# **LOCAL UNION ORDER OF BUSINESS MEETING TEMPLATE**

**56 Willow Street**

**IBEW LOCAL 2032**

**Massena, NY 13662**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_UNIT\_\_\_\_\_\_\_\_\_**

**Welcome to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meeting of the IBEW Local 2032**

**“I respectfully request, for the efficient management of business, that you give undivided attention to all matters brought before us. I now declare this Local Unit Meeting duly open for the transaction of all business legally presented.”**

**“Please stand for the Pledge of Allegiance and remain standing for a moment of silence to honor”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Pledge of Allegiance by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Reading of the Minutes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Reading of the E**-**board Minutes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Ask for a motion and second to approve all minutes read:**

**Motion:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Second:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **E-Board Propositions for Membership:**
* **A motion by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and a second by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to approve**

**these memberships**

* **Obligation of Candidates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**“You are now required to take an obligation which has been taken by all of us, and nothing unworthy a man will be demanded of you. You will use your name where I use mine and repeat the following obligation: I ……………, in the presence of members of the International Brotherhood of Electrical Workers, promise and agree to conform to and abide by the Constitution and laws of the IBEW and its local unions, I will further the purposes for which the IBEW is instituted. I will bear true allegiance to it and will not sacrifice its interest in any manner.”**

* **Communication and Bills:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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* **Business Manager Report:**

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* **President Report:**

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* **Vice President Report:**

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* **Financial Secretary/Per Capita Report:**

**Breakdown of Members per Unit-**

**A Members =**

**BA Members =**

**Inactive Members =**

* **Reports of Delegates and Committees:**

**Central Trades:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Apprenticeship:**

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**Grievance Committee:**

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**Registrar:**

**Safety:**

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**Health Care:**

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**Parade Committee:**

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**Internal Audit Committee Report:**

**The Internal Audit Committee of the IBEW Local 2032 has reviewed the financial papers of the Treasurer and Financial Secretary for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_all papers and supporting documents were found to be in proper order.**

* **Reports of Accident/Sickness, or Death of Members:**

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* **Unfinished Business:**

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* **New Business:**

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* **For the Good of the Union: *We have an active organizing policy in place. We continue to seek organizing targets. If any member has any ideas, please bring them up for us to discuss.***

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* **Receipts and Expenses**

**Checking $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expenses (Month) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Savings. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipts (Month) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Motion to close the meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Second:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**“With the business of the present meeting concluded, I declare this local unit meeting legally closed until the next regular unit meeting, or unless specially called.”**

**Meeting Adjourned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Respectfully Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bill Brown Mike Scranton (CEC) Kelly Skermont (CEC)**

**Ben Murtagh Dominick Colucci (CEC)**

**Jason Chilton Jason Jochem (BG) Elizabeth Lawyer (BG)**

**JJ Gray Macord Stevens (BG)**

**Rob Brothers**