

**BY-LAWS TRANSPORT WORKERS UNION LOCAL 320
September 22, 2020**

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ARTICLE I

GENERAL

SECTION ONE: NAME AND AFFILIATION

- A. This organization shall be known as Local 320, Transport Workers Union of America, AFL-CIO and its Membership shall include workers from “alternative transportation” employer properties, including, without limitation, BikeShare Workers.
- B. The jurisdiction of the Local shall include properties located throughout the United States and its territories. Representational jurisdiction may extend to other employer properties not recognized as alternative transportation assigned to Local 320 by the International Executive Council of the Transport Workers Union of America, AFL-CIO.
- C. This Local may be affiliated with State and City AFL-CIO Councils, and such other Central Labor Bodies as may be deemed necessary consistent with the affiliation policies of the TWU of America and with the approval of the TWU International Administrative Council.

SECTION TWO: LOCATION

The Executive Board of Local 320 will establish a general office and headquarters at a time and location as deemed necessary.

SECTION THREE: DURATION

The duration of the Local shall be perpetual, or until it is dissolved as provided for in the TWU Constitution.

SECTION FOUR: PURPOSE

- A. To unite in this Union, regardless of race, creed, color, gender, sexual orientation, nationality, or marital status all workers eligible for Membership.
- B. To protect the individual and collective rights of the Members of the Local and to promote their professional interest.
- C. To disseminate information which enhances the professional status of the Membership.

SECTION FIVE: LOGO

The official logo of the Local shall be that approved by the TWU International. Once approved, the Local 320 official logo shall not be utilized by any member or group of members for any purpose, absent approval of the Local 320 Executive Board.

SECTION SIX: OBLIGATION OF MEMBERS

Members of the Local accept and agree to abide by the TWU International Constitution and the Local's By-Laws as they are in force, amended, changed, or modified.

ARTICLE II

MEMBERSHIP

SECTION ONE: QUALIFICATIONS & RULES FOR MEMBERSHIP

- A. Employees who are probationary Employees shall be eligible for Membership once hired and working for their respective employer.
- B. Members in good standing are entitled to participate in all Local activities and are entitled to all rights, privileges, and benefits of Membership. Members should make an effort to attend scheduled Membership meetings and keep abreast of the current affairs of the Local.
- C. It is the sole responsibility of each Member to advise the Local within thirty (30) days any change of address, in writing, otherwise, the Union will not be held responsible should said Member not receive correspondence or ballots mailed out by the Local or International Union.
- D. Members on military leave may have their Union Dues waived for any deploy their official military orders. Any member who is prevented by illness, injury, or lay-off from earning any wages in any calendar month shall be excused from paying dues for such month(s) as provided in the TWU International Constitution and such nonpayment shall not affect the member's good standing.
- E. No Member shall make a collection in the name of the Union, regardless of its purpose, without the approval of the Local 320 Executive Board.

SECTION TWO: DUES AND DUES DETERMINATION

- A. Member's obligation for dues shall commence as of the date of eligibility for active Membership, in accordance with the Member's applicable Collective Bargaining Agreement.
- B. Monthly dues shall be calculated at the rate provided for in the TWU Constitution.

ARTICLE III

MEMBERSHIP MEETINGS

- A. Any member of Local 320, in good standing, is free to attend any meeting throughout the jurisdiction of the Local. Membership meetings shall be held in each of the Local 320 cities represented at least quarterly, unless changed for legitimate reasons by the decision of the Executive Board.
- B. The Regional Executive Board Member or Station Chair shall be the Chairperson of Membership meetings; except when the Local President or Vice President attends the meetings.
- C. Elected Officers shall attend quarterly meetings unless absence is approved in advance by the Executive Board or the Executive Board accepts and approves the reason for their absence within thirty (30) calendar days of the missed meeting. This excused absence request must be submitted to the Executive Board in writing. Handwritten or electronic correspondence to the Recording Secretary Treasury of the Local requesting to be excused will be accepted. Given the unique nature of Local 320's membership composition (i.e., nationwide, in many different cities across all time zones), members may attend membership meetings virtually over secured video conferencing platforms that have been adopted for use by the Local's Executive Board. This provision shall be implemented on a "pilot" basis and Local 320's Executive Board shall determine whether this virtual meeting platform serves the purposes for which this provision is adopted.
- D. All Members in attendance shall sign the official attendance book or electronically sign in as appropriate, as proof of attendance. All meeting Chairpersons shall maintain the official roster of attendees and submit an electronic list of said attendees to the Local's Recording Secretary Treasurer within ten (10) calendar days of the meetings conclusion.
- E. No member under the influence of intoxicants, nor any member not in good standing, shall be admitted to any meeting of the Local Union.

ARTICLE IV

AGREEMENT RATIFICATION

Any collective bargaining agreement with management proposed and adopted by the President and the Executive Board shall be subject to ratification by the members covered by such proposed agreement. The Local may not bind itself or any member to a collective bargaining agreement without first securing the written approval of the International President or his/her authorized designee.

ARTICLE V

STRUCTURE

SECTION ONE: GOVERNING BODIES

The supreme authority of the Local shall be vested in the Local Executive Board and the elected Officers, in accordance with these bylaws. The final control of the Local shall be vested in the Membership, as set forth in the TWU International Constitution.

SECTION TWO: OFFICERS DEFINED

The Officers of the Local shall be: President, Vice President, Recording Secretary Treasurer.

- A. Officers are required to attend all Executive Board Meetings and answer the roll call. The Executive Board will accept excusable absences. The Executive Board, by two thirds (2/3) majority vote, can suspend any Officer who misses more than two (2) Executive Board meetings within a twelve (12) month period, for unexcused absences, in accordance with the provisions of Article XXI of the TWU International Constitution. The Executive Board shall meet at least once a month in accordance with the International Constitution.
- B. Executive Board Members may attend membership meetings virtually over secured video conferencing platforms that have been adopted for use by the Local's Executive Board. As with Article III (C), this provision shall be adopted on a pilot basis to ensure that it serves the purposes for which it is adopted.
- C. The President or the majority of the Executive Board may call Special meetings. A running tally of each Executive Board Members attendance record at Executive Board Meetings will be included in the minutes that are posted on the Local 320 website; during their full or partial term and will be used as a voting aid by the Membership during elections. Attendance or absence will be recorded and chartered as: Present, pre-excused absence, tardy, post-excused absence or non-excused absence. The attendance record can only be amended by a majority vote of the Executive Board and will reflect the record of facts.
- D. Duties of Officers shall be as outlined in the TWU Constitution and these bylaws of Local 320.
- E. Officers shall perform such duties as may be assigned to them by the President or by majority vote of the Executive Board.
- F. In instances in which the President is unable to fulfill the duties of office, the Vice President shall assume the duties of President.

SECTION THREE: EXECUTIVE BOARD MEMBERS DEFINED

Regional Executive Board Members will represent the Members in good standing from their respective region and any additional cities/properties staffed post-Local 320's

inception. Each regional area shall have one (1) Executive Board Member to represent the Members.

- A) Eastern Regional Executive Board Member
- B) Central Regional Executive Board Member
- C) Western Regional Executive Board Member

SECTION FOUR: THE EXECUTIVE BOARD

- A. The Executive Board shall consist of the elected Officers (President, Vice President, Recording Secretary Treasurer) and three Executive Board Members.
- B. The Executive Board shall have all the powers specified in the TWU Constitution as those of a TWU Local Executive Board.
- C. Executive Board Members shall carry out such other duties as may be properly delegated or assigned to them by the President, Executive Board or Membership.
- D. The Local's Executive Board Meeting minutes will be posted on the Local 320 website.
- E. Special meetings of the Board may be called by the President or will be called within ten (10) calendar days upon written request of seventy five percent (75%) of the Executive Board. Business conducted in the special Board meeting shall only be for the reason the meeting was called.
- F. A quorum for an official meeting of the Local 320 Executive Board shall require the attendance of 2/3 of the entire Executive Board. All business coming before the Local 320 Executive Board, other than specifically provided for in the Local 320's ByLaws, shall be decided by a majority vote of the Executive Board.
- G. Members may observe an Executive Board Meeting at their own expense. The Executive Board retains the right to remove any Member observer from the meeting for disorderly conduct or where a Member's protection of privacy might be compromised.
- H. A vote to determine whether to take any grievance to arbitration will require a vote of a majority of the Board present at an official meeting of the Executive Board.

ARTICLE VI

OFFICER & EXECUTIVE BOARD DUTIES AND RESPONSIBILITIES

SECTION ONE: OFFICERS

A. PRESIDENT

The President shall notify the Officers of all regular and Special meetings of the Board. The President shall be the authorized representative of the Local.

The President shall also serve as the Chairperson of the Executive Board. The President, subject to the approval of the Board, shall appoint and remove, employ, and discharge agents and employees of the Local other than duly elected Officers. The President shall sign notes, checks, drafts, or bills of exchange: warrants or other orders

for the payment of money duly drawn by the Treasurer; enforce the TWU Constitution and the Local's By-Laws; sign any agreement entered into between the Local and any other organization; carry out any other duties the Local may request: oversee the activities of the Local and shall render an annual report to the Membership.

A negotiations committee, selected by the board, of which the President is chair, shall be present at all negotiations. The President or the President's designee shall carry out the resolution of the Membership as adopted at Membership meetings and perform such other duties as may be assigned to the President by the Executive Board of the Membership. The President or the President's designee may arrange for an Officer or individual Member to be absent from the President's regular assigned work, at the expense of the Union, with consent of the Local's Executive Board, for the purpose of assisting the President in conducting the affairs of the Local Union. The President or the President's designee shall assist other Officers, Union Representatives, or individual Members in the handling or processing of daily business and such other problems, which have not yet become grievances. The President shall perform all duties required by the Executive Board.

B. VICE PRESIDENT

The Vice President shall assist the President in the discharge of the President's duties, and during any period where the President is unable to perform the duties of office, the Vice President shall perform the duties of the President. The Vice President shall attend the monthly Executive Board meeting. The Vice President shall perform all duties required by the Executive Board. In the matter of grievance submission to arbitration, it shall be the responsibility of the Vice President or the Vice President's designee to process such grievances and to assemble all facts pertaining to the issue(s) so as to assure proper presentation of said disputes.

C. RECORDING SECRETARY-TREASURER

The Recording Secretary Treasurer shall receive all monies paid into the Local Union and shall take charge of all records of Membership and effects of the Local. The Recording Secretary-Treasurer shall keep all records of the Local's finances pursuant to the rules and regulations established by the TWU International Administrative Committee. The Recording Secretary Treasurer will be responsible for all financial books and records. The Recording Secretary Treasurer will maintain all financial books and records for not less than five years. The Recording Secretary Treasurer shall submit a monthly financial report to the Local Executive Board and to the International Secretary/Treasurer on the forms approved by the International Union. The Secretary-Treasurer shall compile and file all financial reports as required by law and the Membership. The Recording Secretary Treasurer shall sign all financial instruments of the Local as required by these bylaws. The Recording Secretary Treasurer shall prepare and submit under his/her/their signature all Federal and State reports required under law.

In addition, the Recording Secretary-Treasurer shall take charge of all records of Membership and effects of the Local. The Recording Secretary Treasurer shall keep

the official record of all votes, proceedings at regular and special Membership meetings and any other official meetings of the Local's Executive Board. The Recording Secretary Treasurer will maintain these records for not less than five years. The Recording Secretary Treasurer shall keep a record of all elected and appointed Members. The Recording Secretary Treasurer shall assist the President in preparing an Annual Report to the Members of the Local. The Recording Secretary Treasurer shall maintain Local's Membership records to show at all times the number of Members, their names, their respective places of residence, and their post office/personal email addresses. The Recording Secretary Treasurer shall perform all duties required by the Executive Board. Membership record keeping, (non-financial,) responsibilities may be shared with the Vice President at the discretion of the Local President.

SECTION TWO: REGIONAL EXECUTIVE BOARD MEMBERS

It shall be the duty of the Regional Executive Board Members to call and preside at any meetings of the Region, to preserve order during its deliberation, to authorize expenditures of any budgeted funds and to administrate the Local's regional duties. Executive Board Members may attend membership meetings electronically over secured video conferencing platforms that have been adopted for use by the Local's Executive Board.

They will be the Grievance Chairperson in their respective regions and oversee all chairpersons and stewards in their region. They will be responsible for reporting all regional business to the Local's Executive Board.

ARTICLE VII

ELECTED OR APPOINTED REPRESENTATIVE DUTIES AND RESPONSIBILITIES

SECTION ONE: STATION CHAIRPERSON

In anticipation of projected growth of Local 320, a Station Chairperson position shall be created, subject to the approval of the Local's Executive Board, to oversee matters of general Union concern for any prospective worksite property. The Station Chairperson shall be elected by the prospective worksite's Membership. The full term for a Station Chairperson shall be for three years, to coincide with other union officer terms. An initial term of office for a prospective worksite may be shorter than three (3) years, depending upon when the Local 320 Executive Board approves the creation of the Station Chairperson position. It shall be the duty of the Station Chairperson to assist the Regional Executive Board Member in the administration of the Regional Executive Board Member's duties, including grievance administration, interstation negotiations pertaining to local worksite guidelines and any other duties assigned by the Executive Board or Local President.

SECTION TWO: SHOP STEWARD

- A. Shop Stewards shall be appointed by the location's Station Chairperson, subject to Executive Board approval, and represent the Members at a particular work location/shop and assist the Station Chairperson with station duties.
- B. Special Meetings of Shop Stewards may be called by majority vote of the Local's Executive Board and will not conflict or coincide with other meetings.
- C. It shall be the duty of all Shop Stewards to represent all/any Members requesting representation in any meeting with management. It shall be the duty of Shop Stewards, at all times, to keep in close contact with their Station Chairperson in order to keep the Station Chairperson informed on events of interest to the Membership. It shall be the duty of all Shop Stewards to clarify and explain to Members any matters pertaining to Union affairs.
- D. The Shop Steward will be responsible to the Station Chairperson for their section/worksite Union business including the handling of grievances for their respective Membership.
- E. Within the first 45 days of their terms, Shop Stewards will receive training on the duties outlined in letter (e) from their Regional Executive Board Member or his/her designee.
- F. The Regional Executive Board Member maintains the right to remove any Shop Steward with Executive Board approval. Prior to the Shop Steward being removed, the Regional Executive Board Member shall notify the Shop Steward of their decision to request such removal in writing and copy the Executive Board in on the letter. Upon notification, the Shop Steward will have seven (7) calendar days to request an appeal hearing before the Executive Board, at their next Executive Board meeting, the Local will not compensate such appearance and appeal.
- G. Shop Stewards may be removed at the request of the Shop Steward's respective membership by presentation of a petition signed by a majority of their shop by members in good standing. Presentation of steward removal petition shall be submitted to the appropriate Section Chairperson who will forward all pertinent documents to the Local's Recording Secretary/Treasurer for proper record keeping, In the event of such removal, the Station Chairperson may appoint a replacement Shop Steward to immediately assume the duties herein.

ARTICLE VIII

GRIEVANCES

- A. Grievances should initially be filed and administered on behalf of the Membership by Shop Stewards or Station Chairpersons.
- B. The Shop Steward or Station Chairperson should attempt to solve the grievance at its source, enter the grievance into an approved database, and forward any unresolved grievances to the Regional Executive Board Member who will continue to seek resolution. Unresolved grievances by the Regional Executive Board Member shall be presented to the Local's Executive Board for arbitration consideration.

- C. All grievances recommended for arbitration by the Regional Executive Board Member will be screened by the Local's Executive Board to determine its merits prior to being placed on the docket. The final disposition of all grievances will be communicated in writing to the Grievant in a timely manner via USPS registered mail or email communication, at the Grievant's last known address on file with Local 320.

ARTICLE IX

FINANCES AND COMPENSATION

SECTION ONE: BILLS, NOTES, CHECKS, AND FINANCIAL DOCUMENTS

- A. All bills payable, notes, checks, or other negotiable instruments of the Local shall be made in the name of the Local and shall be signed by the President and shall be counter-signed by the Recording Secretary Treasurer. If the President is unable to sign by absence or distance, the Vice President and the Recording Secretary Treasurer may sign.
- B. The Local Executive Board from time to time shall have the power to designate an individual or individuals who will have temporary authority to counter-sign checks, provided there is a two-thirds (2/3) majority vote of the Board. This authority must be approved by a published vote in writing.
- C. If deemed necessary to have an emergency fund, it shall be set up and used at the discretion of the Executive Board for negotiations or any emergency arising. The Local shall seek the approval of the TWU International Administrative Committee to set up any other fund separate from the Local, in accordance with the TWU Constitution.
- D. Reports and Inspections:
 - 1) The financial books and records of the Local shall be reviewed and reported upon annually in accord with the TWU International Constitution.
 - 2) A balanced, monthly financial report shall be prepared and submitted to the Local's Executive Board and International Secretary Treasurer.
 - 3) The monthly financial report shall be made available at any membership meeting for Member review. In addition, Members may view the monthly financial report provided that a Member gives written notice to the Recording Secretary Treasurer at least fourteen (14) calendar days prior to the date the Member wishes to conduct such inspection at the address where the Local shall be headquartered. This financial report inspection shall take place during a mutually agreed upon time/date and this shall be at the Members expense.

SECTION TWO: LOST TIME

- A. Written approval from the President shall be required before any Member is taken off the clock to work for the Local Union.

- B. Local Officers and other Members who are required by the Local's Executive Board or these Bylaws to perform duties for the Local that require a release from their normally assigned employer duties, with a subsequent loss of income, shall be compensated for that loss of income by the Local, within thirty (30) calendar days on which such Member would normally have been paid by their employer provided all required documents have been submitted.
- C. Authority to pay lost time shall be authorized by the President.
- D. The Recording Secretary Treasurer shall verify all lost time monthly. A written monthly record shall be kept by the Recording Secretary Treasurer of Members, (including elected Local Officers,) by name, date, location and total lost time paid by the Local. A report of all lost time paid by Local 320 will be published on the Local's website quarterly.

SECTION THREE: FISCAL YEAR

The fiscal year of the Local shall be from January 1 to December 31 of each year.

SECTION FOUR: BONDING

The Executive Board and each of Local 320's Officers shall be bonded in amounts not less than those provided for and required by appropriate Federal statute and the TWU Constitution.

SECTION FIVE: OFFICER COMPENSATION

A. President	750.00 Monthly*
B. Vice President	500.00 Monthly*
C. Recording Secretary Treasurer	750.00 Monthly*
D. Regional Executive Board Member	250.00 Monthly*

*Compensation noted above is exclusive of any CBA-approved compensable salary.

- E. All compensation increases and decreases will be based on the equivalent increase/decrease percentage of dues paying Membership at the conclusion of every fiscal year not to exceed five percent (5%), subject to the Local Executive Board approval by a 2/3 vote.
- F. All Officers and Executive Board Members (A through D-outlined in Section 5,) shall be provided a cell phone or equivalent allowance. Station Chairpersons shall be provided a monthly cell phone allowance of \$25.00.
- G. Any union representative, elected or appointed, who leaves the bargaining unit or accepts a temporary or permanent position outside the bargaining unit at their respective employer, or accepts an acting assignment as a supervisor or manager with their respective employer, shall immediately forfeit their union

position and any monies due to him/her from the date of acceptance in the position outside the bargaining unit.

SECTION SIX: PAYMENTS

All payments for Officer compensation and expenses will be made electronically whenever possible.

ARTICLE X

NOMINATIONS & ELECTIONS

SECTION ONE: ELECTION COMMITTEE

- A. The Election Committee shall adopt appropriate rules and provide forms and ballots, conduct the nominations and elections of Officers and the Executive Board in accordance with the LMRDA and the regulations of the United States DOL, the TWU International Constitution and these bylaws. The Election Committee will be responsible for ensuring that all eligible ballots received are counted.
- B. The Election Committee shall consist of three (3) Members and three (3) alternate Members, Nominations for the Election Committee will be held preceding a General Election and installation of new Officers and all elections will be held by secret ballot. Terms will be for three (3) years. Vacancies will be filled, by the nominee with the next highest vote total. The nominee receiving the highest number of votes will chair the Election Committee. In the event of a tie, a coin flip will determine the winner.

SECTION TWO: ELIGIBILITY

- A. Only Members in good standing of Local 320 are eligible to participate and vote in the election.
- B. No member shall be eligible for nomination or election to any office unless the member shall have been in continuous good standing in this Local Union for a period of six (6) months immediately preceding nomination.
- C. No member shall be able to run for multiple positions during the same election.
- D. No person may hold more than one office at a time, except that the first office may be held until a replacement Officer is elected.

SECTION THREE: NOMINATIONS FOR LOCAL OFFICERS/EXECUTIVE BOARD

- A. Nominations for the office of President, Vice President, Recording Secretary Treasurer, Regional Executive Board Member, Section Chairperson will be conducted in accordance with the TWU International Constitution.
- B. Any eligible member may be nominated by another active member in good standing, with any accompanying second by a different Member in good standing. Regional Executive Board Members must be nominated and seconded by a member in good standing, from within their region. For the

position of Station Chairperson, the member must be nominated and seconded by a member in good standing from that employer workgroup.

- C. Each nominee must verbally accept the nomination prior to the distribution of the ballot. If a nominee cannot be reached to verbally accept or decline, a message will be left by a member of the Election Committee until nominations close. Each nominee has until the nominations close, or forty-eight (48) hours from the time a message was left to respond (whichever is longer), otherwise the nomination becomes invalid.
- D. If only one person is nominated for office, that person shall be deemed elected by acclamation and no further vote is required.

SECTION FOUR: VOTING

Voting shall be a plurality vote of those Members casting ballots.

SECTION FIVE: OFFICER ELECTIONS

- A. Election of Officers and the Regional Executive Board Members shall be conducted by a secret ballot; either through U.S. mail, phone, and/or-electronic and/or in-person balloting as determined by majority vote of the Executive Board. Control numbers may be used on ballots if steps are taken to ensure the secrecy of the ballot.
- B. The candidates receiving a plurality of the secret ballot votes cast for each office shall be deemed elected to the office. A Member of the Election Committee will notify the winner via phone or e-mail. If the winner cannot be reached a message will be left on their home or mobile phone or E-mail. After this is done the results will be released to the Membership.
- C. In the event of a tie for the most votes cast in an election, there will be a runoff election for the candidates involved in the tie.
- D. Each candidate will be notified of the date and time when the ballots are to be counted or results are to be retrieved and will be allowed one (1) representative at their own expense to monitor the process.
- E. Any Member in good standing who believes that the member has been improperly denied the opportunity to be a candidate for elective office or position or that an election in which the member was a candidate was improperly conducted, may file a complaint with the Local Executive Board no later than fourteen (14) calendar days after the results of the election have been made known.
- F. In the event the Local President is unable, for any reason, to complete the President's term of office, the Vice President shall automatically become President, until such time as the position can be filled, pursuant to the TWU Constitution.
- G. In the event of an Officer or Executive Board Member vacancy in any office that has eighteen (18) months or more remaining on the term at the time the vacancy occurs, said vacancy is to be considered permanent and shall be filled

through an election process that is consistent with the election process outlined in Article X of the Local 320 Bylaws and Article XV of the Transport Workers Union of America Constitution.

SECTION SIX: STATION CHAIRPERSON ELECTIONS

- A. Station Chairperson elections shall be conducted by a secret ballot; either by electronic balloting or at a Local Membership meeting as determined by majority vote of the Executive Board.
- B. The candidates receiving a plurality of the secret ballot votes cast for each office shall be deemed elected to the office. The winner of each position shall be notified via phone or e-mail. If the winner cannot be reached, a message will be left on their home or mobile phone. Results will also be released to the Membership via the Local 320 website.
- C. In the event of a tie for the most votes cast in an election, there will be a runoff election for the candidates involved in the tie.
- D. Each candidate will be notified of the date and time when the ballots are to be counted or results are to be retrieved and will be allowed one (1) representative at their own expense to monitor the process.
- E. Any member in good standing who believes that he/she/they has been improperly denied the opportunity to be a candidate for elective office or position or that an election in which he/she/they was a candidate was improperly conducted, may file a complaint with the Local Executive Board no later than fourteen (14) calendar days after the results of the election have been made known.

In the event of a vacancy in any position herein, that has eighteen (18) months or more remaining in the term, at the time the vacancy is to be considered permanent and shall be filled through election process defined above. In the event of a vacancy in the Station Chairperson position that has less than eighteen (18) months remaining in their term, the Local Executive Board will appoint a person to fill said vacancy.

SECTION SEVEN: DELEGATE SELECTION

- A. The Local Union shall be entitled to the number of delegates to the International Convention as provided in the TWU Constitution. Delegate appointment shall follow the descending order of the Officers, (President, Vice President, Recording Secretary Treasurer, Regional Executive Board Members.) Regional Board Member delegate appointment will be determined by the Regional Board Member receiving the highest number of votes during the last election cycle.
- B. The Local Executive Board may decide for good cause to send fewer than its full quota of delegates to an International Convention, but such decision must be made and have the approval of the International Administrative Committee, as provided in the TWU Constitution.
- C. Additional delegates and alternates to the TWU International Convention shall be elected under the same requirements as for election to Local Union office, as set forth in the TWU International Constitution. If additional delegates or

alternates are required to attend the TWU International Convention, they will be seated, highest to lowest, in order of votes received.

SECTION EIGHT: TERM OF OFFICE

- A. Beginning **TBD** terms of office will start on **TBD** of the respective year of each election.
- B. The term of office for Officers shall be for three (3) years.

ARTICLE XI
AMENDMENTS TO BYLAWS

SECTION ONE: PROCEDURE FOR AMENDMENTS

- A. Members may propose an amendment to these bylaws, by submitting the change in writing to the Local Recording Secretary. The Local's Executive Board may also consider amendments submitted to it by members of the Executive Board at its meetings.
- B. The Local's Executive Board shall have the discretion to accept, reject, or modify any proposed amendment. The action of the Executive Board, in resolving amendments, shall be set forth in the meeting minutes of the Local Executive Board.
- C. A two-thirds (2/3) majority vote of the Executive Board is required to approve an amendment to these bylaws and will not become final and binding unless approved by the International Administrative Committee and a subsequent majority vote by the membership.

ARTICLE XII
MISCELLANEOUS

SECTION ONE: POSTINGS AND SOCIAL MEDIA

The Local 320 website will be considered the official bulletin board for all postings. The Local's Executive Board may create and administer official social media sites for Local 320 and adopt rules of conduct as it deems fit.

SECTION TWO: FUTURE STAFFING WITHIN A REGION

Any newly represented property will be placed into a region by a 2/3 vote of the Local's Executive Board.

SECTION THREE: CONDUCT OF MEETINGS

Order of Business shall be conducted as outlined in the TWU Constitution.

SECTION FOUR:

REGIONAL CITIES

Initial regional breakdown of cities currently represented, for the purpose of Regional Executive Member Officers are as follows:

- 1) **East:** Boston, Jersey City, New York City, Washington D.C.
- 2) **Central:** Chicago
- 3) **West:** Bay Area (San Francisco and surrounding,) Portland

Any future properties shall be added to a respective region based on the terms outlined in Section Two of this article.