

AIR TRANSPORT LOCAL 564
Transport Workers Union of America, AFL-CIO

G.M.M. MOTION - SUBMISSION FORM

Station:_____ G.M.M. Date:_____ Submitted By:_____ Seconded By:_____

Station Motion Identifier # :_____ For All Stations:_____ (Yes or No)

Motion Text:

Attachment: yes / no

Motion forwarded to Recording Secretary for recording and distribution to all stations, if applicable, by:

Sign:_____ Title:_____ Date:_____

For Recording Secretary Use Only

Motion to be included in the meeting agenda and voted on at the next scheduled G.M.M.

of:_____ Local Tracking # _____

Final Tally of Votes by all attending posted meetings of the month listed above, at this station

FOR:_____ OPPOSED:_____

Attested to and Submitted by:_____ Title:_____ Station:_____ Date:_____

Guidelines for G.M.M. Motion Submission Forms

1. First is the Origination section and is to be filled out on the day the motion is presented to the members at a G.M.M. Included in this section should be a Motion Identifier #. Examples of an identifier would be:

LASMO-0023
LAXMO-0052
SFOMO-0127a,b

LAS Would indicate the station originating the motion.

MO That it is a G.M.M. motion.

0023 Would be the number assigned to the motion by the station.
Each new motion would be assigned the next higher number.

a,b In the event the motion is multi part and requires more than one vote, a letter (a – z) designator would be added to the number for each separate part in the motion.

2. Second is the Text of the Motion section. An attachment can be included instead of written text in this section, in which case a notation should be made indicating this situation on the provided indicator at the bottom left hand area of this section,.
3. Third is the Forwarding section. After the motion is made, written, and seconded, the officer officiating the G.M.M. is to sign and forward the Submission Form, and any attachments, to the Recording Secretary. Station only motions will be tabled by the Station Chairman and voted on at that station's next scheduled G.M.M.
4. Forth is the Recording section. The Recording Secretary will file a copy of the motion in the Local's Outstation file. If the motion is for all stations, he/she will forward a copy to all Station Chairmen for membership voting on the G.M.M. month indicted in the area provided for in this section of the form.
5. Station Chairmen will include the motion in the agenda for the month indicated. Final vote tally will be noted in the area provide. When multi part motions are being voted on, an attached tally sheet should be used and so noted on the Submission Form vote tally line.
6. The officiating officer will sign the last line and forward Submission Form and attachments to the Recording Secretary.