



ARW MEC POLICY MANUAL

Revision 16
Effective June 15, 2020



Revision History

Rev.	Date	Description
1-9	3/23/2015	1/18/2010 through 3/23/2015; revisions not noted.
10	3/20/2017	Formatting and grammar cleanup.
11	7/19/2017	Update Section 3.B.2 (removal of MEC Chairman term limits); update Section 7.B.4.a (Community Involvement Committee composition).
12	10/12/2018	Add new Section 5.C.5 (Retirement and Insurance Committee) and update Section 7.B.18.1 (Confirmation of R&I nominees) to bring in line with ALPA Administrative Manual Section 55.C.1.b; editorial updates.
13	3/8/2019	Add new Section 4.K (MEC Voting outside an MEC Meeting).
14	6/20/2019	Update Section 7.B.19.d (Scheduling Committee Duties and Responsibilities).
15	3/20/2020	Add Section 3.B.2 (MEC Officers term of office); Add Section 12 (Anti-Discrimination/Anti-Harassment policy).
16	6/15/2020	Add Section 5.B.1.g (MEC Officers, election by acclamation); Amend Section 7.B.14.a (Composition – Negotiating Committee)

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1. Preamble

A. Scope

1. The Air Wisconsin Master Executive Council (ARW MEC) Policy Manual shall in no way conflict with the ALPA Constitution and By-Laws; it shall merely augment Article IV where necessary for the clarification of the role of the MEC, its officers, and committees.

B. Focus

1. The purpose of the ARW MEC Policy Manual is to provide rules and procedures for the MEC, its officers, and committees to assist them in carrying out the primary duty of the MEC as a coordinating council for all the pilots of Air Wisconsin Airlines (AWA).

C. General

1. ARW MEC Policy Manual:
 - a. Section 30 of the ALPA Administrative Manual shall be the approved Policy Manual of the ARW MEC.
2. ARW MEC Policy Manual Routine Changes:
 - a. The MEC officers shall be responsible for routine changes as necessary in the Policy Manual, and these changes shall be compiled and distributed expeditiously to members of the MEC following each regular meeting.
 - b. Each year following the annual policy review required by subparagraph 3 below, revised pages for Section 30 of the ALPA Administrative Manual shall be prepared and distributed to the MEC incorporating all approved changes to policy. However, the officers may distribute revised pages more frequently if necessary.
 - c. The ARW MEC members have the power to review any changes. Any additions, deletions, or corrections will be duly noted and corrected by the MEC officers.
3. Policy and Committee Review Panel:
 - a. The MEC chairman may appoint one member who, along with the MEC officers, shall form a subcommittee known as the Policy and Committee Review Panel.
 - b. This subcommittee shall evaluate on an annual basis all MEC committees and review the MEC Policy Manual.
 - c. The evaluation of the committee shall include staffing scope, direction, and duration.

- d. Prior to recommending changes to MEC committee structure or policy, this subcommittee shall consult with the MEC committee so affected or any persons having expertise in the areas to which such policy relates.
- e. This subcommittee shall report to the MEC no later than the last regular meeting of the calendar year.

D. Amendment

- 1. Any amendment to, partial, total repeal of, or modification of the ARW MEC Policy Manual will require a two-thirds majority vote of the MEC.
- 2. The ARW MEC Policy Manual will be amended as necessary to keep the language in agreement with the ALPA Constitution and By-Laws.

2. Master Executive Council

A. Composition

1. The MEC shall consist of the captain and first officer representatives of each council at Air Wisconsin.
2. Council Membership

A member must belong to the local council at the domicile where the member holds a bid, provided that upon proper written request by the member to the MEC officers and approval by the ARW MEC, a member in good standing may belong to another local council under the following conditions:

- a. A member may submit a request for council bypass to belong to another local council that is closer to the member's residence, commuting location, council from which a member has been surplus, or is a MEC or LEC officer conducting work for the requested bypass council.
- b. Once approved, a council bypass shall remain in effect for a minimum of six months or until the member is activated into the bypassed domicile by a position bid.
- c. No Local Council officer, LEC, or Local Council will solicit or encourage members at other domiciles for local council affiliation.

B. Duties and Responsibilities

1. The MEC shall have the duties and jurisdiction set forth in the Constitution and By-Laws and ALPA policy.
2. The MEC shall function as a coordinating council for all the pilots of Air Wisconsin Airlines, except that the individual local councils shall conduct all normal or routine local Association business.
3. The MEC shall make the final decision on any problem or problems of the ALPA membership of Air Wisconsin Airlines, except as provided elsewhere in the Constitution and By-Laws.
4. All actions of the ARW MEC shall be consistent with the ALPA Constitution and By-Laws and with the best interests of the Association and general membership thereof.

C. Delegation of Authority

1. The MEC may delegate such authority as is appropriate to specific individuals or committees provided that such delegation be in writing, and clearly delineates the scope of such delegation and the period during which such delegation is to be in effect.

2. The delegation of authority to an individual or committee does not relieve the MEC of responsibility for action thus taken in its behalf.

D. Attendance at MEC Meetings

1. Attendance at MEC meetings shall be governed by the ALPA Constitution and By-Laws, including Article IV, Sections 4, 6, and 7.
2. Each MEC member shall be present at each regular or special meeting of the MEC or shall provide for a legal personal representative from his local council or the MEC, as provided in the ALPA Constitution and By-Laws.

3. Officers of the MEC

A. Number

1. The MEC Officers shall consist of a chairman, vice chairman, and secretary-treasurer.

B. Eligibility for Office and Terms

1. Eligibility for office and terms of office for the chairman, vice chairman, and secretary-treasurer will be as prescribed by the ALPA Constitution and By-Laws.
2. The term of office for the MEC officers will commence on July 1 of each odd-numbered year.

C. Elections

1. All MEC officers shall be elected by separate secret ballot of the MEC using the procedures of Article IV of the ALPA Constitution and By-Laws, and Section 5 of this manual.
2. Prior to the regular election of MEC officers, the MEC chairman shall utilize appropriate MEC publications to inform the membership of the election process, and the positions to be filled.

D. Duties and Responsibilities

1. The MEC chairman shall:
 - a. Carry out the duties and responsibilities prescribed by the ALPA Constitution and By-Laws.
2. The MEC vice chairman shall:
 - a. Serve as the active MEC chairman in the event the office of MEC chairman is vacant for any reason.
 - b. Perform the duties of the MEC chairman during any absence of the MEC chairman.
 - c. When requested, assist the chairman in the performance of his duties, or carry out any assignment directed by the MEC.
 - d. Manage and coordinate committee activities.
 - e. Collect and disseminate committee reports on a monthly basis.
3. The MEC secretary-treasurer shall:
 - a. In the event of simultaneous vacancy in the office of the chairman and vice chairman, become acting chairman and shall call a special meeting of the

- MEC within 10 days for election of officers. The secretary-treasurer will preside at such meeting until the election of a chairman.
- b. Be charged with keeping the operating, meeting, and financial records of the MEC under the jurisdiction of the MEC chairman.
 - c. Work with each MEC committee chairman to develop and properly utilize an efficient yearly budget.
 - d. Perform organizational or representational duties as may be delegated by the MEC chairman.

E. Recall

1. Recall of an MEC officer shall be voted upon and conducted in accordance with Article IV, Section 13, of the ALPA Constitution and By-Laws. Any recall action shall be in accordance with the ALPA Constitution and By-Laws.
2. If the subject of recall of an officer is not on the advance agenda for a regular meeting, the provisions of the ARW MEC Policy Manual for submission of late agenda items shall govern.
3. If the subject of recall of an officer is not on the written notice of the agenda for a special meeting, the provisions for submitting agenda items at a special meeting shall prevail. This requires attendance of all MEC members or their legal proxies and a three-fourths majority approval.

4. Meetings

A. Frequency

1. The MEC chairman shall call three regular meetings for the efficient handling of MEC and/or Association business on an annual basis. Special meetings can be called as required.
2. At least two regularly scheduled MEC meetings may take place in a current ARW pilot domicile or any other location at the discretion of the MEC. The MEC also retains the option of holding one meeting a year at ALPA National headquarters to familiarize MEC members with ALPA National officers and staff.
3. Regular meetings shall be scheduled for a duration that is realistic to adequately deal with each agenda item. MEC meetings for the calendar year shall not conflict with national holidays.
4. In accordance with Article IV, Section 3.D of the ALPA Constitution and By-Laws, in the event an MEC meeting is not scheduled in the near future, a special meeting of the MEC may be called at any time by the MEC chairman for matters requiring timely MEC action, or upon the written request of 30 percent of the members of the MEC. Such a written request to the chairman for a special meeting shall list the time, place, and items to be discussed at the meeting (see Section 4.I).
5. The MEC chairman will provide the director of Flight Operations, or his designee, with notice of all scheduled regular MEC meetings no later than August of the prior year in accordance with the collective bargaining agreement.

B. Notification

1. Written notice of all regular Master Executive Council meetings shall be in receipt of each Master Executive Council member not less than 15 days prior to the date established by the Master Executive Council chairman. Such notice shall list the time, place, and proposed agenda for the meeting.
2. The tentative meeting schedule will be distributed to the MEC and committee members seven days prior to the first day of the meeting. This distribution will also include the advance agenda items, location of the meeting, and committee reports if available and applicable at that time.
3. Regular meetings will not be canceled until every effort has been made to contact each MEC member and unless the concurrence of the majority of the MEC is obtained.
4. Notification of special MEC meetings shall be in accordance with Article IV, Section 3.D of the ALPA Constitution and By-Laws.

C. Agenda

1. Agenda submissions for regular meetings will be made in accordance with Article IV, Section 3.C of the ALPA Constitution and By-Laws and the ARW MEC Policy Manual.
2. The MEC chairman shall place on the agenda any item submitted by a local council, MEC member, MEC officer or chairman of a standing or special committee of the MEC.
3. The agenda (including committee reports) will close 21 working days prior to the first day of a regularly scheduled MEC meeting. Those agenda items resulting from formal local council action in session during this period shall be exempt from this restriction.
 - a. All agenda items will be submitted to the MEC officers suitable for duplication upon receipt (typed, not handwritten). Each agenda item must include appropriate background and should, if possible, include a recommended resolution.
 - b. The MEC officers, during the period 20 to 15 working days prior to the meeting, shall review each agenda item and attach appropriate background information and policy.
 - c. The agenda items for each meeting shall be categorized (i.e., Safety, Schedules, etc.) and referred to MEC subcommittee and/or MEC committees when appropriate, for research and recommendations prior to the meeting. The MEC chairman shall establish priorities for the guidance of these subcommittees. Agenda items in opposition to the subcommittee recommendations shall not be brought to the floor except by majority vote of the ARW MEC.
4. The MEC chairman's report will be the first agenda item of each MEC meeting, and it shall contain an outline of the MEC chairman's activities regarding action items passed at the previous MEC meeting.
5. The agenda will include realistic times for all committee reports and guest speakers. Such time allotted will include time for questions and answers. The time limits of the agenda will be adhered to and an MEC officer will inform the committee or guest of the time allotted before the appearance and will stop the report or questions and answers when time has expired.
6. At a meeting called for, or, among other things, the recall of an MEC officer, any item of business may be acted upon, provided that at that time all members of the MEC or their personal representatives are still present, and the requisite agenda submission procedure is followed.
7. Additions to the agenda of a regular meeting may be made any time by the president of the Association, the MEC chairman, or by two-thirds majority vote of the MEC, as a nondebatable item.
8. Additions to the agenda of special meetings shall be made in accordance with Article IV, Section 3.D of the ALPA Constitution and By-Laws.

D. Guests and Visitors

1. Guest speakers, including Company officers and industry spokesmen, who appear before the MEC in regular session, do so at the invitation and discretion of the MEC chairman.
2. No guests will be invited to appear at meetings of the ARW MEC to promote MEC endorsement of an issue involving an MEC committee without first receiving a recommendation from the appropriate committee.
3. An active member in good standing attending the MEC meeting may be given the privilege of the floor by majority vote of the MEC. A 30-minute period shall be scheduled at each regularly scheduled meeting during which any member may be allowed to address the MEC after a motion is passed at their local council authorizing the appearance. The time shall be divided equally among the speakers, but not exceeding 10 minutes per speaker. Flight pay loss and expenses will not be authorized.
4. Visitors to the MEC meeting may be given the privilege of the floor by majority vote of the MEC.

E. Voting

1. All matters brought before the MEC will be determined by the voting procedures of the ALPA Constitution and By-Laws, ALPA National policies, the ARW MEC Policy Manual, and *Robert's Rules of Order—Newly Revised*, in that order.
2. The record of individual votes on matters before the MEC may be recorded in the MEC minutes at the request of any MEC member.
3. Voting in elections shall be in accordance with Article IV of the ALPA Constitution and By-Laws, and this manual.

F. Meeting Records

1. The MEC chairman shall make suitable arrangements for the recording of the minutes of each meeting. Completed minutes of the MEC meetings will be available to any member in good standing through the members of the MEC, provided that the record of any meeting or portion thereof may be restricted by the MEC in the interests of the general membership and for the security of the Association.
2. The items which will be recorded are:
 - a. Actions and rulings of the chairman.
 - b. All voting and elections.
 - c. Motions, resolutions, amendments, and substitutes to said motions and resolutions.
 - d. When a resolution is enacted and so recorded, the chairman may make a statement to the MEC expressing what the chair has perceived as being the apparent intent of the body. The statement by the chair will be recorded.

- e. Statements of the chair concerning how a matter will be handled (for example, when the MEC chairman will be acting in lieu of an MEC resolution) will be recorded.
 - f. Other than the above items (to be recorded as close to verbatim as possible), the secretary will keep “general minutes” of the meeting to indicate the character of the business being conducted at any given point in time.
3. The maker of all resolutions and amendments that are passed at the MEC meeting shall submit an electronic copy to the MEC secretary-treasurer. Copies of these resolutions shall be given to the MEC as soon as possible.
 4. The results of all MEC mail or electronic ballots shall be recorded and kept. The results of such ballots will be communicated to the MEC.
 5. All LEC officers will be provided with a copy of the meeting “Compilation of MEC Actions” within 21 working days of the adjournment of every regular or special MEC meeting. A complete set of minutes will be provided to each LEC officer as expeditiously as possible following the adjournment of every regular or special MEC meeting.

G. Executive Session

1. Executive session in general parliamentary usage means any meeting of a deliberative assembly, or a portion of a meeting, at which the proceedings are secret. A meeting enters into executive session only when required by rule or upon the adoption of a motion to do so. A motion to go into executive session is a question of privilege and is adopted by a majority vote.

Entering Executive Session (Convening to Closed Session)

Meetings shall be convened in executive session when dealing with confidential matters such as, but not restricted to, individual matters, disciplinary actions, and legal and MEC business-critical issues. Executive sessions shall be conducted in accordance with Robert’s Rules of Order (latest revision), Chapter 4, § 9. Whenever a meeting is being held in executive session, only members of the body that is meeting, special invitees, and such employees or staff members as the body or its rules may determine to be necessary are allowed to remain in the session. Thus, in the case of an MEC meeting being held in executive session, all persons—whether or not they are members of the Association—who are not members of the MEC (and who are not otherwise specifically invited or entitled to attend) are excluded from the session. As with the meeting body, anyone else permitted to be present is honor-bound not to divulge anything that occurred during executive session.

Exiting Executive Session (Return to Open Meeting)

The closure of executive session is signaled by a motion to exit executive session and affirmed by majority vote. Upon conclusion of all executive session discussions, the end of the session will be noted by the MEC chairman and the minutes will reflect the time and entry into and exit from executive session. In open session, the MEC chairman may note appropriate actions taken in executive session. These reported actions are included in the

open session minutes. Although proceedings in an executive session are secret and minutes and notes are not kept, the session is not restricted in any other way, including motions, voting, or the assignment of actionable items.

H. Hospitality Room

1. If the MEC deems a hospitality suite prudent for conducting MEC business, funding for the suite shall be incorporated into applicable MEC meeting expenses.

I. Meeting Facilities

1. All hotel accommodations for MEC meetings will be of at least the same quality as those expected for ARW pilots.

J. Special MEC Meetings by Conference Call

1. A special meeting by conference call for the purpose of conducting business will be considered appropriate only if such business requires the deliberation of the MEC on such an immediate basis that failure to do so would result in imminent undesirable impact upon the economic interests or working conditions of the ARW pilot group. Special meetings by conference call shall be conducted in accordance with the ALPA Constitution and By-Laws, Article IV, Section D.3.
2. The MEC secretary-treasurer shall keep “minutes” of all special meetings by conference call conducted by the ARW MEC, including a complete list of those participating.
3. These minutes shall be kept on file by the MEC secretary-treasurer in the same manner as minutes of regular and special “in person” MEC meetings and a copy of such minutes and records shall be sent to the Home Office within 30 days, and distribution made as the MEC chairman directs, in accordance with the ALPA Constitution and By-Laws, Article IV, Section 8.
4. All votes taken during the course of the special meeting by conference call will be recorded.
5. Any item of business to be conducted during a special meeting by conference call without prior notice will require a three-fourths majority vote of all MEC members or their legal proxies to be considered.
6. Special Meeting by Conference Call Proxies:
 - a. Any MEC member who is unable to participate in a special meeting by conference call for the purpose of conducting official business for which prior notice has been given may designate a proxy in writing as specific for representation at MEC meetings by Article IV, Section 7 of the ALPA Constitution and By-Laws.
 - b. Such proxy must be received by an MEC officer prior to the start of the conference call in question (an e-mail copy shall be acceptable).
7. Unless the provisions of Article IV, Section 3, Paragraph D (5) are invoked during a special meeting by conference call, it is understood that all special meetings by conference call shall be open.

8. During roll call of special meetings by conference call, all MEC officers and members shall announce any guests in attendance.
9. The MEC chairman may, at his discretion, schedule a simple conference call for the purpose of the discussion of issues and the exchange of information. The conference call will be scheduled to include as many MEC members as possible without incurring flight pay loss. No formal MEC business or votes will be conducted during these calls, although straw polls and “sense of the body” surveys may be taken. An advance agenda will be provided to all MEC members in a timely fashion.

K. MEC Voting Outside an MEC Meeting

1. The MEC chairman may call for a confirmation vote as provided for in Section 73.I of the ALPA Administrative Manual, to allow the MEC to confirm committee vacancies and council bypasses. Such ballots for confirmation votes will be conducted on a one vote per MEC member basis. The MEC will be afforded sufficient time to respond to the ballot request.
2. If such confirmation cannot be conducted with a simple yes-or-no vote (for example, there is some point of contention that leads to extended discussion), the MEC chairman, or any of the voting members, may opt to withdraw the ballot, and address the confirmation as an agenda item at the next MEC meeting

5. Nominations and Election Procedures

A. Nominations

1. MEC Officers

- a. Unless caused by an unexpected vacancy or recall, the election of an MEC officer shall be announced using standard ARW MEC communication channels at least 90 days in advance of the end of the applicable term, with nominations and elections scheduled so as to provide an opportunity for members of the MEC to seek out potential candidates and to provide said candidates with a reasonable opportunity to appear before the MEC prior to conducting the election. The biennial elections of the MEC officers shall be conducted at MEC meetings and will be submitted by the MEC chairman as an advance agenda item.
- b. Each member of the MEC has the privilege of nominating one candidate for each office to be filled. It is the responsibility of that member to ensure his nominee's willingness to serve. Additionally, any member in good standing may have his name placed in nomination by notification to the MEC chairman prior to the close of nominations.
- c. Prior to nominations for MEC officers, each candidate will be allowed a five-minute period to make whatever presentation he or she desires. Following such presentation, there will be a 10-minute period for questions and answers. Should more than one candidate for an office wish to appear before the MEC, the order of appearance shall be determined by drawing straws.
- d. The MEC member making the nomination will be allowed to make a nominating speech not to exceed three minutes. There shall be no nominating speeches for standing committee positions.
- e. Each candidate will be allowed one seconding speech by a member of the MEC not to exceed two minutes.
- f. After each member of the MEC has had an opportunity to place a name in nomination for a particular office, the MEC chairman shall declare that nominations for that office are closed.
- g. Nominations for the office of MEC chairman shall take place first, followed by the election of the MEC chairman; followed by nominations for vice chairman; followed by the election of the MEC vice chairman; and lastly, nominations for secretary-treasurer; followed by the election of the MEC secretary-treasurer.
- h. Flight pay loss and expenses will be authorized, as necessary, for such candidates.

2. Negotiating Committee Chairman

- a. The Negotiating Committee chairman will be nominated by the MEC and elected by a majority of the MEC.
- b. Nomination of the Negotiating Committee chairman shall be an agenda item of an MEC meeting prior to the nomination(s) of the Negotiating Committee.
- c. Each member of the MEC has the privilege of nominating one candidate. It is the responsibility of that member to assure his nominee's willingness to serve.
- d. The MEC member making the nomination will be allowed to make a nominating speech not to exceed one minute. There shall be no seconding speeches.

3. Negotiating Committee

- a. Whenever possible, the election of a Negotiating Committee member(s) shall be announced and scheduled to provide a reasonable opportunity for members of the MEC to seek out potential candidates.
- b. Elections of the Negotiating Committee member(s) shall be conducted at MEC meetings and will be submitted by the MEC chairman as an advance agenda.
- c. Each member of the MEC has the privilege of nominating one candidate for each Negotiating Committee position. It is the responsibility of that member to assure his nominee's willingness to serve.
- d. The MEC member making the nomination will be allowed to make a nominating speech not to exceed two minutes. There shall be no seconding speeches.
- e. After each member of the MEC has had an opportunity to place a name in nomination, and there is at least one nominee from each of the councils, the MEC chairman shall declare the nominations closed.
- f. Nominations shall be an agenda item of an MEC meeting after the election of the Negotiating Committee chairman.

B. Elections

1. MEC Officers:

- a. All officers will be elected at the same meeting insofar as it is possible.
- b. Election of the MEC officers shall take place at the MEC meeting prior to those individuals elected taking office.
- c. The office of MEC chairman shall always be filled first then the office of vice chairman, and lastly, the office of secretary-treasurer.
- d. Prior to balloting for MEC officers, each candidate shall be allowed a five-minute period to address the MEC. Following such presentation, there will be a 10-minute period for questions and answers. Should more than one candidate for an office wish

to appear before the MEC, the order of appearance shall be determined by alphabetical order of last names.

- e. Election will be by secret ballot.
 - f. The election procedures below shall govern.
 - g. Should there be only one candidate nominated for any MEC office, the Chairman of the Ballot Certification Committee will entertain a motion that the governing body cast a unanimous vote electing the nominee to office. When made and seconded, a voice vote will be conducted, in lieu of the election procedures outlined in Section 5.C of the ARW MEC Policy Manual.
2. Negotiating Committee Chairman
- a. Elections will be scheduled as an agenda item of an MEC meeting prior to nominations of the Negotiating Committee.
 - b. Election shall be by secret ballot, or, in the case where a Negotiating Committee is already established, may be conducted without secret ballot.
 - c. The election procedures below shall govern.
3. Negotiating Committee
- a. Elections will be scheduled as an agenda item of an MEC meeting.
 - b. Election shall be by secret ballot, or, in the case where a Negotiating Committee is already established, may be conducted without secret ballot.
 - c. When the voting commences, sufficient voting rounds will be conducted to fill the required number of vacancies.
 - d. Each slate of candidates will be balloted separately. The order of balloting shall be determined alphabetically by last name.
 - e. The election procedures below shall govern.
4. ARW MEC Nominee for Executive Vice President
- a. Eligibility shall be as defined by Article XIV, Section I, of the ALPA Constitution and By-Laws.
 - b. Should the ARW MEC wish to field an EVP candidate, the ARW MEC will attempt to identify a candidate at least 30 days prior to the start of the Board of Directors meeting.
 - c. Election of the ARW MEC nominee for the office of executive vice president shall be by secret ballot. The ARW MEC will attempt to adopt a resolution in support of the EVP candidate at least 30 days prior to the start of the Board of Directors meeting.
 - d. The election procedures below shall govern when there is more than one candidate for the position of executive vice president.

5. Retirement and Insurance Committee
 - a. Committee members will be nominated by the MEC and elected by a majority vote of the MEC.
 - b. The nomination and election of committee members will be an agenda item of the MEC meeting.
 - c. The election procedures below shall govern.
 - d. Nominees are subject to confirmation by the ALPA President, and advisement from the R&I Department of their potential fiduciary duties and responsibilities as stated in Section 55.C.1 of the ALPA Administrative Manual.
 - e. In the event of the R&I committee chairman vacating his position, the MEC chairman may appoint one of the remaining committee members as acting chairman to the committee, provided the MEC confirms the action within 21 days of the temporary appointment. In such instances, an election will be made at the next regular or special MEC meeting.
6. Committee Chairmen of MEC Standing Committees
 - a. Committee chairmen will be nominated by the MEC and elected by a majority vote of the MEC.
 - b. The nomination and election of committee chairmen will be an agenda item of the MEC meeting.
 - c. The election procedures below shall govern.
 - d. The MEC chairman may appoint an acting chairman to a committee, provided the MEC confirms the action within 21 days of the temporary appointment. In such instances, an election will be made at the next regular or special MEC meeting.

C. Election Procedures

1. A Ballot Certification Committee, normally including the MEC secretary-treasurer, shall be formed from among the committee members or members in good standing who are in attendance whenever there is a requirement or a request for a secret ballot.
2. The secretary-treasurer shall normally be the teller for each secret ballot. The teller shall determine that there is a ballot for each voting member prior to proceeding with the tally.
3. A nominee must receive a majority of the votes cast by the MEC for election.
4. Any member of the MEC may request a recess for a reasonable period at any time a ballot is not actually in progress.
5. In the event there is no election on the second ballot, the slate of candidates shall be reduced to the two candidates receiving the highest vote—including ties—on the second ballot.

6. In the event of no election on the third ballot, balloting shall continue until there is an election.
7. Each member of the MEC shall have one vote, provided that any member of the MEC may request a rebalot by roll-call vote except with respect to election of MEC officers.

6. Parliamentary Law

A. Meeting Conduct

1. MEC meetings shall be conducted in accordance with the ALPA Constitution and By-Laws, ALPA National policies, the ARW MEC Policy Manual and, as to questions not provided for in the foregoing, *Robert's Rules of Order – Newly Revised* (see Section 9).

7. Committees of the MEC

A. General

1. Formation of Committees:
 - a. All ARW MEC committee chairmen and committee members shall be active-status members in good standing of the Association.
 - b. The MEC may elect or appoint standing or special committees as needed, or may delegate authority to the MEC chairman to appoint a specific committee or subcommittee provided the committee enumerated in Section B (or in C as applicable) below will be staffed in accordance with the policy pertaining to that committee or at the direction of the MEC.
 - c. In order to increase the number of persons available on an official basis, the ARW MEC endorses the use of members in good standing, who are not necessarily assigned to a specific committee, to complete research or other projects and aid in the implementation of MEC direction on various issues.
2. MEC Responsibility
 - a. As provided in Section 2.C.1 of this manual, it is the responsibility of the MEC to properly charge each committee. Such charge shall include, as a minimum, the term of office the scope of the committee and the coordinating and reporting procedures.
 - b. The MEC chairman will ensure that a letter is sent to all newly elected/appointed committee chairmen/members of an MEC committee outlining scope and responsibilities for that particular committee. The letter shall also contain all pertinent MEC policy regarding conduct of committee members/chairmen, with special emphasis on the chain of command and limits of authority.
3. Committee Responsibilities:
 - a. Since the MEC is the policy-making body for the ALPA members of Air Wisconsin Airlines, no committee of the MEC shall make or amend MEC policy. However, an important part of any committee duties is to recommend policy and changes in the committee organization or the scope of its duties and responsibilities.
 - b. MEC committees shall not enter in to, alter, or change any provision of the collective bargaining agreement, memorandum of understanding, or any other agreement between Air Wisconsin Airlines and the airline pilots in the service of the carrier, unless authority to do so *is specifically delegated* by the MEC.
 - c. MEC committees shall make every reasonable effort to obtain membership input prior to recommending MEC policy. This shall not prohibit their making recommendations based on prior studies by other ALPA committee.
 - d. MEC committees, whose function includes recommendations to, or negotiations with, AWA, shall present *only a majority opinion to management*.

- e. MEC committees, while reporting to the MEC in session, shall report a minority opinion if one exists, as well as the majority opinion.
 - f. Any dispute concerning recommendations or commitments of an MEC committee shall be resolved by the MEC. All parties to the dispute shall have an opportunity to express their position to the MEC and documented facts substantiating this position shall be presented to the members of the MEC prior to an MEC meeting.
4. Committee Chairman:
- a. Committee chairman positions will be filled as per Section 5.B.6 of this manual.
 - b. A committee chairman shall request clarification from the MEC at any time that the chairman is not sure of the scope, authority, or duration of authority of his committee.
 - c. The committee chairman shall be responsible to the MEC both for adherence of the committee to the scope and authority delegated and for the efficient handling of its assignment.
 - d. Each committee chairman shall work with the MEC secretary-treasurer to develop and utilize an efficient yearly budget for his committee.
5. Balloting of Membership:
- a. The committee issuing a ballot, poll, or questionnaire will determine the scope encompassed by the ballot, poll, or questionnaire according to the information desired and formulate the ballot, poll, or questionnaire accordingly. Nothing in this policy prevents the committee from designing the ballot, poll, or questionnaire in cooperation with other interested parties.
 - b. All ballots, polls, or questionnaires shall be reviewed by the MEC and approved by the MEC officers before being mailed or otherwise distributed to the membership.
6. Disposition of Committees:
- a. Any elected or appointed committee may be dissolved, consolidated with another committee, or divided into two or more committee at any time by a majority vote of the MEC.
 - b. The MEC chairman may temporarily suspend the authority and/or actions of any committee, chairman, or individual member thereof subject to final review and action by the MEC. Notice of such suspension shall immediately be given to the MEC.
 - c. Any committee chairman or member may be removed from office at any time, either with or without cause, by majority vote of the MEC.
 - i. Regular Meetings: If the subject is not on the written notice of the agenda, nor submitted prior to the closing of the regular agenda, the provisions for submitting agenda items at a special meeting shall prevail.

- ii. Special Meetings: If the subject is not on the written notice of the agenda, the provisions for submitting agenda items at a special meeting shall prevail.
 - d. The chairman of an elected committee may be removed from chairmanship thereof without necessarily removing him from that committee.
7. Committee Reports:
- a. All committee chairmen shall submit written reports on the committee's activities on a monthly basis unless otherwise noted in the Policy Manual. These reports will be due on the first of the new month and shall be sent to the MEC vice chairman for collection and distribution. The MEC vice chairman shall distribute committee reports with sensitive information removed to all of the committees of the MEC and the contract administrator. The MEC vice chairman may send sensitive information directly to the MEC and the other MEC officers. If a committee does not have reportable information or problems, the committee's report will so inform the MEC.
 - b. Report Format: Committee reports are to be organized in a readily consumable format. They must contain well-defined problems and high-interest areas: they must have enough facts and background information to let the reader make an informed judgment. They may discuss proposed solutions; however, since it is difficult for the MEC to extract proposed actions from the body of a report, if the committee wishes to have any considered by the MEC, the committee chairman shall submit them separately as agenda items; they must contain any additional information that the reporter feels will be of value to the reader in the near future and the committee reports must be timely. This format is designed as a guide to writing effective and informative reports but should in no way inhibit or prohibit the effective communication of information from committee chairmen to the MEC.
 - i. Introduction and Review: Should cover actions taken as directed by the MEC, and progress reports on follow-up items from previous MEC meetings, as well as all other committee activities that have taken place since the last report.
 - ii. High Interest and Action: Should address specific subjects of high interest and problem areas and include the following:
 - (1) Complete background material and all pertinent facts.
 - (2) Specific definition of the problem.
 - (3) Possible solutions and an evaluation of each.
 - (4) A specific recommended solution shall be submitted separately by the committee chairman as an agenda item for consideration by the MEC.
 - iii. Recap and Review: This section should review all important matters from previous reports not covered in this report, which may require attention in the near future, as well as pointing out possible new-high interest and problem areas that the MEC should be aware of in the coming months.

- c. Oral Reports:
 - i. Oral reports to the MEC will generally be limited to those incidents that have transpired within the three weeks immediately preceding an MEC meeting and to answering any questions asked from the floor not covered in the report.
 - ii. Oral reports shall be limited to 20 minutes followed by a 20-minute discussion period. This can be extended by a majority vote of the MEC.
8. Committee Correspondence:
- a. All letters and reports of ARW MEC committees to parties outside the Association, including AWA, shall be processed in accordance with current Association and MEC policy.
 - b. All correspondence from MEC committees to the MEC will also be copied to the respective LEC committee as applicable.
 - c. All communication directed to a local committee will be copied to the respective LEC; i.e., letters to a local Scheduling chairman will be copied to the appropriate Local Council chairman, vice chairman, and secretary-treasurer, and letters to all local Scheduling chairmen will be copied to entire MEC.
 - d. Direct Correspondence with Membership:
 - i. Will be submitted to and *coordinated with the MEC vice chairman* prior to distribution.
 - ii. Will be copied to the MEC and the appropriate LEC committee.
9. MEC Committee Appearance:
- a. The chairman of an ARW MEC standing or special committee, or a member of the committee he/she designates, shall, at the request of the MEC chairman, appear before the ARW MEC.
 - b. The MEC chairman may, any time deemed beneficial authorize a committee chairman to make appearances.
 - c. A committee chairman or his designee not scheduled to appear before the MEC at a specific meeting is encouraged to attend the meeting to be available for the MEC should questions arise concerning his committee, written report, or other related activity.
 - d. An entire committee may appear before the MEC when deemed necessary and so required by the MEC or the MEC chairman.
 - e. Any member who is required by the MEC or the MEC chairman to attend an MEC meeting shall be authorized flight pay loss and normal expenses in accordance with ALPA policy.

B. Standing Committees

Standing committees of the MEC are permanent panels appointed to deal with a specific subject or subject areas.

1. Aeromedical Committee

- a. **Composition:** This committee shall consist of a chairman and members appointed by the committee chairman as necessary.
- b. **Term of Office:** The committee member shall serve a term concurrent with the term of the MEC chairman.
- c. **Scope and Directives:**
 - i. Provide a source of information relating to FAA Medical Standards and Certification and to FAA Appeal Procedures.
 - ii. To be a collection point of medical data for both ALPA as a whole and the ARW MEC.
 - iii. Coordinate with the Company to manage the Short-Term Disability Bank (STD) and provide STD Bank status updates to the MEC.
 - iv. Annually review the average national cost associated with aeromedical examiner fees associated with required FAA physicals and provide this data to the MEC and Company for adjustment to FAA medical reimbursement.

2. Central Air Safety Committee (CASC)

- a. **Composition:** This committee shall consist of a chairman and a vice chairman. The CASC chairman shall be elected by the ARW MEC. The CASC chairman shall appoint the vice chairman.
- b. **Term of Office:** The members of this committee shall serve a term concurrent with the term of the MEC chairman.
- c. **Chairman Scope and Directives:**
 - i. Staff the ARW MEC Air Safety structure.
 - (1) Develop the budget for the Safety Committee and oversee the expenditures. At least quarterly provide a report to the vice chairman on the expenditures and the condition of the budget.
 - (2) Process all air safety matters arising within the ARW MEC. Act as advisor to the MEC on engineering and air safety matters.
 - (3) Act as primary liaison between the staff of AWA, its Company safety specialist, and the MEC on safety matters.
 - (4) Act as primary liaison between the various directors of safety and the MEC.

- (5) All contacts relating to safety with AWA management at HDQ above the staff level, the FAA, the NTSB, and other government agencies, the aviation industry, or the news media will normally be made, after authorization by the MEC chairman, by the CASC chairman; but may, upon his specific direction, be delegated to another member of the Safety Committee.
 - (6) Determine pilot opinion on safety matters as necessary or when requested by the ALPA Engineering and Air Safety Department or the ALPA National Air Safety coordinator, in liaison with the ARW MEC.
 - (7) Disseminate Engineering and Air Safety information to the MEC, the appropriate airlines and, as necessary, to the ARW pilots directly.
 - (8) Forward information and any suggested solutions for air safety problems to the ALPA Engineering and Air Safety Department and the CASC chairman for coordination with other airlines and/or ALPA Air Safety Technical Committee. Safety matters of overall ALPA importance shall be promptly reported to the ALPA Engineering and Air Safety Department and the CASC.
 - (9) Coordinate all of the activities of the Safety Committee, Accident Investigation Committee, ASAP Committee, and the FOQA Committee with the MEC.
 - (10) Submit a written report to the MEC prior to each regular MEC meeting.
- d. Vice Chairman Scope and Directives:
- i. The CASC vice chairman shall assist the CASC chairman in carrying out their roles and responsibilities and carry out any additional tasks as delegated by the CASC chairman.
- e. Central Accident Investigation Committee Subcommittee:
- i. Composition: This committee shall consist of a chairman. The additional members needed to investigate an accident or incident shall be drawn from the Central Air Safety Committee membership.
 - ii. Term of Office: The member of this committee shall serve a term concurrent with the term of the MEC chairman.
 - iii. Chairman Scope and Directives:
 - (1) Ensure that a sufficient number of Air Safety Committee members are cross trained for accident/incident investigations.
 - (2) Oversee the incident investigation teams at each domicile.
 - (3) Establish and maintain the accident/incident phone tree.
 - (4) Ensure that an accident/incident "go kit" is available for each domicile.
 - (5) Supervise the technical investigations of all accidents and incidents of Air Wisconsin aircraft. Coordinate investigative activities with the CASC, ALPA

Engineering and Air Safety, and, if appropriate, with ALPA's National Accident Investigation Board (AIB).

- (6) Publish a factual report to the membership as pertinent facts become known concerning any AWA or any industry aviation accident or incident, with particular emphasis on any operational information that may enable the pilots to prevent future occurrences with similar causal factors.
- (7) Submit a written report to the MEC prior to each regular MEC meeting.

f. Aviation Safety Action Program (ASAP) Subcommittee:

- i. Composition: This committee shall consist of a chairman who will serve as the primary ARW ALPA representative to the Event Review Committee (ERC) and at least one secondary ARW ALPA representative. The ASAP chairman (primary representative) is appointed by the CASC chairman with approval of the MEC, and the secondary representative(s) are appointed by the ASAP chairman with the approval of the CASC chairman.
- ii. Term of Office: The members of this committee shall serve a term concurrent with the term of the MEC chairman.
- iii. Scope and Directives:
 - (1) Monitoring Company/FAA compliance with the Aviation Safety Action Program (ASAP) for Pilots Memorandum of Understanding (MOU), Letter of Agreement No. 26, and the most current revision of AC 120-66.
 - (2) Participate in ERC meetings, review ASAP reports, and reach consensus within the ERC on required corrective actions.
 - (3) Conduct crew contacts seeking more information on an ASAP event or to encourage pilots to participate in ASAP from known events.
 - (4) Provide office ERC-required counseling for pilots voluntarily participating in ASAP.
 - (5) Attend industry conferences and symposia to advance program and trend knowledge as well as networking opportunities.
 - (6) Establish and maintain working relationships with the union representatives of the other AWA programs such as maintenance (M-ASAP) and dispatch (D-ASAP).
 - (7) Report major events to the CASC chairman and the MEC officers.
 - (8) Promote a healthy relationship with FAA inspectors assigned to the ASAP as the FAA ERC primary representative.
 - (9) Assist the LEC officers with pilot deviations and FAA Letters of Investigation not covered by ASAP.
 - (10) Attend ALPA Basic Safety School I and other courses as appropriate.

- iv. Chairman Duties and Responsibilities:
 - (1) Reports to the CASC chairman and the ARW MEC. The ASAP Committee is responsible for developing and managing their own budget and providing regular updates to the MEC.
 - (2) Ensure that a sufficient number of secondary representatives are available and trained to support the ASAP Committee.
 - (3) Schedule a sufficient number of ERC meetings to process ASAP reports in a timely manner.
 - (4) Report to the CASC chairman any immediate safety concerns learned through ASAP.
- g. Flight Operations Quality Assurance (FOQA) Subcommittee:
 - i. Composition: This committee shall consist of a chairman and at least one gatekeeper, who may be the same person, but may not be simultaneously serving as a Company examiner or check airman. The FOQA chairman is appointed by the CASC chairman with approval of the MEC, and additional gatekeepers are appointed by the FOQA chairman with the approval of the CASC chairman.
 - ii. Term of Office: The member(s) of this committee shall serve a term concurrent with the term of the MEC chairman.
 - iii. Scope and Directives:
 - (1) Participate in the Air Wisconsin FOQA program within the requirements of the FOQA Letter of Agreement.
 - (2) Provide gatekeepers for the FOQA Monitoring Team.
 - (3) Keep any identifiable FOQA data confidential.
 - (4) Monitor FOQA data security.
 - iv. Chairman Duties and Responsibilities:
 - (1) Ensure that a sufficient number of gatekeepers are available and trained to support the FOQA Committee.
 - (2) Submit a written report to the MEC prior to each regular MEC meeting.
 - (3) Report to the CASC chairman any immediate safety concerns learned through FOQA.
- h. Fatigue Risk Management Committee (FRM) Subcommittee:
 - i. Composition: This committee shall consist of a chairman and at least one member, who may be the same person. The FRM chairman is appointed by the CASC chairman with approval of the MEC, and additional members are appointed by the FRM chairman with the approval of the CASC chairman.

- ii. Term of Office: The members of this committee shall serve a term concurrent with the term of the MEC chairman.
 - iii. Scope and Directives:
 - (1) Monitor Company compliance of the Fatigue Risk Management Program (FRMP).
 - (2) Analyze root causes of fatigue and make necessary recommendations to Air Wisconsin and/or the fatigued pilot.
 - (3) When appropriate, conduct interviews after the event with pilots who completed a fatigue report.
 - (4) Ensure confidentiality of fatigue reports between the ALPA Fatigue Risk Management Team member(s) and the FRMP manager.
 - (5) Maintain positive relationships between the pilot group, management, and Crew Scheduling concerning fatigue events.
 - (6) When appropriate, refer fatigued pilots to the Pilot Assistance Committee.
 - iv. Chairman Duties and Responsibilities:
 - (1) Report to the CASC chairman and the MEC.
 - (2) Report any immediate safety concerns to the CASC chairman.
 - (3) Be the primary ALPA pilot representative on the Fatigue Risk Management Team (FRMT).
 - (4) Attend industry conferences and symposia to advance the FRMP.
3. Communications Committee
- a. Composition: The committee shall consist of a MEC Communications Committee chairman and committee members including but not limited to editors, photographers, webmasters, and other communications specialists as required by the MEC and the Communications Committee in order to meet the communication needs of ARW ALPA.

The committee chairman, subject to approval by the MEC chairman, shall appoint the various editors and communication specialists.

Serving as the MEC Communications Committee chairman does not preclude the chairman from serving as an editor or communications specialist nor does it imply that he or she must perform a role other than administrator as the committee chairman.
 - b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of the office of the MEC chairman.

- c. Chairman Scope and Directives:
 - i. Work with the MEC officers as well as all MEC committees to coordinate any and all forms of communication necessary to enhance the information flow between National ALPA, the ARW MEC, the MEC officers, MEC committees, and the ARW pilots, as well as the traveling public.
 - ii. Develop and implement for the internal and external dissemination of all important and relevant information in the most timely and efficient means possible.
 - iii. As necessary, the Communications chairman shall appoint, subject to approval by the MEC chairman:
 - (1) ARW ALPA newsletter editor
 - (2) Mass e-mail/*FastRead* editor
 - (3) Bimonthly electronic newsletter editor
 - (4) Mass phone call administrator
 - (5) Communications specialists
 - iv. Nothing shall prohibit the Communications Committee chairman from serving in one of these capacities or a single Communications Committee member from filling more than one role.
 - v. He shall ensure the widest distribution of all MEC-related communications as appropriate.
 - vi. Coordinate activities of all appointed editors, specialists, and other involved parties when applicable.
 - vii. Utilize appropriate MEC publications to inform the membership of the election process and the positions to be filled prior to the regular election of MEC officers and MEC committee members.
 - viii. Attend and participate in ARW MEC meetings and conference calls as required by the MEC chairman.
 - ix. Maintain, in conjunction with the MEC secretary-treasurer, a master ARW ALPA directory containing the most up-to-date contact information for all ARW ALPA officers, chairmen, committee members, volunteers, and other important resources.
- d. ARW ALPA Quarterly Newsletter Editor Scope and Directives:
 - i. Establish a reasonable deadline for the submission of articles and materials for a given edition of the quarterly newsletter and ensure that a legal review by the contract administrator has been completed for all submitted materials prior to release of newsletter for print and distribution.

- ii. Assist ALPA National in completing the publishing process following the submission deadline and ensure that delivery addresses and numbers of copies are accurate. No anonymous letter articles or other submissions will be accepted for ARW publications.
 - iii. All material for ARW publications may be edited.
 - e. Mass E-mail/FastRead Editor Scope and Directives:
 - i. Write, review, edit, and send communications via the mass e-mail system to the ARW pilot group as required by the MEC.
 - ii. Ensure an appropriate legal or MEC review of FastRead has been completed prior to release to pilot group.
 - f. Bimonthly Electronic Newsletter Editor Scope and Directives:
 - i. Receive submissions, review, edit, and send electronic newsletter every two weeks via the mass e-mail system to ARW pilot group.
 - ii. Ensure the electronic newsletter contains information primarily related to the CBA, safety, MEC, and LEC and committee updates as necessary.
 - iii. Ensure an appropriate legal or MEC review of electronic newsletter has been completed prior to release to pilot group.
 - g. Mass Phone Call Administrator Scope and Directives:
 - i. Assist the MEC in creating and delivering voicemail messages to the pilot group. Work with the ARW Membership Committee and ALPA National Membership Administration to ensure the most accurate pilot group phone roster possible. Complete a legal or MEC review of voice-mail message prior to dissemination to pilot group.
 - h. Communication Specialists Scope and Directives:
 - i. Given the continual evolution in communication techniques and technology, communications specialists may include, but are not limited to:
 - (1) Webmasters for website construction and maintenance and the managing of computer networks and other related capabilities as available.
 - (2) Photographers to record and promote ALPA events, operating environments and conditions, etc., as required by the ARW MEC.
 - (3) Other skills and positions identified as necessary to enhance the communication capabilities of ARW ALPA.
- 4. Community Involvement Committee
 - a. Composition: This committee shall have a chairman and individual members appointed by the committee chairman not to exceed the total number of domiciles.

- b. Term of Office: The chairman of this committee shall serve a term concurrent with the term of the MEC chairman.
 - c. General:
 - i. Educate ARW pilots about volunteer opportunities within their communities and to organize voluntary community service events.
 - ii. The committee will not use ALPA funding and/or flight pay loss. All funding will be event specific provided by the volunteers and the participating pilots.
 - iii. Act as a liaison between other ALPA carriers and the Company as it pertains to any joint community service events.
 - d. Chairman Scope and Directives:
 - i. Select a community service coordinator for each domicile.
 - ii. Collect and disseminate community service opportunities from committee members to the ARW pilots.
 - iii. Assist community service organizers with community service events.
 - iv. Approve all community service events or publicized material.
 - v. Will advise the MEC officers of all planned events before announcing the event to ARW membership.
 - vi. Report monthly to the MEC on events that have been organized by the committee to include the name of the organizations, amount of time volunteered, and the names of ARW pilots who participated in the event.
 - e. Community Involvement Coordinators Scope and Directives:
 - i. Educate and organize community service opportunities for ARW pilots across the country, not limiting the event outreach opportunities to current domiciles.
 - ii. Organize at least one community outreach event every two months.
 - iii. Recruit volunteers from within the domicile/community to participate.
5. Critical Incident Response Committee
- a. Composition: This committee shall have a chairman and members appointed by the committee chairman as necessary.
 - b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of office of the MEC chairman.
 - c. General:
 - i. The purpose of ARW MEC Critical Incident Response Program is to lessen the psychological impact that distressing critical accidents/incidents have on involved crewmembers and accident investigators, and to accelerate normal

recovery from those events before harmful stress reactions damage job performance, careers, families, and health.

- ii. Support will also be provided to the spouse, significant other, and immediate family members of the crewmembers and accident investigators. Education of all ALPA members on critical incident stress management is an essential part of this program.
 - iii. The positive steps taken by the “Mitchell Model” trained CIRP members both before and after a critical incident or accident will affect both long- and short-term physiological and psychological health. Only fully trained and predesignated Peer Support Volunteers (PSV) and Mental Health Professionals (MHP) will be used. At the discretion of the chairman, any PSV can be removed from participation in defusing and/or debriefing or any other activities that in the opinion of the chairman or MHP are psychologically volatile and potentially harmful for the PSV.
 - iv. The only records to be kept are the names of the CIRP volunteers and their training dates and the nature of that training. There will be no records of defusing or debriefings. The chairman will be responsible for establishing the need for any debriefing and the members of the CIRP will be responsible for reporting to the chairman all defusing that has taken place. This report to the chairman does not have to include the names of the people being defused. Confidentiality is imperative for members involved.
- d. Chairman Scope and Directives:
- i. Select PSVs and build a CIR Team;
 - ii. Coordinate selection of MHPs;
 - iii. Mobilize a team at the beginning of an accident/incident at the request of the respective MEC;
 - iv. Assess the situation for the intensity of impact to crewmembers and accident investigators and the level of response required, and advise the MEC;
 - v. Assess the level of response required. For example, is only a defusing required or will a debriefing also be necessary;
 - vi. Normally will not attend debriefings but will monitor each situation and provide any support necessary;
 - vii. Plan follow-up services for crewmembers, accident investigators, and families;
 - viii. Act as a liaison between CIR team members and MEC, CASC, Aeromedical, and the national CIRP Committee;
 - ix. Answer requests about Critical Incident Stress Management (CISM) and team information;
 - x. Evaluate the CIR team’s response to an event for quality assurance;

- xi. Coordinate ongoing educational activities for ALPA members and families.
 - e. CIR Team Members Scope and Directives:
 - i. All CIR team members will participate in a review and feedback session following all CIR activities to improve the CIRP system and provide stress reduction for team members.
 - ii. The chairman shall make every effort to ensure that the CIR team composition remains consistent throughout team response to a particular incident. Substitutions must be cleared through the CIR team leader or CIR chairman.
 - iii. CIR team members are not recommended to participate in CISM activities involving crewmembers or accident investigators with whom they have a close personal friendship. When a team member becomes aware of such a situation, he/she will advise the CIRP chairman, team leader, or MHP.
 - f. Reports: To ensure confidentiality, *no regular reports* will be required of this committee. Further, *no written reports* will be made, except those of a general or educational nature. If requested, the CIRP chairman will brief the MEC in closed session on any activities in question.
6. Furlough Assistance Committee
- a. Composition: This committee will consist of a chairman and members appointed by the committee chairman as necessary.
 - b. Term of Office: The term of office for the furlough subcommittee chairman will begin when furloughs are first announced and will not end until all furloughs have returned to work.
 - c. Scope: To support furloughed pilots from the time furloughs are planned until such time that all furloughed pilots have been off recall.
 - d. Duties and Responsibilities:
 - i. To ensure ARW ALPA has current contact information for all furloughed pilots.
 - ii. To ensure that all furloughed pilots still receive Association communications throughout their time away from the airline.
 - iii. To coordinate any assistance the furloughed pilots may need; this includes but is not limited to help with unemployment benefits, job searches, and recall procedures.
 - iv. To act as the point of contact for furloughed pilots for addressing concerns that need to be forwarded to the ARW MEC.

7. Grievance Committee

- a. Composition: This committee shall have a chairman and members appointed by the committee chairman as necessary
- b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of office of the MEC chairman.
- c. Scope and Directives:
 - i. Assist the ALPA attorney assigned to the ARW MEC.
 - ii. Establish the machinery to act as a clearinghouse for the collection of evidence regarding improper assignments by Crew Scheduling and issue a monthly report to the MEC.
 - iii. Process grievances as instructed by the MEC and its officers.
 - iv. Coordinate with the Negotiating Committee, Scheduling Committee, and Grievance Review Panel.
 - v. Submit suggested improvements/changes relating to the pertinent sections of the agreement to the Negotiating Committee 120 days prior to the amendable date.
 - vi. Generate a quarterly resume of pending grievances and recent decisions to be sent to the Negotiating and Scheduling committees and the MEC.
 - vii. Distribute all System Board decisions and grievance awards granted to the MEC.
 - viii. Develop and keep up to date the following:
 - (1) Indexed file of all System Board decisions.
 - (2) Annotated contract including a uniform numbering system and revisions.
 - (3) Decisions from other airlines which affect our airline.
 - (4) Generate an interpretations volume and a "Council Grievance Instructional Manual."
 - (5) Develop and make available a grievance recording form.
 - ix. Distribute to the MEC representatives and grievant all System Board meeting dates, locations, the referee, etc., on a periodic basis.
 - x. The chairman of the committee shall meet with the staff negotiator and the pilot members of the System Board so as to allow continuing development of a stronger and more responsive presentation of System Board cases, including availability for assistance in preparation, especially in gathering evidence and obtaining witnesses.
 - xi. The MEC Grievance chairman shall review all non-disciplinary grievances prior to submission to the System Board.

8. Grievance Review Panel

- a. Composition: This panel shall be composed of three pilot members elected by the MEC.
- b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of office of the MEC chairman.
- c. Scope: Determine whether any such grievance brought before it seeks relief from the System Board which, if granted, would establish a result that would be contrary to the agreement, commitment, understandings, or policies of this organization as the representative of the Air Wisconsin pilots and should not be submitted to the System Board.
- d. Duties and Responsibilities: To conduct a hearing in the case of any non-disciplinary grievance brought before it by the grievant, MEC chairman, or the MEC Grievance chairman.

9. Hotel Committee

- a. Composition: The committee shall have a chairman and members appointed by the committee chairman as necessary.
- b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of office of the MEC chairman.
- c. Scope: Supervise the sections of the agreement concerning lodging, meals, and transportation of crews.
- d. Duties and Responsibilities:
 - i. The chairman and at least one other committee member shall meet with the Company at least quarterly or as provided for in the appropriate section of the agreement.
 - ii. Meet with the Scheduling Committee as often as they feel is necessary to coordinate their activities.
 - iii. Maintain hotel evaluation files.
 - iv. Personally inspect and initially approve facilities for ARW pilots.
 - v. When possible, coordinate with the flight attendant group to ensure selections are suitable for both groups.
 - vi. Maintain a current list of recommended facilities in use showing date recommended and whether or not they provide a safe environment for all crewmembers.
 - vii. Submit suggested improvements/changes relating to the pertinent sections of the agreement to the Negotiating Committee 120 days prior to the amendable date.

10. Jumpseat and Security Committee

- a. Composition: This committee shall consist of a chairman and members appointed by the committee chairman as necessary
- b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of the office of the MEC chairman.
- c. Scope: To coordinate ARW pilots' jumpseat agreements with the AWA Flight Department and other ALPA and non-ALPA air carriers and act as the point of contact for pilots, the MEC, ALPA National, and the Company for all security matters.
- d. Duties and Responsibilities:
 - i. To keep on file a directory of current jumpseat agreements and procedures for pilots to obtain those jumpseats.
 - ii. To explore potential new jumpseat agreements.
 - iii. To establish and maintain a liaison with the ALPA National Jumpseat Committee and its members.
 - iv. To act as a liaison between the Company and pilots concerning jumpseat difficulties.
 - v. To work with the MEC Professional Standards Committee to investigate reports of pilots abusing jumpseat privileges.
 - vi. To establish and maintain a liaison with the ALPA National Security Committee and its members.
 - vii. To act as a liaison between the Company and pilots concerning security difficulties.
 - viii. To recommend changes to Company publications to comply with ALPA policy.

11. Legislative Affairs Committee

- a. Composition: This committee shall consist of a chairman and members appointed by the committee chairman as necessary.
- b. Term of Office: The committee chairman and committee members shall serve a term concurrent with the term of the MEC chairman.
- c. Scope and Directives:
 - i. Assist with contacting local elected officials regarding pending legislation.
 - ii. Provide information on individuals running for office such as voting records on legislation pertaining to labor or aviation.
 - iii. Organize visits to Capitol Hill to meet with legislators and staff to help provide them with a pilot's point of view on legislation.

- iv. Inform pilot group about the goals of ALPA-PAC and the lobbying/legislative arm of ALPA National.
 - v. Attend and participate in ARW MEC meetings and conference calls as required by the MEC chairman.
 - vi. Work with the MEC secretary-treasurer to develop and utilize an efficient yearly budget for the committee.
 - vii. Submit a written report to the MEC prior to each regular MEC meeting and as requested by the MEC officers.
- d. Subcommittees may be added or created by the committee chairman as he sees fit in order to organize and subdivide tasks and functions.

12. Membership Committee

- a. **Composition:** This committee shall have a chairman and members appointed by the committee chairman as necessary.
- b. **Term of Office:** The term of office of the committee chairman shall be concurrent with the term of office of the MEC chairman.
- c. **Scope:**
 - i. To be coordinator for membership activities in each domicile.
 - ii. To coordinate a program and introductory packet for educating new hires and nonmembers on the benefits of ALPA membership and to solicit their membership.
 - iii. To coordinate activities with ALPA Membership Administration Department and the airline analyst at ALPA National.
- d. **Duties and Responsibilities:**
 - i. To keep the MEC informed on furlough or recall actions and the various actions that accompany these matters.
 - ii. This committee shall consult and coordinate with the Company in order to set up meeting schedules with returning furloughed pilots and new hires so as to provide exposure to the maximum number of potential members.
- e. **Pilots for Pilots (P4P) Liaison:**
 - i. A P4P liaison will be appointed by the MEC chairman and shall serve a term concurrent with the term of office of the appointing MEC chairman. With the approval of the MEC chairman or his designee, the P4P liaison may recruit an assistant(s) as necessary when outreach and pilot support workload is exceptionally heavy due to a widespread or an especially overwhelming event.
 - ii. The P4P liaison is responsible for working with the MEC officers and Membership Committee chairman in order to assess situations where the

occurrence of catastrophic events may affect ARW pilots and implementing an action plan to reach out to potentially affect ARW pilots in order to assess their well-being.

The ARW MEC P4P liaison is additionally responsible for coordinating with ALPA National in order to support ARW pilots and their families who have been affected by hurricanes, wildfires, floods, and other widespread disasters by determining eligibility and facilitating assistance available from the ALPA Emergency Relief Fund (AERF) for immediate, extraordinary expenses incurred as a result of these devastating events.

- iii. The P4P liaison will also work to encourage contributions to the AERF and craft messages and activities specific to the ARW pilot group in order to encourage participation and awareness of the P4P mission and availability of the AERF.

13. Merger Committee

- a. **Composition:** The Merger Committee chairman will be elected by the MEC. Additional members as required (usually 2 or 3) will be appointed by the Merger Committee chairman and approved by the MEC.
- b. **Term of Office:** The term of office of the committee chairman and committee members shall be from the time of establishment by the MEC until a majority of the MEC members decide that all or part of the committee should be replaced, or the committee disbanded.
- c. **Chairman Duties and Responsibilities:**
 - i. Develop and maintain a Merger Committee manual detailing the appropriate plans, methods, and procedures of the committee.
 - ii. Serve as a point of contact for merger committees from other merging pilot groups.
 - iii. Select, mentor, and guide fellow committee members to achieve the best outcome for ARW pilots.
 - iv. Work with and update the MEC regarding current issues and progress of the merger process.
- d. **Scope and Directives:**
 - i. Prior to the announcement of a merger:
 - (1) Verify all required employment data for pilots on the ARW seniority list.
 - (2) Make recommendations to the MEC on proposed changes to the ALPA National merger policy.
 - (3) Periodically report to the MEC on the state of current mergers within the industry.

- (4) Familiarize themselves with agreements developed in prior mergers to include protocol, process, seniority integration, and merged or joint CBA agreements.
- ii. After announcement of a merger:
 - (1) Develop a working relationship with partner airline merger committee(s).
 - (2) Execute a plan for equitable seniority integration in accordance with ALPA National merger policy, with particular emphasis on protecting the seniority, career expectations, and standard of living of all ARW pilots, acknowledging that no unreasonable preference shall be given to one ARW seniority group over another.
 - (3) In conjunction with the MEC Negotiating Committee, ensure that all contractual language impacted by a merger or acquisition is appropriately revised so that the original intent of the agreements is preserved over subsequent mergers, acquisitions, negotiations, and events.
 - (4) Seek to develop and preserve the cohesive fellowship of the combined pilot group.

14. Negotiating Committee

- a. Composition:
 - i. This committee shall have a chairman elected by the MEC as per Section 5, Paragraphs B 2-3 of this manual. The chairman will continue to serve even when formal contract negotiations are not taking place, in order to negotiate with the Company on Letters of Agreement and the like, and to serve as one of the MEC representatives in arbitration testimony.
 - ii. The selection of members, subsequent replacement of members, terms of service, and training shall be conducted as prescribed in Section 40, Part 2.A of the ALPA Administrative Manual.
- b. Term of Office: The term of office of the committee shall be from the time of election until a majority of the MEC members decide that all or part of the committee should be replaced.
- c. Scope:
 - i. Only the Negotiating Committee shall negotiate the basic agreement, except as otherwise provided by the Railway Labor Act and ALPA Constitution and By-Laws; provided that, prior to seeking the signature of the president of the Association, such agreement must be ratification according to the Membership Ratification Committee rules and Policy Resolution Manual contained in Appendix #4.
 - ii. The MEC may issue specific instructions to the committee at any time during negotiations.

- d. Duties and Responsibilities:
- i. Negotiations with AWA management representatives shall be conducted with the full pilot committee present, except when the members mutually agree to conduct such meetings in the absence of one or more of the members.
 - ii. During negotiations, the committee including the MEC chairman as an ex-officio member, shall be cognizant of the fact that they are a committee of, and directly responsible to, the MEC. It shall be their obligation to keep the MEC fully informed as to the progress of negotiations.
 - iii. During negotiations, committee reports and review with the MEC will be made:
 - (1) At each MEC meeting held while negotiations are in progress.
 - (2) Where a need for additional assistance or clarification from the MEC is required.
 - (3) Where basic changes or departures from principle and/or philosophies established by the MEC are contemplated.
 - (4) Where unresolved intra-committee conflicts occur.
 - (5) Upon any deadlock in negotiations.
 - (6) When tentative agreement is reached with the Company on a major portion of a contract revision.
 - (7) At any other time the MEC chairman or Negotiating Committee feels that a report to the MEC is warranted.
 - iv. The committee shall be expected to maintain constant and direct communication with the MEC officers or their designee during all processes of negotiations, through and including final consummation of an amendment of the agreement.
 - v. During negotiations, consistent with good negotiating practices, the committee shall make periodic progress reports.
 - (1) As appropriate, a communication suitable for Code-a-Phone loading shall be e-mailed.
 - (2) As appropriate, a letter suitable for posting on union bulletin boards, containing a summary of the status of negotiations, shall be distributed to the MEC.
 - (3) Periodically by mail to all ARW pilots on the status of negotiations and associated information.
 - (4) Complete copies of all pilot and Company proposals will be made available to individual MEC members on a request basis.
 - vi. The committee shall develop and publish a manual explaining the intent of the agreement, paragraph by paragraph.

15. Pilot Assistance and HIMS Committee (PA)

- a. Composition: The committee shall have a chairman and members appointed by the committee chairman as necessary.
- b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of the MEC chairman.
- c. Scope: To advise the MEC officers and MEC on PA and Human Intervention and Motivation Study (HIMS)-related matters when applicable and assist pilots with navigating ALPA's substance abuse treatment program, operated in conjunction with FAA and airline employee assistance programs, and facilitate pilot enrollment in a substance abuse program as necessary. The PA Committee may consult and coordinate with the appropriate airline department manager as required to carry out the duties of the PA Committee. HIMS is a FAA program, and no person shall act as a HIMS representative without successfully completing any and all mandatory training IAW with ALPA National and FAA policy.
- d. Duties and Responsibilities:
 - i. The PA Committee will attend ALPA and industry PA/HIMS training as required.
 - ii. Maintaining the confidentiality of any pilot approaching the committee for information or assistance with enrolling in a substance abuse assistance program is mandatory.
 - iii. Assist any pilot who has an established substance problem in the management of his or her case and refer pilots to the appropriate medical staff or medical facilities as requested or indicated.
 - iv. To assure confidentiality, the PA Committee will submit *no regular reports* and *no written reports* will be made, except those of a general or educational nature. This committee shall only report directly and verbally to the MEC vice chairman or his designee.
 - v. The PA chairman and appointed members will become familiar with and have access to the resources required to assist any pilot who approaches the committee for substance abuse assistance program information or enrollment.
 - vi. The PA Committee will educate themselves and fellow pilots regarding substance abuse and dependency and emphasize self-evaluation and the importance of seeking help before job degradation or safety is compromised.
 - vii. The PA Committee will not maintain detailed records of pilots seeking substance abuse treatment nor keep these limited records any longer than absolutely necessary; the protection of personal information including identity is paramount.

- viii. Operate confidentially within both the ALPA structure and the Company structure, to properly carry out the aims of the committee while at all times keeping in mind the best interest of the pilot/pilots involved, including case management and the FAA monitoring provisions required for continued medical certification.
- ix. Although the PA Committee chairman may reach out to a pilot suspected of needing PA Committee support or substance abuse treatment, this will not occur without the explicit approval of the MEC chairman. Further, the ARW PA Committee is not authorized in any way to conduct or engage in interventions, counseling, assessments, diagnosing, treating, or offer legal advice, and is to serve a facilitator role only to pilots seeking substance abuse treatment program information or enrollment guidance and support.

16. Pilot Panel of System Board of Adjustment

- a. Composition: There shall be no less than three members of the Pilot Panel of System Board of Adjustment. One member shall be appointed by the MEC chairman with the approval of the MEC. The remaining two members shall be elected by the MEC.
- b. Term of Office:
 - i. After initial appointment, the members of this panel shall serve until resignation, or removal in accordance with existing MEC policy.
 - ii. The MEC shall review the retention or replacement of all members of this panel annually, at the first regularly scheduled meeting.
- c. Scope: The board shall have jurisdiction over disputes that arise out of grievances or out of interpretation or application of any terms of this agreement. The jurisdiction of the board shall not extend to proposed changes in hours of employment, rates of compensation, or working conditions covered by existing agreements between the parties.
- d. Duties and Responsibilities:
 - i. The members shall carry out their duties in accordance with the current agreement.
 - ii. An oral report by a member of this panel will be given to the MEC on a regular basis as determined by the MEC chairman.

17. Professional Standards Committee

- a. Composition: The committee shall have a chairman and members appointed by the committee chairman as necessary.
- b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of the MEC chairman.

- c. Scope:
 - i. To provide procedures and assistance to LECs in solving problems within the pilot group as they relate to professional standards.
 - ii. To handle problems of a professional and ethical nature between the pilots. To provide the membership with the opportunity to address their cockpit-related problems to an interested peer group in a confidential manner while the rights of all the members involved are protected.
 - iii. Committee members shall be indemnified in any litigation resulting from the performance of their duties.
- d. Duties and Responsibilities:
 - i. Any matter handled by the Professional Standards Committee shall be kept strictly confidential no parts to be revealed to anyone except those immediately involved.
 - ii. The committee and LECs/MECs must never jeopardize a member's rights in any subsequent grievance proceedings.
 - iii. The Professional Standards Committee shall establish programs to educate the line membership as the activities and responsibilities of the committee, including "The Pilot Code of Ethics and Canons."

18. Retirement and Insurance

- a. Composition: This committee shall consist of three members, elected by the MEC, one of whom shall be elected chairman. Selected nominees are subject to confirmation by the ALPA President, and advisement from the R&I Department of their potential fiduciary duties and responsibilities as stated in the ALPA Administrative Manual, Section 55.C.1.
- b. Term of Office: Each member of the committee shall serve a three-year, overlapping term so that one term expires July 31 of each year. The chairman shall hold office for a one-year period and shall be elected or reelected at the time a new member is elected by July 31 of each year.
- c. Vacancies: A chairman or committee member vacancy shall be filled in accordance with 15.a. above in order to complete the term created by the vacancy.
 - i. In the event one member position becomes vacant before the completion of the term, the MEC will elect a member to serve for the remainder of that term. If more than one member position is vacant before the completion of a term, the MEC shall first elect enough replacements to fill the committee. Prior to such an election, the interested candidates may identify which of the open terms they are most interested in. The MEC will then begin the filling of vacancies from the term with the longest time remaining to the term with the shortest time remaining.

- ii. In the event one of the vacant positions is the chairman, the MEC must elect a new chairman for the duration of the term which was vacated; otherwise, the chairman position will be unaffected by other vacancies and will complete the natural term as indicated in 18.b.
- d. Scope: To consider, recommend, monitor, and study those tax-exempt fringe benefits available to the ARW pilots.
- e. Duties and Responsibilities:
 - i. Monitor Company compliance with the contract.
 - ii. Educate pilots on R&I matters.
 - iii. Confer with outside consultants and ALPA National R&I specialists when necessary.
 - iv. Assist the Negotiating Committee.
 - v. Ensure compliance with ERISA and other similar regulations.
 - vi. Monitor manager performance, fee structures, etc., and make recommendations to the MEC.

19. Scheduling Committee

- a. Composition: The committee shall have a chairman and members appointed by the committee chairman as necessary.
- b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of office of the MEC chairman.
- c. Scope:
 - i. The scope of activity of this committee shall be as defined in the appropriate sections of the agreement.
 - ii. Guidelines and the definitions of terms used by and necessary for the proper functioning of this committee shall be established by and/or approved by the MEC. In the event a guideline or definition has not been established or approved by the MEC, the members of the committee are authorized to exercise their own judgment in carrying out the duties of the committee until such time as the MEC establishes or approves such guideline or definitions.
- d. Duties and Responsibilities:
 - i. The chairman and the respective regular committee members shall meet as needed with AWA Crew Planning personnel and discuss any problems or procedures pertinent to the scheduling of ARW pilots.
 - ii. Present the MEC with information resulting from such discussions.
 - iii. Make formal recommendations to AWA Crew Planning after the MEC has had the opportunity to establish policy or procedures regarding such problems.

- iv. Prepare a detailed report covering the anticipated manpower impact of future tentative agreements and distribute them to the MEC prior to the ratification meeting.
 - v. The committee will discuss any problems at the local domiciles with the respective LEC pilot representatives.
 - vi. The committee will have the responsibility of reviewing the schedules monthly before the lines of flying are published.
- e. Reserve Resource Coordinator:
- i. A Reserve Resource Coordinator (RRC) may be appointed by the MEC chairman or Scheduling Committee chairman and will be responsible for working with the MEC officers and Scheduling Committee chairman in order to serve as a first-line resource for reserve pilots and to direct as necessary reserve pilots to appropriate union channels including the Scheduling Committee, Grievance Committee, or local council representatives for support.
 - ii. The RRC will maintain an updated list of all ARW reserve pilots (obtained from the Membership Committee) and ensure that reserve pilots have information resources made available to them, including items such as the CBA, ARW ALPA Directory, ALPA Flight-Time/Duty-Time Guide, and communication articles such as “Life as a Reserve” and “Contacting Scheduling and Being Contactable” (Summer 2013 *Wiss-key*, p. 48); as well as other resources that may assist reserve pilots in the execution of their duties, understanding their rights and responsibilities under the CBA, and how to manage their quality of life to the greatest extent possible.
 - iii. The RRC will regularly organize all-reserve conference calls and brief the Scheduling Committee chairman and MEC as necessary on reserve issues and requirements for reserve support or resources. The RRC will also draft applicable articles as necessary for ARW MEC publications including the PDH, *Wiss-key*, podcasts, etc.

20. Strategic Planning and Strike Committee (SPSC)

- a. **Composition:** This committee will be formed in accordance with Sections 7.A.1 and 7.C.1 and shall consist of a chairman appointed by the MEC chairman and confirmed by the MEC.
- b. **Term of Office:** The committee chairman shall serve a term of office concurrent with the term of the office of the MEC chairman.
- c. **Scope:** To work with the MEC officers and the MEC to coordinate efforts to further advance the wages and working conditions of the ARW pilots and build pilot unity and understanding of endgame negotiating efforts. These efforts will not be limited to those times during Section 6 negotiations.

- d. Chairman Duties and Responsibilities:
 - i. Develop and maintain SPSC manual detailing the appropriate plans, methods, and procedures of the committee.
 - ii. Review the effectiveness of legal job actions and procedures utilized by other pilot groups.
 - iii. Serve as a point of contact with the SPSCs of other MECs and the ALPA National officers.
 - iv. Develop plans for pilot participation as a strategic tool during negotiations.
 - v. Coordinate pilot unity and informational events.
 - vi. Oversee all SPSC and strike-related expenditures.
 - vii. Oversee the recruitment of qualified individuals to staff the committee.
 - viii. Ensure all strike organization volunteers are properly trained.
 - ix. Report as required to the MEC regular or special MEC meetings. If actively involved in SPSC activities, the SPSC chairman shall report back to the MEC at the next regularly scheduled MEC meeting. Otherwise, the SPSC chairman will report to the MEC on a yearly basis.
 - x. Define roles and appoints as necessary: Pilot-to-Pilot, Family Awareness, operations, and finance coordinators and other committee members as necessary to ensure the efficient and effective operation of the committee.
- e. Vice Chairman Duties and Responsibilities:
 - i. Appointed by the SPSC chairman.
 - ii. Serves as the acting SPSC chairman in the chairman's absence or when otherwise authorized.
 - iii. Assists the SPSC chairman in all matters.
 - iv. Serves as the Pilot-to-Pilot coordinator.

21. Training and Testing Committee

- a. Composition: The committee shall have a chairman and members appointed by the committee chairman as necessary.
- b. Term of Office: The members of this committee shall serve a term concurrent with the term of the MEC chairman.
- c. Scope:
 - i. To support ARW pilots in the training environment and ensure the collective bargaining agreement is followed during all phases of training.
 - ii. To recommend improvements for ARW training.

- iii. To analyze incidents, accidents, in coordination with CASC, for training deficiencies.
 - iv. To act as a clearinghouse for training information.
 - v. To monitor present training programs to maintain a high standard of training.
- d. Duties and Responsibilities:
- i. All recommendations will be submitted solely to the MEC and MEC chairman.
 - ii. This committee will have the authority to consult with the appropriate department manager. Prior to meeting with the Company, the committee will advise the MEC officers of the meeting agenda. All meetings will be reported to the MEC in a detailed report on a regular basis, no less than quarterly.
 - iii. In all matters in which a significant change in training procedures is anticipated, the committee shall seek the direction of the MEC.
 - iv. The committee should meet as needed. The minutes of each meeting should be forwarded to the MEC officers for distribution.
 - v. Coordinate activities at the national level and keep abreast of proposed NPRMs that could affect training.

22. Uniform Committee

- a. Composition: The committee shall have a chairman and members appointed by the committee chairman as necessary.
- b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of the office of the MEC chairman.
- c. Scope:
 - i. To consult with the Company regarding uniform changes as required by the collective bargaining agreement.
 - ii. To encourage the professional appearance of our pilots.
- d. Duties and Responsibilities:
 - i. To establish and maintain a relationship with the Company to enforce the collective bargaining agreement.
 - ii. To develop a means to encourage the professional appearance of our pilots.

23. Veterans Affairs Committee

- a. Composition: The committee shall have a chairman and members appointed by the committee chairman as necessary.
- b. Term of Office: The term of office of the committee chairman shall be concurrent with the term of the office of the MEC chairman.

- c. Scope:
 - i. Promote awareness of Uniformed Services Employment and Reemployment Rights Act (USERRA) regulations as they relate to both members' rights and employers' responsibilities.
 - ii. Maintain a dialogue with AWA Human Resources Department and related ALPA ARW committee, i.e., Membership, Retirement & Insurance and ALPA's National Veterans Affairs and Professional Development Group.
- d. Duties and Responsibilities:
 - i. Provide support for member pilots who are reservists, active duty, and military veterans.
 - ii. Assist with information on federal regulations and policies that govern how AWA handles military service members, including active duty, reserve, and veterans.

C. Special Committees

1. The MEC may elect or appoint special committees as needed for research or work expected in areas expected to be temporary in nature. The MEC may task the MEC chairman to appoint a specific committee or subcommittee in order to research, evaluate, report, and/or work on items or areas of special interest to the MEC and the membership. Examples of special committee or areas of interest may include, but are not limited to new aircraft evaluation, bidding system software evaluation, and regulatory change impact.

8. General

A. Training Department Representative to the MEC

1. Composition: The MEC may nominate and elect an instructor/check airman to serve as a Training Department representative to the MEC.
2. Term of Office: The representative shall serve a term of office concurrent with the term of office of the MEC chairman.
3. Duties and Responsibilities:
 - a. To maintain open communications (including meetings and newsletter articles) with the AWA check airmen/instructor pilots and relay any concerns or problems to the MEC as appropriate.
 - b. To advise the Negotiating Committee regarding check airmen's/instructor pilots' issues.
 - c. To attend regular or special MEC meetings as a nonvoting member of the MEC.

B. Contract-Ratification Procedures

1. Tentative agreement procedures: As outlined in the Membership Ratification Committee Rules and Policy Resolution Manual contained in Appendix #4.
2. Tentative agreement ratification: As outlined in the Membership Ratification Committee Rules and Policy Resolution Manual contained in Appendix #4.

C. Flight Pay Loss Policy

1. General:
 - a. Flight pay loss is one of the largest expenses in the conduct of business for the MEC and its membership. The requirement for fair and equitable compensation for MEC business is necessary to continue to attract qualified and motivated volunteers.
 - b. Qualified and motivated volunteers are essential to the success of the Association. While the MEC encourages members to volunteer their time to perform ALPA work, it has long been recognized that there is ALPA work that cannot be completed on a member's days off or by rearranging schedules to perform ALPA work on days off. It is recognized that members who provide service to the ARW MEC have a need for days off. For members who drop trips or are removed from regular scheduling to perform part- or full-time ALPA duties, there is a need to provide fair and equitable compensation and days off.
 - c. Compensation of MEC officers, MEC members, representatives, and members assigned to duty with the Association by the Master Executive Council shall be in accordance with Article XVII of the Constitution and By-Laws, ALPA policy, and MEC policy (which is consistent with Article XVII and ALPA policy). Furthermore,

the ARW MEC flight pay loss policy shall not be less restrictive than the ALPA Administrative Manual, Section 60.M., Flight Pay Loss and Member Payments.

2. The use of flight pay loss is subject to the following restrictions:
 - a. Each ALPA volunteer who is assigned flight pay loss will make every effort to prudently control the resultant expenses incurred to the MEC or ALPA National. Trips dropped to perform ALPA work should not exceed the amount of time required to perform ALPA work. Travel time is included as part of ALPA work.
 - b. Flight pay loss for any member shall not exceed 95 hours in a month, less 3.2 hours for each calendar day the member is not assigned ALPA work.
 - c. Members will not request trip removal directly from the Company. All trip-drop requests will be routed through the MEC secretary-treasurer.
 - d. It is the MEC secretary-treasurer's responsibility to review all trip removal requests. At least two MEC officers must approve all trip removals requested. In the case of denied trip removal the volunteers may appeal to the MEC representatives. Two-thirds of the MEC representatives must approve the trip removal in the case of an appeal.
 - e. For MEC committee members, the applicable committee chairman must approve a request before sending it to the secretary-treasurer.
 - f. Self-authorization of flight pay loss is not authorized. For example, the MEC secretary-treasurer must have his flight pay loss approved by the two other MEC officers.
 - g. For any committee that has exceeded its budget for the year, the MEC secretary-treasurer will conduct a budgetary review of that committee to determine the needs of the MEC prior to considering any flight pay loss requests from that committee.
 - h. The MEC secretary-treasurer shall, on a quarterly basis, make a year-to-date budget report presentation to the MEC. This report shall include flight pay loss/compensation received by members and shall be made available to the membership.
 - i. The MEC policy on flight pay loss/compensation and expenses shall be posted on the MEC website.
3. No Bid Status Flight Pay Loss
 - a. No bid status flight pay loss will be subject to the following restrictions:
 - i. No bid status flight pay loss may be authorized by the MEC for MEC officers assigned to full-time duty with the Association if the MEC budget can support such an expense.
 - ii. No bid status flight pay loss may be authorized by the MEC chairman, or his designee who must be another MEC officer, for any member of the Association

(except for MEC officers) assigned to full-time duty with the Association if the MEC budget can support such an expense.

- iii. A volunteer on no bid status may pick up open flying or add dropped flying from any domicile for fly back credit in accordance with the following:
 - (1) A pilot on no bid status may not pick up flying from daily open time, except in accordance with Paragraph 5 below.
 - (2) A pilot on no bid status may pick up flying from initial open time. When awarding initial open time, a pilot on no bid status will be considered junior to the rest of the pilot group.
 - (3) A pilot on no bid status may add a trip or portion of a trip dropped by a pilot.
 - (4) A pilot on no bid status may add a trip or portion of a trip dropped by a pilot for ALPA work.
 - (5) When the Company is actively junior manning, a pilot on no bid status may pick up a trip or portion of a trip for which the Company is actively junior manning, and the Association will be credited for such flying in accordance with the agreement (premium pay).
 - (6) A pilot on no bid status may pick up flying from daily open time on a first-come, first-served basis when the attempt to secure flying from initial open time was unsuccessful or when scheduled Association business during that month has been reduced or canceled. The full amount of open time credit will be used to offset the bill to ALPA.
- iv. A volunteer on no bid status will be paid a set number of credit hours each month.
 - (1) The monthly credit hours paid to each volunteer on no bid status will be determined by the MEC chairman and confirmed by the MEC officers.
 - (2) Volunteers on no bid status may be expected to fly back a certain number of hours on a monthly or quarterly basis, and such credit will be used to offset the bill to ALPA.
 - (3) It is not possible for a pilot on no bid status to increase his pay by flying more; flights performed by a volunteer on no bid status will only be used to reduce the bill to ALPA.
 - (4) Monthly or quarterly fly-back expectations will be set by the MEC officers and assigned by the MEC chairman.
 - (5) The MEC chairman will notify the MEC of all no bid status arrangements whenever they are created or modified. The notice will include, at a minimum, the volunteer authorized for no bid status, the set number of credit hours to be paid monthly/ quarterly, monthly fly-back expectations, and duration.

4. Each volunteer on no bid status will report to the MEC chairman at the end of each month while on no bid status, the amount of flying he or she was able to complete for the month. The MEC chairman will compare this amount with that assigned for fly back (in accordance with iv.[2]. and iv.[4]. above) and determine if the volunteer is on track to meet no bid budgeting goals; if not, the MEC chairman will offer solutions to the volunteer for meeting fly back and budgeting goals up to and including termination of no bid status. Finally, the MEC chairman will confer with the other two MEC officers on a monthly basis regarding fly back and budgeting for all volunteers on no bid status and ensure that the MEC receives a report on a quarterly basis, the overall status of no bid utilization including budgeting expectations and any challenges to securing fly-back opportunities for fly-back requirements.
5. Part-Time Flight Pay Loss
 - a. Part-time flight pay loss will be subject to the following restrictions:
 - i. Trips dropped to perform ALPA work should not reasonably exceed the amount of time required to perform ALPA work. Travel time is included as part of ALPA work.
 - ii. Members are encouraged to drop a minimum of time to perform ALPA work.
 - iii. The authorizing MEC officer or committee chairman may require volunteers to perform additional ALPA work when trips dropped exceed the time required to perform the ALPA work that caused the original trip drop.
 - iv. Performance of ALPA work during the volunteer's vacation (to limit the costs related to vacation bank cash option payouts or vacation days off) is generally prohibited unless prior approval has been received from an MEC officer.
 - v. Volunteers may be required to fly back trips or split trips to reduce flight pay loss when trips dropped exceed the time required to perform ALPA work.
 - vi. Volunteers are permitted to trip trade or bid into known days of ALPA work, providing that such action is consistent with rights and restrictions of the collective bargaining agreement, and if flown would not violate any CFRs.
 - vii. Compensatory days off (later trip drop) may be authorized by the MEC secretary-treasurer provided the days are taken within 60 days of the ALPA work that caused the need for compensatory days off. The 60-day limit may be extended by the MEC secretary-treasurer if the Company denies a requested trip drop within the limit. A volunteer who has received flight pay loss or another form of compensation or stipend under ALPA or MEC policy for days spent performing ALPA work shall not receive compensatory days off for those days.
 - viii. Flight pay loss is authorized if a volunteer cannot get back into a trip because he or she was unable to get onto a flight due to capacity restraints (bumped). The volunteer shall use good judgment to minimize flight pay loss.

D. Gift Policy

1. The MEC chairman, with approval of the or the MEC secretary-treasurer, is authorized to purchase or approve gift purchases in a prudent manner, and give gifts recognized as a benefit provided to ALPA, in accordance with and within the limitations of Section 60.L of the ALPA Administrative Manual.

9. ARW MEC Rules of Procedure

(Condensed Robert's Rules and Order of Business)

A. Points of Order and Decorum:

1. No member shall interrupt another while speaking, except to raise a point of order, and he shall definitively state the point, and the chair shall decide the same without debate.
2. If a member, while speaking, is called to order, he shall take his seat until the point of order is decided. If decided the point of order is not well taken, he may proceed.
3. No member shall speak more than once on the same subject until all the members desiring the floor have spoken, nor more than twice without unanimous consent, nor more than five minutes at any one time without a two-thirds vote of the members present.
4. If two or more members rise to speak at the same time, the chair shall decide which is entitled to the floor.
5. Each member, when speaking, shall confine himself to the question under debate, and avoid all personal, indecorous, or sarcastic language.
6. Sectarian discussions shall not be permitted in meetings under any circumstances.
7. 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.
8. A member being ordered to take his seat three times by the chair, without heeding, shall be debarred from participating in any further business at that session.

10. Agenda Item Submission Form

A. Sample Submission Form

SOURCE e. g., LEC 49

Moved:
Second:
Action:

SUBJECT Short title

BACKGROUND

Enter narrative on the reason you are proposing this resolution with any supporting information.

PROPOSED RESOLUTION

WHEREAS you have a good idea, and

WHEREAS you wish to make a change in policy or some other statement,

THEREFORE, BE IT RESOLVED that the appropriate governing body accept this resolution.

11. Communications Protocol

A. General

The ARW MEC strives to communicate one message. The ARW MEC further recognizes that with each and every communication there is an opportunity to either advance their work or increase the risk of litigation and/or loss of unity among the line pilots. The MEC and its officers resolve to set the example for all ARW members through responsible use of public and private communication by remaining vigilant of the benefits and risks of each statement, while keeping in mind the ARW mission statement and its goals.

B. Internet Forums

Posting on an Internet forum, even a seemingly secure and “private” venue, poses some risk to the ARW MEC and to ALPA. Experience demonstrates that no forum is immune from abuse or disclosure. Every volunteer has a right to free speech under the Labor-Management Reporting and Disclosure Act, as well as certain responsibilities as a result of their ALPA position. Balancing these rights and responsibilities to prevent potential problems requires a reasonable level of caution.

While every situation is different, the few basic principles that follow should help volunteers minimize the risk to themselves and to ALPA:

1. Volunteers should always act as if they are wearing their “ALPA hat” when speaking about pilot matters. When volunteers post, they may be posting for ALPA. A volunteer’s words may be used against ALPA.
2. If a volunteer reads posts suggesting illegal collective action, the carrier may later argue—and courts may later decide—that the volunteer had an obligation to try to intervene. So, when volunteers read, they should keep in mind that others may later claim that they were reading for ALPA. A volunteer’s appearance on a forum may be used against ALPA.
3. The carrier may try to use what volunteers say on a forum against them. When volunteers criticize their employer or disclose improper or illegal conduct related to their jobs, they may be putting their career in jeopardy. The carrier could try to use such posts as a basis for disciplinary action.

12. Anti-Discrimination/Anti-Harassment Policy

1. General

(This language is incorporated from Section 15, Part 4 of the ALPA Administrative Manual).

ALPA members shall not engage in discrimination or harassment, including but not limited to such conduct based on race, creed, color, religion, sex, sexual orientation, gender identity, veteran status, or national origin. ALPA members shall adhere to this policy at all times while performing duties or otherwise acting in a professional capacity as a pilot, ALPA member or volunteer.