shall be permitted to be present at the polls and at the counting of the ballots.

Section 11. The polls shall be open from 6:00 a.m. to 6:00 p.m on the election day.

Section 12. Not less than fifteen (15) days prior to the time when the elections specified in this Article are to be held, notice of the time and place, by letter or bulletin or by authorized publication or by other dependable regularly used means of communication, shall be mailed to each member qualified to vote at his/her last known home address.

Section 13. Members who reside in outlying districts more than twenty-five (25) miles from the designated balloting place, members who are either confined because of verified illness or on vacation or on official IAM business approved by the Local Lodge, or District Lodge or Grand Lodge as the case may be, shall be furnished absentee ballots on written requests mailed or delivered in person to the Recording Secretary no later than ten (10) days before the date of the election.

Section 14. Pre-printed individual requests for absentee ballots for the nomination

and elections of Local and District Lodge officers along with non-constitutional officers of a Local or District Lodge may be made if the requesting member 1. resides in an outlying district more than 25 miles from the designated balloting place; 2. is confined because of verified illness; 3. is on vacation; 4. is on official IAM business approved by the Local Lodge, District Lodge or Grand Lodge; 5. on employer travel assignment. A request for absentee ballot must be delivered by the requestee either in person or by official government mail to the Recording Secretary of the Local Lodge or the Secretary-Treasurer of the District Lodge not later than 10 days before the election. Members voting by absentee ballots shall execute and mail them in accordance with Article III, Section 11 of the IAM Constitution.

Section 15. The Tellers shall count only those ballots that are cast in accordance with the IAM Constitution. All absentee ballots must be requested by each individual member, and the outer ballot envelope and stub must bear the member's name and address or the ballot is to be void.

Section 16. Delegates to any Convention, authorized Conference or school shall be elected in accordance with the Bylaws and/or Constitution of the Body to which they are Delegates.

Section 17. In the event any Executive Board member, absents themselves from three (3) consecutive regular meetings of the Local Lodge without being properly excused, such Executive Board member shall be deemed to have resigned their office or position. The vacancies for the Executive Board shall be filled by appointment of the presiding officer, Grievance Committee members or Shop Steward by the Grievance Committee Chairperson on a pro-tem basis for that period reasonably required to bring about the nomination and election of a successor. The required period shall not exceed (1) one calendar year.

(a) Should such Executive Board member, committeeperson, or shop steward contend the refusal to excuse him/her for such absence is improper, the presiding officers shall prefer charges against him/her, charging him with conduct unbecoming an officer on the basis of his absence without excuse found acceptable to the Lodge, and he/she shall be tried in accordance with applicable provisions of the IAM Constitution.

(b) In the event any Executive Board member, committeeperson, or Shop Steward be absent due to extended illness or occupational injury, or on temporary assignment with the District or Grand Lodge, the vacancy shall be filled by appointment by the presiding president on a pro-tem basis for that period required. The salary for the position held will be discontinued. The newly appointed member who is appointed by the President on a pro-tem basis shall be paid the salary per Article V, Section 1 (a) and (b).

Section 18. As there is an inherent conflict of interest, acceptance of a position with the company, either permanent or temporary, not covered by an IAM agreement, by any

member shall constitute an automatic resignation by that member of any union office, position or assignment he/she may hold.

Section 19. The President shall appoint, with approval of the Executive Board, the positions of Local Lodge Editor, EPA Chairperson, Legislative Representative, Safety and Health Committee, MNPL Committee, Human Rights Committee, Bylaw Committee, and Education Committee to promote the interest and welfare of all our members in relations with Federal and State agencies that regulate air transportation.

#### **ARTICLE VIII - THE EXECUTIVE BOARD:**

Section 1. The Executive Board shall be composed of the President, who shall be Chairperson, the Recording Secretary, who shall be Secretary, and the other officers of the Local Lodge.

Section 2. The duties of this Board shall be to deliberate upon all matters referred to it by the Local Lodge, and, at a time to be specified, report back to the Local Lodge its findings and recommendations.

Section 3. Executive Board meetings will be open so that all members desiring to do so may attend. They may observe and request permission to speak before the Board on any subject under discussion. Visitors shall not be permitted to vote on any subject.

#### **ARTICLE IX - BONDING OF OFFICERS:**

Section 1. All Officers, employees or other individuals in this Local Lodge who are responsible for, or handle funds of or for the Local Lodge, shall be bonded in accordance with the IAM Constitution and the IAM Policy relating thereto.

#### **ARTICLE X - AMENDMENTS:**

Section 1. Any increase in the amount of initiation and reinstatement fees, Emergency Funds, and Local Lodge dues must be handled on the basis of the procedures specified in the IAM Constitution.

Any other amendments to these bylaws must be handled on the basis of the following procedures:

(a) All proposals must be submitted in writing stating the proposals intent, signed by not less than five (5) members, and referred to a Bylaws Committee appointed by the President. The Recording Secretary will notify the membership of proposals to these bylaws by circular, newsletter or shop bulletin board. All Local Lodge bylaw proposals must be submitted by April 15th of any year.

(b) Must be read as proposed at two (2) consecutive meetings. Immediately following the second reading, the Bylaws Committee shall submit their recommendations. Second reading and vote to be held in the month of June of any year.

(c) Reasonable advance notice must be given to the membership of the time, date and place of the second reading, and vote to be taken on the Bylaws Committee's recommendations.

(d) Each proposal must be considered and voted upon separately. A majority affirmative vote by those present and voting is needed for adoption.

(e) Triplicate copies of approved proposals, together with the master copy of bylaws shall be referred to the International President for approval and designation of an effective date.

Section 2. All resolutions of policy must be presented and acted upon the same as amendments, and, if adopted and approved by the International President, shall have equal force as bylaws.

Section 3. The Recording Secretary shall keep a master copy of these bylaws and all amendments and repeals thereof.

Section 4. These bylaws shall take effect upon their adoption and approval by the International President.

## **ARTICLE XI:**

Section 1. Nothing in these bylaws shall be construed or applied in a manner that will conflict with the provisions of the IAM Constitution. All matters arising and not specifically covered by these bylaws shall be governed by the IAM Constitution.

## **RULES OF ORDER**

The following rules will be used to govern debate and are taken from the IAM Constitution.

Rule 1. On motion, the regular Order of Business may be suspended by a two-thirds vote of the meeting at any time to dispose of anything urgent.

Rule 2. All motions (if requested by the Chair) or resignations must be submitted in writing.

Rule 3. Any conversation by whispering, or otherwise, which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.

Rule 4. Sectarian discussion shall not be permitted in the meetings under any circumstances.

### **MOTIONS**

Rule 5. A motion to be entertained by the presiding officer must be seconded, and the mover as well as the seconder must rise and be recognized by the Chair.

Rule 6. Any member having made a motion can withdraw it by consent of his second; but a motion once debated cannot be withdrawn except by a majority vote.

Rule 7. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.

### **DEBATE**

Rule 8. A motion shall not be subject to debate until it has been stated by the Chair.

Rule 9. When a member wishes to speak he/she shall rise and respectfully address the Chair and if recognized by the Chair, he/she shall be entitled to proceed.

Rule 10. If two or more members rise to speak at the same time, the Chair shall decide which is entitled to the floor.

Rule 11. Each member when speaking shall confine himself/herself to the question under debate, and avoid all personal, indecorous or sarcastic language.

Rule 12. No member shall interrupt another while speaking except to a point of order, and he/she shall definitely state the point, and the Chair shall decide the same without debate.

Rule 13. If a member, while speaking, be called to order, he/she shall take his/her seat until the point of order is decided, when, if declared in order, he/she may proceed.

Rule 14. If any members shall feel himself/herself personally aggrieved by a decision of the Chair, he/she may appeal to the body from the decision.

Rule 15. When an appeal is made from the decision of the Chair, the Vice President shall then act as Chairperson; said appeal shall then be stated by the Chairperson to the meeting in these words: "Shall the decision of the Chair be sustained as the decision of this Lodge?" The member will then have the right to state his/her grounds of appeal and the Chair will give reasons for his/her decision; thereupon, the members will proceed to vote on the appeal without further debate and it shall require a majority to sustain an appeal.

Rule 16. No member shall speak more than once on the same subject until all the members desiring the floor shall have spoken, nor more than twice without unanimous consent, nor more than five (5) minutes at any one time without consent of a two-thirds (2/3) vote of all members present.

Rule 17. The presiding Officer shall not speak on any subject unless he/she retires from the Chair, except on points of order, and in case of a tie, he/she shall have the deciding vote. Should the presiding Officer retire from the Chair to speak on any subject before the Lodge, he/she shall not return to the Chair until that subject matter is properly disposed of.

### **PRIVILEGE QUESTIONS**

Rule 18. When a question is before the meeting no motion shall be in order except:

- (1.) To adjourn
- (2.) To lay on the table
- (3.) For the previous question
- (4.) To postpone to a given time
- (5.) To refer or commit
- (6.) To amend

and these motions shall have precedence in the order herein arranged. The first three (3) of these motions are not debatable.

Rule 19. If a question has been amended, the question on the amendment has been amended, the question on the amendment has been offered, the question shall then be put as follows:

- (1.) Amendment to the amendment
- (2.) Amendment
- (3.) Original proposition

Rule 20. When a question is postponed indefinitely, it shall not come up again except by a two-thirds (2/3) vote.

Rule 21. A motion to adjourn shall always be in order except:

- (1.) When a member has the floor
- (2.) When members are voting

Rule 22. Before putting a question to vote, the presiding Officer shall ask: "Are you ready for the question?" Then it shall be open for debate. If no member rises to speak, the presiding Officer shall then put the question in this form: "All in favor of this motion say 'aye';" and after the affirmative vote is expressed, those of the contrary opinion say 'no'." After the vote is taken, he/she shall announce the result in this manner: "It seems to be carried (or lost); it is carried (or lost) and so ordered."

Rule 23. Before the presiding Officer declares the vote on a question, any member may ask for a division of the house. Then the Chair is duty bound to comply with the request, and a standing vote shall then be taken and the Secretary shall count same.

Rule 24. When a question has been decided, it can be reconsidered by a majority vote of those present.

Rule 25. A motion to reconsider must be made by a member and seconded by another member with the majority.

Rule 26. A member being ordered to take his seat three (3) times by the Chair without heeding shall be debarred from participating in any further business at that session.

Rule 27. All questions, unless otherwise provided, shall be decided in accordance with Robert's Rules of Order.

**Approved for and in behalf of  
International President**