

Constitution & Bylaws of the
Colorado Postal Workers Union
Aurora, Colorado

As amended October 17-18, 2020

Constitution

ARTICLE I:

Name

This body shall be known as the Colorado Postal Workers Union, (AFI-C10) hereinafter referred to as CPWU.

ARTICLE II:

Objectives

The objectives of the CPWU shall be to take a leadership role in all matters of legislation that may concern our members, to further the education of the members by developing a well rounded training program and presenting that program through assemblies throughout the state, and developing an aggressive organizing program, in conjunction with the member locals to increase our membership in the APWU and the Auxiliary. The CPWU will keep the membership informed of status and results of the above three programs through the state paper "Voice of Colorado APWU".

ARTICLE III:

Membership

Section 1--Any local of the APWU in the state of Colorado in good standing with the National Organization or any member-at-large in good standing shall be eligible to membership.

Section 2--Members-at-large are to come from offices where there is no local, or an unaffiliated local.

Section 3--Retention of Membership.

Local unions shall be granted the right to allow members of their organizations who have retired from the service or who have been promoted to supervisory grades the right to retain membership; provided that member(s) promoted to supervisory grades shall not be eligible to office and shall not have a voice or vote in the CPWU, with the exception of former National Postal Transportation Supervisors as provided for in the National Constitution, Article 3, Section 4.

Section 4--Retired past members may be eligible for honorary or lifetime membership through a motion on the convention floor. After being passed by the body, the past member shall be eligible to office and shall have a voice or vote in the CPWU, as a Member-At-Large. Any per-capita for National Dues shall be paid by the CPWU.

ARTICLE IV:

Naming Time and Place of Convention

Section 1--The State Convention of the Colorado Postal Workers Union shall convene biennially in even-number years. Prior to scheduling the CPWU Convention every effort shall be made not to schedule the convention at the same time as the National Craft Conferences. The CPWU Executive Board may call a Colorado State Special Convention if needed. The CPWU will have a summer Assembly, with the time and place to be decided by the Executive Board, in the years that the State Convention is not held. This will be a two day meeting.

Section 2-- Sites selection for the CPWU Convention/Assembly respectfully will be determined by the Executive Board. The dates and sites for the convention/Assembly shall be determined no later than October 15th of the preceding year and members will be notified of the date no later than November 1st in order for delegates to have the information prior to the choice vacation selection in their office/local.

Section 3--Site selection for the annual CPWU Convention/Assembly will be on a one (1) year basis. Locals of the State Organization will be notified at least ninety (90) days in advance of time, place, and agenda of such conventions and assemblies.

Section 4--Member locals in good standing shall be invited to bid on or request the convention site at the regularly held biennial State Convention for the unscheduled year then open for such planning.

Section 5--The CPWU Executive Board will be responsible for determining the registration fee, and any reimbursement to the host local for the hospitality room costs.

ARTICLE V:

Elections

Section 1--All Locals shall have one vote for each ten (10) members or fraction thereof, assessed and paid in annual per capita for the preceding year.

Section 2--Members at large attending the convention shall be entitled to one vote on all subjects to be voted upon by regular elected delegates; but in no case shall delegates at large have a total of more than two votes per postal installation. No delegate may cast more than six (6) votes for his/her local. Average amount of per capita tax paid monthly by each local during preceding year shall determine its number of votes, but in no case shall any local have more than 49% of total votes at State Conventions.

Section 2(a)--Proxies. No local or member-at-large shall be represented by proxy.

Section 2(b)--A local delegate must be a member in good standing of the local which he/she represents, and be duly elected in accordance with the Labor Management Reporting Disclosure Act.

Section 2(c)--Elected State Officers attending the convention shall be entitled to one vote on all subjects to be voted upon by regular elected delegates and have a voice in all business brought up on the convention floor.

Section 3--Alternate delegates shall be seated in the absence of the regular delegate(s) upon presentation of proper credentials.

Section 4--The President of the CPWU shall be an automatic delegate to the National Convention. The CPWU shall determine and elect any additional delegate at the preceding State Convention. The delegate to the National Convention shall represent only the unrepresented locals of the State.

Section 5--The expenses of the CPWU delegates to the National Convention and the National Legislative Conference shall be paid by the CPWU, unless otherwise provided for by convention body.

Section 6--The delegates to the National Convention shall submit a written report of their activities and expenses to the Secretary/Treasurer for the CPWU, and a copy of which shall be printed in the first publication of the state paper subsequent to the National Convention.

Section 7--Any local that desires to have a resolution or proposal acted on at the State Convention must submit to the Secretary/Treasurer at least sixty (60) days prior to convention. The Secretary/Treasurer shall cause to be printed in the State Paper all such submitted propositions. Any resolution not so submitted may be submitted in writing to the Resolution Committee no later than noon of the first day of the convention, and must be submitted in duplicate.

Section 8--An **Nominations/Election Committee** shall be appointed of three (3) people at the State Assembly in the odd number years. Subsequent newsletters will announce the forthcoming election and ability to be nominated for office.

Section 8(a)—Members at Large and Locals throughout the State will be allowed to mail nominations for the election of officers at the CPWU Convention. The nominations shall be mailed to the Nominations/Election Committee Chairperson no later than February 26th of the convention year.

Section 8(b)—Nominations will also be accepted from the floor at the State Convention. Such nominations will be conducted by the Nomination/Election Committee.

Section 9(a)—No member may run for more than one State Office at a time.

Section 9(b)—Should any State Officer resign for any reason during their term of office, said officer shall not be allowed to succeed himself/herself in the same office.

ARTICLE VI

Officers

Section 1--

(a)--Officers of the CPWU shall be: President, Executive Vice President, Secretary/Treasurer, Director of Education & Organization, and the Managing Editor. Elected officers shall be the President, the Executive Vice President, the Secretary/Treasurer, and three (3) Trustees. Appointed officers shall be Director of Education & Organization and the Managing Editor. All appointed officers will be nominated by the President and must have the approval of a majority of the Executive Board. Appointed officers and Trustees will not be members of the Executive Board.

(b)--These CPWU officers shall be elected by the duly accredited delegates at the State Convention held biennially and shall serve in the office to which elected for a term of two years. To effectuate a smooth transition newly elected officers will assume office as soon as possible, but no later than 14 days after the conclusion of the convention.

(c)--Should a vacancy occur in any office, except the President, between conventions, that vacancy shall be filled by the President. The member so appointed must have the approval of a majority of the Executive Board before being installed. In the event of a vacancy in the office of President, the Executive Vice President shall act in the capacity of President until such time as a new President is elected.

(d)--Any member in good standing in the state shall be eligible to any general office in the CPWU.

(e)--Elections shall be by secret written ballot, and a plurality of the votes of the convention shall be necessary to elect.

(f)-- Officers elected as delegate from their local shall have the voting power of a delegate from their local. **Any CPWU officer not elected as delegate from their local shall have one (1) vote in elections.**

Section 2--The Executive Board of the CPWU shall consist of the President, Executive Vice President, and Secretary/Treasurer.

Section 3--The Executive Board of the CPWU shall convene as often as felt necessary by the President, but not less than once a year. Minutes from said meetings shall be distributed to each local president of the State Organization.

Section 4--All CPWU officers will be reimbursed for travel at the prevailing rate established by the Internal Revenue Service using the GSA/DOL per diem accounting method while they are performing their duties as State Officers. Payments will be made biweekly for all accrued expenses. Salaried officers will be paid within 10 days before the end of the quarter, only if they have performed their specified duties.

Section 4 (a)--Mileage will be reimbursed for all travel by automobile within the state of Colorado. The Executive Board will determine the mode of travel for all authorized travel outside of the State of Colorado. Should the Executive Board determine the mode of travel is by air, any authorized person who chooses to drive, will only be reimbursed for their travel up to the cost of the same cost of the airline ticket for delegates traveling by air.

Section 5--Officers shall be allowed as expenses to the State Convention, Seminars, and CPWU Executive Board meetings an amount equal to the most logical fare or the prevailing rate established by the Internal Revenue Service if driving own vehicle to and from the said meetings and per diem as per receipt for the days of meetings assembled, plus registration fee, provided they have submitted an article for each issue of the state paper, and their officers report is in the hands of the Secretary/treasurer as prescribed by the Constitution and By-laws. The President by virtue of his office shall have the power to excuse any officer of the above described duties, in the case of an emergency or illness.

Section 6--Eligibility to office. No person shall be eligible to any of the offices or to membership on any committee unless he/she is a member in good standing.

Section 7--Any postal employee eligible to be a member of the APWU who voluntarily holds a managerial supervisory or EAS position with responsibility for issuing or recommending discipline, or applying or interpreting the National Agreement for the equivalent of one pay period in a year shall be ineligible to hold office at any level of the American Postal Workers Union or to be a delegate to any

convention held by the APWU or any subordinate body of the APWU, so long as the employee continues to serve in such position and for a period of one year from the time the employee vacates such position. Any postal employee who has submitted an application to a managerial, supervisory, or EAS position with responsibility for issuing or recommending discipline or for applying or interpreting the National Agreement shall withdraw such application prior to the acceptance of nomination for any office in the APWU.

ARTICLE VII

DUTIES OF OFFICERS AND COMMITTEES

Section 1(a)--It shall be the duty of the President to preside at all conventions and meetings of the Executive Board. He/she shall be ex-office member of all committees. He/she shall appoint the necessary committees at each convention. He/she shall fill all vacancies for any cause whatsoever, with ratification of the Executive Board until such vacancy is filled by election. He/she shall submit to each convention a written report of her/his official act during her/his term or terms of office. He/she shall perform such other duties as the CPWU may require of her/him. **The President shall be an automatic delegate to the National Convention, the All Craft Conference, and the Denver Regional Assembly. The CPWU President will also be allowed to attend one (1) National President's Conference (NPC) per year, at his/her choosing, and the NPC meetings in conjunction with the National Convention or All Crafts Conference. The CPWU President will be allowed customary and reasonable expenses to the events described above with the majority approval of the Executive Board. The President of the CPWU shall appoint all shop stewards to represent MALs with approval of a majority vote of the Executive Board. In addition, any E-Board member may make a motion to accept approval of the appointment of a shop steward with the majority approval of the E-Board. Further, after the Executive Board approves the appointment of a shop steward, the President will immediately submit written certification to the appropriate Postmaster per Article 17 of the National Agreement. The President shall be allowed her/his actual and necessary expenses while on the business of the CPWU, and shall be paid a salary of 10 hours per month at the Level 7/Step O rate, paid quarterly. He/she shall be the Editor of the state publication.**

He/she shall be responsible for all work of the Union and all CPWU officers shall work under his/her supervision and direction.

Section 1(b)--The Executive Vice President shall perform all duties of the President in her/his absence, and when so doing shall possess all powers, authority and responsibility of the President. The Executive Vice President shall serve as

legislative director of the CPWU. He/she shall keep the membership informed of all matters of concern including PAR (OSHA), APWU Auxiliary and the Colorado AFL-CIO. **The CPWU Executive Vice-President will be an automatic delegate to the National Legislative Conference as scheduled by the National APWU. The CPWU Executive Vice-President shall be allowed all necessary and reasonable expenses as approved by a majority vote of the Executive Board.** He/she shall be paid a salary of 6 hours per month at the Level 7/Step O rate, paid quarterly.

Section 2(a)--The Secretary/Treasurer shall keep a record of all proceeding and all other business of this Union. He/she shall keep a record of the membership of each local union and the names and office of each member-at-large. He/she shall be custodian of all moneys of the CPWU. He/she shall disburse all moneys by check, countersigned by the President. He/she shall submit a written report to the convention of all moneys received and disbursed, and a written report of her/his official acts during her/his term of office. He/she shall collect all dues. The Secretary/Treasurer shall be adequately bonded, expenses for same to be borne by the Union. It shall be her/his duty to complete inventory of all the equipment and properties of the CPWU: to maintain a current record of the location of said properties and equipment. Further, the Secretary/Treasurer shall require each officer to sign for the equipment and/or proprieties issued to them which are owned by the CPWU. In the event of an officer not being reelected or her/his resignation, the Secretary/Treasurer shall, within a Thirty (30) day period from the date of election or resignation, obtain all equipment and or properties form the member and submit a receipt for same. All excess funds of the State Treasury, over and above State Expenses shall be deposited for the purpose of drawing interest. The Secretary/Treasurer shall be paid a salary of 8 hours per month at the Level 7/Step O rate, paid quarterly, plus expenses.

Section 2(b)--The Managing Editor shall work under the direction of the President. The Managing Editor shall be allowed the funds necessary to publish the paper quarterly and shall be allowed a salary of \$300.00 per quarter, plus expenses. The paper will be published as follows: within 60 days after the State Convention or Educational seminar, and 30 days prior to our State Convention or Educational Seminar. The managing Editor shall be responsible for maintaining and updating the official mailing list of the CPWU. The Managing Editor shall be a member of the Postal Press Association and shall represent the CPWU at the PPA Convention: necessary expenses for which shall be provided by the Executive Board. All articles for the paper will be submitted to the Managing Editor not later than 15 days prior to the month of publication. The managing editor will distribute the state publication to each member of the state organization. Mailings will be made in bulk to locals requesting in writing to the President and Editor. All others shall be mailed to the member's current mailing address.

Section 3(a)--Executive Board. The Executive Board shall supervise the CPWU not otherwise provided for.

Section 3(b)--The Executive Board will be responsible to administer all personal property of the CPWU, keep an inventory of such property, and shall be responsible to ensure the expenditures of any funds of the CPWU are properly approved by a majority vote of the Executive Board or the members present at the CPWU convention as required in the articles of the CPWU Constitution and By-laws.

Section 3(c)--Trustees. The three (3) Trustees shall be elected for a two year term of office. Their duties shall be to audit all books and financial records of the CPWU and inventory all equipment and property records. This shall be done once each year and as soon as possible after the close of the fiscal year and at other times deemed necessary by the Executive Board. Necessary expenses for the trustees to perform their functions will be provided.

Section 3(d)--Training Assemblies. The Executive Board shall conduct at least three assemblies per year. This shall be scheduled prior to the adjournment of the State Convention and the State Assembly. Locals of the State Organization will be notified at least ninety (90) days in advance of time, place, and agenda of such training assemblies.

Section 4(a)--Biennial reports of the officers, except the Secretary/Treasurer and the Trustees, shall be in the hands of the Secretary/Treasurer at least 30 days prior to the State Convention. Secretary/Treasurer and Trustees shall submit their report as soon as the books have been closed and audited.

Section 4(b)--A copy of the convention proceedings shall be prepared and in the hands of the member locals within Sixty (60) days of the adjournment, by publication in the state publication.

Section 5—Compensation for Official Union Business. Officers, stewards, members, and appointees will be reimbursed for all hours while performing properly authorized official union business at their regular hourly rate, including night differential and Sunday premium, if applicable, not to exceed 25 days for the President and 14 days for any officer, steward, member, or appointee. Reimbursement in excess of 14 days must be approved by a majority of the Executive Board. Usage of "official union business" will be designated by the President and approved by the Executive Board. Individuals exceeding 80 hours of LWOP in a leave year for which they conducted authorized official union business will be reimbursed for lost annual and sick leave at the individual's normal rate of pay.

Section 6--Retired Officers. Any retired member serving as an officer shall be reimbursed up to 14 days at the equivalent level and step at the time of retirement at the prevailing rate for the purpose of Union business subject to the approval by a majority of the Executive Board.

ARTICLE VIII

REVENUES AND CHARTERS--FISCAL YEAR

Section 1--The fiscal year of the CPWU shall be from January 1 through December 31 inclusive.

Section 2(a) -- The revenues of the CPWU shall be derived as Thirty-five (35) cents per member per month. Dues are payable quarterly and must be paid through May 31 for delegates to be seated at Convention. Any local union or member-at-large who fails to pay their dues for two consecutive quarters shall, upon notification by the Secretary/Treasurer, be suspended from membership. To be reinstated the local union or member-at-large shall pay full arrears. In special cases the Executive Board may reduce the payment to an amount equal to, but not less than two quarters dues. These special cases, such as hardships or suspension of at least one year shall appeal to the quorum Executive board at a regular or special meeting.

Section 2(b)--Members-at-large shall pay **Twenty five and fifty-six cents (\$25.56)** per pay period, plus any future increases derived from the National APWU escalator clause. All Members-at-large will be enrolled 100 % into the ABA value plan.

Section 2(c)--**The rebate to the Auxiliary shall be 100% dues. When the 100% dues cannot be paid in a year because of budget, the stipend of \$750.00 will be paid.**

Section 3(a)--Assessments. Special assessments may be levied by the Executive Board, whenever it becomes necessary to carry on the organization work, of not more than \$1.20 per member in any one year.

Section 3(b)--Any local or member-at-large of this Union which fails to pay an assessment within ninety (90) days after it is levied shall be notified by the Secretary/Treasurer; and if at the end of thirty (30) days thereafter they are still in arrears they shall be suspended from membership and forfeit all privileges in this Union.

Section 4--Additional Revenues. Additional revenues may be derived by the acceptance of advertising in the state publication. The fees for any such services shall be made payable to the CPWU and forwarded directly to the state Secretary/Treasurer for deposit to the state account. The acceptance and

publication of this advertising does not necessarily indicate Union endorsement of any such advertiser, and will be so stated in the state publication. It shall be the duty of the Managing Editor to obtain said advertising with authority to contract.

Section 5(a)--It shall be the financial policy of the CPWU to maintain a budget not to exceed 10% of the established budget as approved by the convention in aggregate.

Section 5(b)--A quarterly financial statement shall be made by the Secretary/Treasurer to the CPWU officers and made available to any member upon request in writing to the Secretary/Treasurer.

Section 5(c)--If the budget approved in aggregate exceeds 10%, the overage must be approved by the Executive Board and reported to the next convention in the form of an accountability report.

Section 6--The Executive Board shall give a proposed budget, covering the next two years to the Budget Committee at the State Convention for their consideration.

Section 7--The President shall have the authority to spend up to two-hundred fifty dollars (\$250.00) per month for receipted necessary operating expenses. These expenses must be within the budget of the CPWU.

ARTICLE IX

Discrimination

No criticism reflection, argument or debate touching on any member's race, color, creed, sex, sexual orientation, nationality, handicap, political affiliation, age, or religion shall be allowed at any meeting of the CPWU.

ARTICLE X

Initiative and Referendum

Section 1--Should the action of the CPWU, at any of its regular or special meetings, prove unsatisfactory to any member or local he/she or they may prepare and circulate a petition causing said action brought to a vote of the entire membership.

Section 2--Should any resolution, question or amendment be reconsidered and withdrawn at any subsequent regular or special meeting, said petition shall be considered as not in force.

Section 3--Before the circulation of such petition the Secretary/Treasurer must be notified in writing of such action, and shall be furnished with a draft or copy of the proposed question, resolution or amendment. If such petition is subscribed to by a

majority referendum vote or signature of two locals, the CPWU Secretary/Treasurer must submit such question or amendment to the Constitution to a referendum vote, or by secret written ballot at the regular State Convention or at any Special State Convention so called by the CPWU President and/or the Executive Board.

Section 4--Said petition must be filed with the Secretary/Treasurer at least 90 days before the State Convention, and/or 90 days before any Special Convention can be called, subsequent to the circulation of the petition, in order that the CPWU Secretary/Treasurer may certify that the requisite number of members of the local in good standing have signed the petition and that the petition is valid.

Section 5--The petition shall be printed in the State Paper at least once before being put to the referendum vote, or secret ballot at any convention.

Section 6--The Secretary/Treasurer shall read the petition at the next regular meeting, or special meeting following its circulation, and if valid, the President shall appoint a Board of Election consisting of five (5) members in good standing.

Section 7--All voting shall be held at a place convenient to the membership to be selected by the Board of Election. Such an election shall be held not later than the next meeting date but by 2/3 vote the election may be postponed not to exceed six (6) months.

Section 8--If the vote is by referendum, the election shall be held by the locals according to their Constitution and the results shall be forwarded in sealed and attested envelopes not later than thirty (30) days after the election has been ordered. Provided where referendum elections conflict with the locals election date, as specified in the local constitution, arrangements shall be made by the local to carry on the referendum to comply with the CPWU Constitution. The CPWU Secretary/Treasurer shall notify the different locals and members-at-large so that the secretaries of the units may make requisition for as many ballots as their per capita tax entitles them to as per Article V of this Constitution.

Section 9--On receipt of sealed and attested results, the Board of Election shall open same, tabulate the contents and cause the results to be printed in the State Paper no later than the issue following the receipt of results given by the locals. They shall also submit the final results to the members of the Executive Board, who in turn shall attest to the correctness of the Board of Election.

Section 10--If more than one referendum is initiated at the same time, all questions shall come to a vote at the same time. If a petition is filed with the Secretary too late for referendum, it shall be held over for the next election.

Section 11--Arguments for or against initiated legislation shall be printed in the State Paper but not more than one thousand words for a side. If more than one

argument is submitted the Editor is required to publish that which is submitted by the local initiating the proposition to be voted upon; provided that the local which initiated the legislation has the right to have arguments printed at their expense and the CPWU Secretary/Treasurer shall distribute them to Chapters and members of CPWU. This privilege shall be granted to any local favoring or opposing the question, resolution or argument.

Section 12--It shall require a majority of the votes cast to decide all questions other than amendments to the Constitution, which shall require a 2/3 affirmative vote to carry and decide.

Section 13--Each local shall be considered as having as many votes as are cast by the respective membership. Members-at-large shall be entitled to one vote.

Section 14--No questions, resolution or amendment adopted by referendum vote of the CPWU membership may be repealed or amended within one year after election except by referendum vote.

Section 15--Any meeting of the CPWU, may by motion, submit any question, resolution or amendment to a vote of the entire membership, said election to be held in the same manner as provided in this article with the exception of the recall of officers.

ARTICLE XI

Recall of Officers

The State Organization will follow Article 15 of the National Constitution and Bylaws.

ARTICLE XII

Appeals System within the CPWU Organization

The following are procedures that shall apply in the case that charges are levied against the officers or against any member or members. These protests on the CPWU Election can be handled with the same procedures with the **Nominations/Election** Committee being substituted for the Hearing Committee, unless charges are against the Election Committee itself.

Section 1--The President shall appoint a Hearing Committee consisting of three members that are not involved in the incident in any way.

Section 2--The persons preferring the charges shall do so by writing specific and detailed charges and presenting said charges to the Hearing Committee.

Section 3--After a reasonable time to prepare a defense, a full and fair hearing shall be conducted by the Hearing Committee. The hearing will be closed to the general membership and the information brought forth during the hearing will be considered privileged.

Section 4--The Hearing Committee shall report to the next regular or special meeting of the CPWU Organization, but in no instance will the next meeting be more than 60 days after the meeting of the Hearing Committee. Those members in good standing and present at the meeting will, by simple majority vote, either accept or reject the committee's decision.

Section 5--This decision may be appealed under the provision of Article XV of the National Constitution of the American Postal Workers Union, AFL-CIO, as adopted in the year 1971. It is the obligation of the CPWU to provide administrative assistance and advice for this appeal if same assistance or advice is requested by the appellant.

ARTICLE XIII

Amendments

The CPWU Executive Board shall have authority between convention to amend this constitution and by-laws as necessary to remove any conflicts between its provision and those of any applicable federal or state law. The Board is also empowered to modify such provisions as necessary to conform to amendments adopted at state conventions.

ARTICLE XIV

Reparability Clause

Should any part of this Constitution and By-Laws of the CPWU of the American Postal Workers Union, AFL-CIO, herein be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a court of competent jurisdiction, such invalidation of such part or provision of this Constitution and By-Laws shall not invalidate the remaining portions of this Constitution and By-Laws, and they shall remain in full force and effect.

Article XV

John Kelly Solidarity Award

Section 1-The Colorado Postal Workers shall establish an award called the "John Kelly Solidarity Award." It shall be presented to a member in good standing in the State of Colorado yearly either at the State Convention or State Assembly. The award shall consist of recognition of the individual at the convention or assembly, a plaque in the members name and a cash award not to exceed two hundred fifty dollars, (\$250.00).

The criteria for the award shall be as follows:

Nomination for the Award shall be done in writing and shall be presented to the Secretary-Treasurer by February 28 preceding the convention. Nominations can be done by anyone, however, the individual nominated must be a Union Member in good standing who has either excelled at teaching or promoted or encouraged Unionism in the State of Colorado. The Secretary-Treasurer shall verify the nominee's member status. The nomination shall detail the actions of the member nominated.

The President shall appoint a committee to preside over all nominations. The committee shall then select the recipient of the award, based on the above criteria and inform the President as to the nominee selected as the recipient of the award.

BY-LAWS

ARTICLE 1

Order of Business

Section 1:

1. Committee appointments
2. Two hour break for committee conferences
3. Call to order
4. Pledge of Allegiance
5. Invocation
6. Introduction of dignitaries
7. Roll call of officers
8. Convention address
9. Reading of the minutes
10. Reports of Officers
11. Reports of Rules Committee
12. Reports of Credentials Committee
13. Reports of Constitution Committee
14. Reports of Resolutions Committee
15. Reports of Finance Committee
16. **Reports of Nomination/Election Committee**
17. Nominations from the floor to complete ballot
18. Report of special committees

19. Unfinished business
20. Report of standing convention committee
21. New Business
22. **Election of Officers and Report of the Nomination/Election Committee**
23. Good and welfare of Union, or round table talks
24. Adjournment
25. Rules adopted for the conduction of this year's business will be carried forward to the next convention.

Section 2--The order of business may be transposed at any time by a majority vote of the delegates and state officers in convention.

ARTICLE II

Rules of Order

Section 1--Rules of the Biennial Convention of the CPWU.

Rule 1. The convention shall convene at 9:00 AM with a call to order at 1 PM on Friday and recess at 5:00 PM to be reconvened on Saturday at 9:00 AM and adjourn at 5:00 PM. A 2/3 vote of the delegates shall extend the meeting beyond adjournment hour.

Rule 2. Visitors will be allowed to be present at the business meeting only with consent of the delegation by a 2/3 vote, except the National Officers of the Union.

Rule 3. All resolutions must bear the signature of the introducer, or introducers, and the title of the organization represented, and shall be in duplicate.

Rule 4. No resolution shall be received after 9:30 AM on the second day of the convention, unless accepted by a two-thirds vote of the delegates present.

Rule 5. No motion or resolution shall be voted upon until the mover, or introducer has had a chance to speak on it.

Rule 6. A motion shall not open for discussions until it has been second and so stated by the Chair.

Rule 7. A delegate shall not speak more than twice on the same question unless given permission by a two-thirds vote. The first speech shall be limited to four minutes, the second to two minutes, and no delegate shall be privileged to relinquish his time.

Rule 8. If a delegate, while speaking, is called to order, they shall, at the request of the Chair, take their seat until the question of the order is decided.

Rule 9. A motion to reconsider shall not be entertained unless made by a delegate who voted on the prevailing side. It shall require a two-thirds vote to reconsider.

Rule 10. The report of any committee shall be subject to amendment and substitution from the floor of the convention the same as other actions and resolutions. All voting will be on the resolution or the amendment and not the recommendation of the committee.

Rule 11. The nominating speaker shall be allowed three minutes and no second to the nominees or seconding speeches shall be permitted and this rule shall be strictly enforced by the Parliamentarian and the Chairman.

Rule 12. A two-thirds vote of the delegates assembled will be required for a roll call vote.

Rule 13. When a roll call has been taken and all delegates have had an opportunity to record their vote, the ballot shall be declared closed.

Rule 14. When a roll call vote had been ordered, no recess shall take place until the result has been announced.

Rule 15. If two or more delegates rise to speak at the same time, the Chair will decide who is entitled to the floor.

Rule 16. No delegate shall interrupt another in remarks except to call for a point of order or to request information, or for a point of personal privilege.

Rule 17. A two-thirds vote shall be determined by a show of hands of voting registered delegates.

Rule 18. In the absence of special rule, our convention shall be governed by newly revised Robert's Rules of Order.

Section 2--When a delegate wishes to address the convention, she/he must rise, state her/his name and organization she/he represents.

ARTICLE III

Quorum

Section 1--Twenty-five (25) percent of the registered delegates seated at the convention constitute a quorum.

ARTICLE IV

Amendments

Section 1--Amendments to these By-Laws may be made in the same manner as prescribed for amendments to the Constitution.