|  |  |
| --- | --- |
|  | **Agenda General Meeting**  **President** |

At ‘START TIME”, if there is a Quorum, ask all members to stand and call the meeting to order with the following:

1. **OPENING** – “By the power vested in me as President of Unit “\_”, Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944, I hereby declare this meeting open for the transaction of all business that may be legally brought before it.”

2. **ROLL CALL OF OFFICERS** - Secretary-Treasurer.

3. **APPLICATIONS AND TRANSFERS** - Secretary-Treasurer.

MOTION to accept the applications and transfers?

Second?

All in Favour?

Any opposed?

Motion is “carried” or “defeated”.

4. **INITIATIONS** - President - Are there any new members who have never been to any TWU, USW Local 1944 meeting before here?

5. **MINUTES** of the last General Meeting of “DATE” - Are there any errors or omissions?

MOTION to accept the minutes as “circulated” or “corrected”?

(whichever is appropriate)

Second?

All in Favour?

Any opposed?

Motion is “carried” or “defeated”.

6. **CORRESPONDENCE** - Secretary-Treasurer.

MOTION to: a) Refer to new business, or

b) Receive and file.

Second?

All in Favour?

Any opposed?

Motion is “carried” or “defeated”.

7. **BILLS** - Secretary-Treasurer.

MOTION to approve the bills as paid is in order.

Second?

All in favour?

Any opposed?

Motion is “carried” or “defeated”.

8. **REPORTS OF OFFICERS**

⏺ Local Union Representatives (name)

⏺ Convention Delegates: (name(s))

MOTION to accept the reports?

Second?

All in favour?

Opposed?

Motion is “carried” or “defeated”.

9. **COMMITTEE AND DELEGATE REPORTS**

Labour Council?

Health and Safety?

Audit, Nomination, etc.?

MOTION to accept the report(s)?

Second?

All in favour?

Opposed?

Motion is “carried” or “defeated”.

10. **UNFINISHED BUSINESS**

Does any member have anything to bring up here - MUST have been discussed at any previous General Membership meeting held.

11. **NEW BUSINESS**

Any correspondence referred to new business requires “motion” to do “something” with the correspondence.

Does any member have anything “new” to bring up here - requires a “motion”.

12. **GOOD OF THE ORDER**

Does any member have anything to bring up?

The next meeting will be the General Meeting to be held on “DATE” at the “LOCATION” in “CITY” at “TIME” unless specially called.

MOTION to adjourn.

Second?

All in favour?

Any opposed?

Motion is “carried” or “defeated”.

13. **CLOSING** **(All Stand)** - Sisters and Brothers, the business of the meeting being concluded, I thank you for your attendance and wish to impress upon you the importance of being present at all meetings. As President, I declare this meeting closed until our next regular meeting unless specially called.