



# **POLICY MANUAL**

**ASSOCIATION OF FLIGHT ATTENDANTS – CWA  
MASTER EXECUTIVE COUNCIL  
NORTHWEST AIRLINES  
MAY 2009**

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## **MEC DECLARATION OF PURPOSE**

WHEREAS the AFA-CWA, Northwest Airlines Flight Attendant Master Executive Council is the representative body of the Northwest Airlines Flight Attendants,

THEREFORE BE IT RESOLVED that the AFA-CWA Northwest Airlines Flight Attendant Master Executive Council pledges its full support to the Master Executive Council Officers and Committee Chairpersons, and.

BE IT FURTHER RESOLVED that the AFA-CWA Northwest Airlines Flight Attendant Master Executive Council pledges to pursue the courses of action directed towards the best interests of its membership, and

BE IT FURTHER RESOLVED that any and all actions taken by the AFA-CWA Northwest Airlines Executive Council shall in no way conflict with the Constitution and By-laws of the Association of Flight Attendants-CWA.

## **DEFINITIONS**

- A. MEC – Master Executive Council**
- B. NWA – Northwest Airlines**
- C. AFA- Association of Flight Attendants, (the Union)**
- D. CWA – Communications Workers of America**
- E. LEC – Local Executive Council**
- F. LECP – Local Executive Council President**
- G. FPL – Flight pay loss**
- H. Policy Manual – Also known as the Rules of Procedure and Policy**
- I. The Company – Northwest Airlines**
- J. Chairperson(s) – Includes both the Chairperson and the Vice Chairperson.**
- K. UB – Union pre-blocked day designation.**
- L. UL – Union Leave Make-up designation.**

## ARTICLE I

### MEC RULES OF PROCEDURE AND POLICY

#### A. SCOPE

The Rules and Procedure and Policy of the MEC shall in no way conflict with the AFA-CWA Constitution and By-laws but shall augment, where necessary, for the clarification of the role of the NWA MEC, its Officers and Committee Chairpersons.

#### B. PURPOSE

The purpose of the MEC Rules and Procedure Policy is to provide rules and procedures for the MEC, its Officers and Committee Chairpersons, to assist them in carrying out the primary duty of the MEC as a coordinating council for all NWA Flight Attendants, and to maintain policy and procedure. It provides background information to assist the MEC in fulfilling its duties as AFA-CWA representatives.

#### C. AMENDMENT

The Rules and Procedure Policy may be amended at any regular or special meeting of the MEC by a majority vote and will be amended as necessary to keep the language in agreement with the Constitution and By-laws of the AFA-CWA. The MEC Vice President will be responsible for maintaining the Rules and Procedure Policy as directed by the MEC.

1. The proper form for a resolution to change the MEC Policy Manual is:

BE IT RESOLVED that ARTICLE \_\_\_\_\_, Paragraph \_\_\_\_ of the NWA Flight Attendant MEC Policy Manual be revised to read..."

2. All changes must be approved by the MEC, **and the MEC Vice President shall ensure that any changes to the MEC Policy Manual will be made prior to the next regular MEC meeting.**

#### D. FORM

The Policy Manual will be in a 3-ring binder on letter size paper, with sections to include:

1. **MEC** Policy Manual
2. A "Compilation of Actions" – to be submitted to the MEC after the MEC meeting, by the MEC Secretary- Treasurer.

#### E. ELECTIONS

1. MEC Officers will be elected by the MEC from the active members in good standing **according to Article VIII, B, 1-2 of the AFA-CWA Constitution and Bylaws.**
2. Any person seeking a position as a MEC Officer must submit a resume and/or a signed "willingness-to-serve" statement. It is recommended that resumes and "willingness-to-serve" statements be submitted **no later than** 15 days prior to the posted election date. Further, any candidate who wished to appear before the MEC prior to the Election Day, **must** do so at his/her own expense. The candidate must

contact the MEC Secretary-Treasurer to schedule an interview time on the election meeting agenda.

3. The ballot used for elections will contain a space for the name and Council number of the person submitting the ballot. The final vote case by each LECP/designee will be recorded in the Minutes of the Meeting.
4. In the event of a tie on the first ballot, a run-off ballot will be conducted between the two candidates receiving the highest number of votes.

## ARTICLE II

### MASTER EXECUTIVE COUNCIL

#### A. SCOPE

1. The MEC is the coordinating council for the Northwest Airlines Flight Attendants, as represented by AFA-CWA.
2. The MEC will consist of the Presidents of each NWA Local Council. **(LECP)**
3. The MEC shall have the following elected Officers: President, Vice President and Secretary/Treasurer.
4. The MEC is empowered to establish and implement MEC Policy deemed necessary to conduct Council business and further the goals of AFA-CWA.

#### B. DUTIES

1. The MEC will provide a forum for the Presidents to discuss plans, problems and **arrive at solutions.**
2. The MEC will act on the demands of the membership except that; the individual Local Councils will conduct all normal local business.
3. The MEC will pursue all courses of action with the best interests of the membership in mind.
4. All actions of the MEC shall be consistent with the AFA-CWA Constitution and By-laws and the MEC Policy Manual.
5. The MEC may delegate authority, as it becomes necessary, to specific individuals or committees; however, the delegation of authority does not relieve the MEC of responsibility for the action, or lack of action, taken.
- 6. A MEC member may delegate or appoint as it becomes necessary an individual in good standing from another council to conduct union business at their local. It is recommended however that every opportunity be given to the members of the council that the MEC member represents prior to such appointment. As a matter of courtesy it is further recommended that at no time shall a member of the MEC delegate such authority to an individual from another council, without first consulting with the President of the council where that individual is established as a member.**

#### C. RESPONSIBILITIES

1. MEC members shall be present at each meeting of the MEC, or shall provide for the legal personal representatives from their Local Councils, as provided for in the AFA-CWA Constitution and Bylaws.
2. MEC members are responsible for those they represent and shall present their views on each item of business brought before the MEC.

3. The MEC, **pursuant to their role as direct representatives of the members, shall** advise and assist the MEC Officers. **Further in the spirit of collaboration, the MEC and the MEC Committees may assist in any and/or all projects whether suggested or mandated by the MEC upon request of the MEC Officer(s) entrusted with such project(s).**

4. The MEC members will send LEC minutes, newsletters, surveys and meeting notices to the MEC Office and International Office. **LEC Presidents shall exchange copies of local newsletters. Further it is recommended that LEC Presidents instruct their local officers to share any and/or all local communications that are deemed appropriate in the service of all members represented by the NWA AFA-CWA with all other locals, so that they may utilize these communications in the service of their members.**

5. A member of the MEC may be removed from **the MEC** as a result of recall action taken by the respective LEC.

#### **D. CONFIDENTIALITY**

**All officers, committee Chairs and Vice Chairs of the union pledge that any and all personal information and/or proceedings directly pertinent to, or involving a member(s) shall be protected by means of a “confidentiality agreement”. This agreement will automatically be assumed when union officers, committee Chairs and Vice Chairs accept their elected or appointed position. This confidentiality agreement will preclude the necessity to share specific “need-to-know” information among officers, committee Chairs and Vice Chairs in order to represent a member’s best interest. All officers, committee chairs and vice chairs of the union who violate our policy manual regarding confidentiality are subject to having charges filed against them per our C&B Article X.**

## ARTICLE III

### MEC OFFICERS

#### A. ORGANIZATION

There shall be a President, Vice President and Secretary/Treasurer. They shall follow the MEC Rules of Procedures and Policy Manual and the AFA-CWA Constitution and By-laws. Each MEC Officer will be responsible for the administration of designated MEC Committees, **or may ask the MECP to designate one, or more officers to be the administrator of the MEC Committees.**

#### B. ELIGIBILITY

1. The MEC President, Vice President and Secretary/Treasurer must be active members in good standing.
2. It is recommended by the NWA MEC that the MEC Officers and MEC Grievance Chairperson hold only those positions, (i.e., specifically that these people should not be both LEC Officers and MEC Officer/Grievance Chairperson).

#### C. ELECTIONS

1. A majority vote shall be required for election of Officers, with each member of the MEC having one vote.
2. Each MEC member shall have the privilege of nominating one candidate for each MEC Office if she/he so desires.
3. Any person seeking a MEC Office must submit a resume or a signed willingness-to-serve statement. It is recommended that resumes be submitted **no later than** 15 days prior to the posted Election Day. Further, a candidate who wishes to appear before the MEC prior to the election may do so at her/his own expense. The candidate must contact the MEC Secretary/Treasurer to **schedule** an interview time on the meeting agenda.
4. The ballot used for elections will contain a space for the name and Council number of the person submitting the ballot. The final vote cast by each LECP/designee will be recorded in the Minutes of the Meeting.

#### D. TERM OF OFFICE

- a. The regular term of office of the Master Executive Council officers shall be three (3) years from the date elected.
- b. In the event a Master Executive Council officer is elected as a result of a vacancy in office, such term shall run until the next regular scheduled election.

## E. JURISDICTION AND DUTIES

### 1. President

- a. The MEC President is the chief executive officer of the MEC and is charged with, and responsible for, administering MEC policies. As this includes the signing of all Side Letters, Letters of Agreement or Understanding and other contractual agreements between the Union and Corporation, MEC approval shall be secured before documents are signed.
- b. Is responsible for the expeditious processing of members' complaints and grievances.
- c. Acts as the AFA-CWA Representative of NWA and is responsible for furthering and implementing the objectives and policies announced by the AFA-CWA Board of Directors.
- d. Is charged with, and responsible for, coordinating and compiling LEC policy, reviewing reports and recommendations, and submitting such material to the appropriate committees.
- e. Is a member of the Negotiating Committee.
- f. Is a member of the AFA-CWA Executive Board.
- g. Will communicate with the outgoing MEC President until s/he has been sufficiently informed of all matters pertaining to the MEC **and shall be granted the appropriate FPL to help in this transition. Such FPL shall be appropriated by the MEC, taking in consideration recommendations by the outgoing and incoming MEC President.**
- h. Will be a member of the Grievance Screening Committee.
- i. Is responsible to ensure that the administration of designated MEC Committees **is accomplished by his/her designee(s) within the MEC Officer ranks or special appointee. Such administration shall be accomplished** yearly, or as required, reviews with each MEC Committee Chairperson will be conducted. The reviews will include the following topics:
  - (1) Budget
  - (2) Committee Structure and Responsibilities
  - (3) Evaluation of Competency
    - (a) Knowledge of their subject
    - (b) Working relationship with the MEC, MEC Officers, Local representatives and Company counterpart.
  - (4) Goals

## 2. Vice President

- a. The MEC Vice President shall assist the MEC President in the performance of duties and carry out any assignment as directed by the MEC or the President.
- b. Shall perform the duties of the MEC President in her/his absence.
- c. Shall become Acting President when the office becomes vacant and shall call a meeting of the MEC within sixty days for the purpose of electing a new President.
- d. Will make notes of Motions passed at MEC meetings and notify the people involved as soon as possible.
- e. Will be granted floor privileges at all meetings of the MEC and AFA-CWA Board of Directors, but shall have no vote if not also a LEC President.
- f. Is responsible for maintaining the Rules of Procedure and Policy (**MEC Policy Manual**) as directed by the MEC.
- g. Is responsible for the administration of designated MEC Committees. Yearly, or as required, reviews with each MEC Committee Chairperson will be conducted. The reviews will include the following topics:
  - (1) Budget.
  - (2) Committee Structure and Responsibilities.
  - (3) Evaluation of Competency.
    - (a) Knowledge of their subject.
    - (b) Working relationship with MEC, MEC Officers, local representatives and Company counterpart.
  - (4) Goals
- h. In consultation with the MEC President, the Vice President shall be responsible for the oversight and administration of all MEC educational programs and will coordinate with the Communications/Education Chair on such educational programs.**

## 3. Secretary-Treasurer

- a. The Secretary/Treasurer will assist the MEC President in the administration of MEC funds. She/he will review and maintain the monthly budget expenditures as provided by AFA International Office. Budget Reports will be given at MEC meetings. Full accounting reports will be provided Local Council Presidents upon request.

- b. Will maintain MEC records, keep meeting minutes and supply them to the MEC as soon as possible, and will perform duties assigned by the MEC or the President.
- c. Will become Acting Vice President if a vacancy in that office occurs.
- d. Will become Acting President when both the office of President and Vice President become vacant, and shall call a special MEC meeting within ten days for the election of new officers.
- e. Shall serve as the Credentials Committee to certify each local representative prior to an MEC meeting.
- f. Shall monitor membership rosters and seniority lists.
- g. Shall send the MEC a monthly Schedule of Events which shall include, but not be limited to, System Board Week, negotiations meetings, training seminars, tentative schedule of MEC Officers, MEC Committee activities, and any International Office activity that might be of interest to the MEC. This schedule shall be sent to the MEC no later than the 25th of every month for the following month.
- h. Shall maintain files of Base monthly scheduling information: **Lines of Flying (LOF) with cover pages, Summary Pages, Reserve Lines, Short Lines, Priority Lines** and all **scheduling or bid** awards.
- i. Is responsible for maintaining the MEC resolutions, tabulated by subject matter, at the Minneapolis MEC AFA-CWA Office.
- j. Will be granted floor privileges at all meetings of the MEC and AFA-CWA Board of Directors, but shall have no vote if not also an LEC President.
- k. Shall maintain a list of all AFA-CWA property maintained by the MEC and MEC Committee Chairpersons.
- l. Is responsible for the administration of designated MEC Committees.

Yearly, or as required, reviews with each MEC Committee Chairperson will be conducted. The reviews will include the following topics:

- (1) Budget.
- (2) Committee Structure and Responsibilities.
- (3) Evaluation of Competency.
  - (a) Knowledge of their subject.
  - (b) Working relationship with MEC, MEC Officers, local representatives and Company counterpart.
- (4) Goals

m. Will post in the non public section of the website, **(if such section is approved for the website by the MEC)** and at least two weeks prior to a Regularly Scheduled MEC Meeting, the MEC Meeting Agenda and Meeting Agenda Items.

n. Will publish on the MEC website the final version of MEC Agenda Items and each LEC's recorded voting record within ten (10) business days of the MEC Meeting.

o. Will verify receipt of the voting record from each LEC representative before the MEC Meeting is adjourned.

p. **In case of an International base opening and** before balloting of the AFA-CWA membership, **in those International bases** coordinate with the LEC President at each International Council to determine the most appropriate means to comply with the AFA-CWA Constitution and Bylaws to be distributed ballots and ballot-related information to the members at the respective Councils; coordinate with the AFA-CWA Ballot Certification Committee to ensure that the desires means of **ballot** distribution cannot be implemented, communicate the specific means of distribution which will be used to the applicable LEC Presidents.

#### F. RECALL

1. Any MEC Officer may be removed from office by a majority vote of the MEC, with such vote being on a roll-call basis.

2. A removal from office shall not remove the individual from the MEC if she/he is still a LEC President.

3. If the MEC President is removed from office, the MEC may elect a new President at the same meeting.

## ARTICLE IV

### MEC ADMINISTRATION

#### A. FINANCE

1. The MEC President or designee will present to the MEC a quarterly Budget progress report for the NWA MEC operation. This report would indicate what was budgeted on a line-by-line basis for each MEC Committee, including MEC Administration, System Board of Adjustment and Negotiations.

a. MEC Officers are included in this reporting requirement.

b. MEC Policy, with respect to time off and flight pay loss for **MEC Officers**, and members of the Negotiating Committee, shall be to:

(1). Guarantee the above representatives, minimum days off insofar as is practical, as those contractually received by Reserve flight attendants.

(2). Guarantee **92 hours** of flight pay loss per month, when the majority of time is spent on Union business, will be credited to the MEC Officers. Such request is to be approved by the MEC Officers and charged to the appropriate budget.

**(3). In addition any losses incurred while performing union business will be reimbursed and the officer shall be made whole.**

**2. MEC Committee Chairpersons, Vice Chairpersons, Committee Members and Consultants shall request time off and flight pay loss according to the budget as set forth and approved by the MEC for said committee. Such request must be solely for the responsibilities and duties of the Committee. The MEC Committee Chair shall be responsible for the request of such time off and flight pay loss for any member and/or individual doing work for the Committee. No other funds except those approved for the committee shall be used to cover the expenses of the committee. Requests for FPL, unless urgent, shall be submitted to the MEC Secretary/Treasurer or the MEC President or h/her designee no later than 48 hours prior to the effective date of FPL.**

**a. No Committee Chairperson, Vice Chairperson, Committee Member, Consultant member or individual shall be guaranteed or granted a full month of flight pay loss without approval by the MEC Secretary Treasurer, unless such flight pay loss is granted within the approved budget of the Committee.**

**b. When preparing the annual MEC fiscal budget for MEC Committees any company guaranteed FPL for a specific Committee shall be considered when allocating funds for that committee, but never shall this guaranteed FPL be considered at the detriment of the work of said Committee.**

c. **Committee Chairpersons shall make every effort to submit pre-block dates for the month that the UB/UL dates are expected to the MEC Secretary-Treasurer no later than the 11<sup>th</sup> of the previous month or 5 days prior to the first system bid deadline.**

d. **MEC Chairperson(s), Committee Members and Committee Consultants shall be fiscally responsible. As such whenever possible committee activities will be scheduled without having to pre-block dates or using FPL to the extent possible. Whenever possible dates, will be pre-blocked using UL as an option to UB.**

e. **MEC committee members shall make every effort to keep Company scheduled vacation intact. It is recommended that the Vice Chair or other committee members be utilized if the Chair cannot attend to union scheduled meeting due to a conflict with scheduled vacation. If the vacation must be moved, the individual shall contact the MEC Secretary-Treasurer to discuss options. If a vacation exists and pre-blocking is requested for the following month the individual requesting the pre-block shall contact the Secretary-Treasurer to inform them of any upcoming scheduled vacation. If a buy back of a scheduled vacation must occur, please follow the procedures on A.5 below.**

f. **The MEC Secretary Treasurer shall meet with every MEC Committee Chair annually to determine the needs of that Committee based on their projected goals in order to assist in the preparation of the MEC annual fiscal budget for the MEC Committees.**

g. **Every effort will be made to negotiate additional FPL from the company to support MEC Committees.**

**3. Any company negotiated funds for flight pay loss for MEC administration will be used for MEC Officers, MEC required seminars and other activities deemed necessary by the MEC including the administration of MEC committees unless otherwise designated by the MEC through a vote prior to the beginning of the new fiscal year. All attempts will be made to increase this negotiated fund from the company to include but not limited to support for MEC committees, FPL for LECP, base office space for LECs and removal of FPL override.**

4. **LEC Presidents may request flight pay loss from the MEC budget to attend MEC meetings when necessary.**

5. **AFA representatives will submit bids to their base during their vacation months. Vacations should be taken as scheduled.** In the event an individual has to do AFA-CWA work during this time period, the respective MEC/LEC budget will be charged the actual hours reflected on the pay record for the vacation days. The individual will notify the International Secretary Treasurer prior to the start of the vacation. Request for "Buy Back" of vacation days will be used within one (1) year from the first day of the affected vacation unless notification is provided to the International Secretary Treasurer prior to the expiration of the one (1) year deadline. If the individual has seven (7) days or less it will be taken at one time. When the individual is ready to "Buy Back" the vacation, the seven (7) days will be "laid" over their schedule and they will be paid for all flight time dropped consistent with current contractual language. An individual can split their vacation "Buy Back" consistent with Section 18.D. In the event the individual chooses to receive money in lieu of days, the amount shall be determined by multiplying the original hours dropped by the hourly rate in effect at the time of the vacation.

6. Transition costs for MEC Officers shall be included in MEC budget during regularly scheduled election years.

**7. MEC Expense Reimbursement Policy - covers all MEC Officers, all MEC Committee Chairs/Vice Chairs/Members/Consultants, and all System Board members. (11/08)**

**a. Out-of-Town Meal Expenses – A maximum amount of \$45.90 per day may be claimed for meal expense reimbursement, without receipts. With receipts, MEC representatives may submit expenses of up to \$57.60 per day.**

**b. In-Town Expenses – A maximum amount of \$615 per month may be claimed for reimbursement for meal expenses and mileage, while in-town and working on behalf of the union.**

**B. COMMUNICATION**

1. LEC Presidents will provide the MEC Officers with written notices of their unavailable time (seven days or more) and the name of the individual who will be representing the Council. For periods of unavailable time less than seven days, LEC Presidents will provide the MEC Officers a contact number.

2. Upon request, each LEC President shall supply a monthly schedule and Council Activity Report to the MEC President.

3. The MEC shall give a current list of its LEC Committee Chairpersons to each MEC Officer.

4. International Officers should be copied in on all correspondence relating to the MEC.

5. The **(MEC Newsletter)** and FLIGHTLOG shall be sent to the Vice President of Human Resources and any other NWA Representatives approved by the MEC President.

6. Each LEC President shall provide notice of Local Council Meetings to all other LEC Presidents.

7. Each LEC President shall provide copies of their Local Council Newsletter to the MEC and MEC Officers, and shall exchange these with other LEC Presidents.

**C. ADMINISTRATIVE POLICY**

1. Subsequent to the Union's receipt of the Arbitrator's written final decision, copies of System Board of Adjustment transcripts, if they exist, will only be provided to the individual grievant(s), upon request, and after payment of the cost of copying and shipping.

2. Subsequent to the Union's receipt of the Arbitrator's written final decision, AFA representatives may be able to review transcripts at the MEC Office, if they can adequately demonstrate an administrative need to do so.

3. Members of the System Board involved in the case will be provided access to copies of transcripts prior to the Executive Session.

#### D. EDUCATION AND TRAINING FOR NEW LEC PRESIDENTS

1. New LEC Presidents will be afforded the opportunity to receive training from the MEC Officers prior to attending Local Executive Council training provided for each election category by the International Office.
2. New LEC Presidents will be provided a minimum of one current copy of each of the following documents: AFA Contract; AFA Constitution & Bylaws; Minutes from the last four (4) MEC Meetings; last eight (8) weeks of MEC Mailers; MEC Roster; BOD Roster; System Board Index; all System Board Decisions; last six (6) months of System Board Scene; MEC Settlements for the last twelve (12) months; instructions for using the **UnionWare Database**. In addition, a supply of AFA-CWA pins, AFA-CWA expense forms, AFA-CWA stationery and regular stationery supplies will be provided.

## ARTICLE V

### COMMITTEES

#### A. SCOPE

1. The MEC shall establish the necessary committees for conducting MEC business, consistent with AFA-CWA and MEC policy.
2. Any committee may be **created**, dissolved, condensed or divided at any time by a majority vote of the MEC.
3. All committees will be supplied with and shall support and follow the AFA Constitution and Bylaws and Policy Manual, as well as the MEC Rules of Procedure and Policy.
4. Insofar as practical, committees should include one member with previous experience.
- 5. The MEC may at any time create a committee based on need and voted on by a simple majority at a regular or special meeting.**
- 6. Any member in good standing may recommend to the MEC the creation of a new committee. This recommendation shall be made in writing to any MEC member and shall be discussed and approved or not approved at a regular or special meeting of the MEC.**

#### B. ELECTIONS

1. All MEC Committee Chairpersons, Negotiating Committee Members, **Committee Consultants** and SB/A members will be elected by the MEC from the active members in good standing.
2. Any person seeking a position as Committee Chairperson, **Vice Chairperson**, Negotiating Committee member or SB/A member must submit a resume and/or a signed Willingness-To-Serve statement. It is recommended that resumes be submitted **no later than** 15 days prior to the posted Election Day. Further, any candidate who wishes to appear before the MEC prior to the Election Day may do so at her/his own expense. The candidate must contact the MEC Secretary/ Treasurer to **schedule** an interview time on the meeting agenda.
- 3. Although recommended, individuals need not submit willingness-to-serve statements to the MEC in order to be suggested, recommended or elected as MEC Committee Member and/or MEC Committee Consultant.**
  - (a) Any MEC member or MEC officer may suggest, recommend and/or nominate an individual member in good standing for the position of MEC Committee Member and/or MEC Committee Consultant.**
4. The ballot used for elections will contain a space for the name and Council number of the person submitting the ballot. The final vote cast by each LECP/designee will be recorded in the Minutes of the Meeting.

5. In the event that no one candidate receives a majority of the votes cast on the first ballot, a run-off ballot will be conducted between the two candidates receiving the highest number of votes.

6. In the event there is a tie for second place in the ballot, a run-off election shall be conducted between the two candidates who are tied to determine which candidate will be on the next ballot.

7. The MEC may **at any time** choose to delegate the MEC President to appoint a specific Committee Chairperson.

#### C. TERM OF OFFICE

1. All MEC Committees and Committee Chairpersons will have terms that coincide with that of the MEC Officers, except as otherwise stated.

2. The MEC may at any time replace any member of the committee by a majority vote.

#### D. MEC RESPONSIBILITY

1. It is the responsibility of the MEC to notify each committee of its duties, term of office, and purpose.

2. The MEC assumes responsibility for insuring that committees perform their duties.

#### E. CHAIRPERSON(S) RESPONSIBILITY

1. An MEC Committee Chairperson cannot change MEC policy.

2. The MEC Committee Chairpersons represents the MEC.

3. An MEC Committee Chairperson will support a MEC position when dealing with the Company.

4. Committee Chairperson **or the Vice Chairperson** will communicate with their Local Committees at least once a month.

5. Committee Chairperson or the **Vice Chairperson** will communicate with the MEC Officers **or designee** as often as necessary, but no less than once a month, to keep them informed of their Committee projects. **This communication may be in written form, or in the form of an electronic communication, and shall be copied to all LECs.**

6. Committee Chairpersons shall submit a written report to the MEC before every regular MEC meeting. The reports should include:

- a. Committee activities
- b. Problems encountered
- c. Trends
- d. Suggestions

e. Actions/Resolutions. (If Committee Chairperson has a resolution or Agenda Item to submit to the MEC, she/he should contact the MEC Officers for assistance.)

7. Prior to writing of an Opening Letter, the Committee Chairpersons shall submit their Committee recommendations to the Negotiating Committee.

8. The Committee Chairperson shall maintain files, including data bases if necessary, and an up-to-date itemized list of their AFA property. Upon leaving their position, all files, data bases and AFA property will be transferred to their successor.

#### F. COMMITTEE RESPONSIBILITY

1. No Committee shall make or amend MEC policy.

2. Recommendations for change shall be presented to the MEC for approval.

3. All Committee recommendations will be submitted in writing to the MEC President or designee to be discussed at an MEC meeting.

4. All Committees will act as liaisons between the members, the MEC, and Company.

5. All Committees shall report to the MEC Officers on any discussions with Company.

6. The Committees will support MEC policies and positions when dealing w/Company.

7. Committees **are encouraged** to work together on a specific project or as needed.

#### G. GENERAL

1. Vacancies occurring on any MEC Committee will be filled in the following manner:

a. Standard procedures for a regular election will be scheduled for the next regular MEC meeting. The MEC President or designee can appoint a member in good standing to fill the position until the election process is complete if necessary.

b. The MEC may choose to delegate the MEC President to appoint a "specific" Committee Chairperson.

2. A MEC Committee Vice-Chairperson shall be appointed by the MEC if the need arises. The election process may be used, but the position will be considered as "appointed". If the MEC decides to have a permanent Vice-Chairperson for any Committee, then that position will be advertised for MEC elections. The MEC will develop a Scope and Policy for a Committee Vice-Chairperson prior to the election.

3. When it is necessary to utilize flight attendants from Local Councils on MEC projects, the LEC President/ designee will be solicited for recommendations and notified of a selection prior to an appointment.

**4. Whenever possible every effort will be made to seek a non-binding recommendation for the Vice Chairperson position from the elected Chairperson of the committee with a vacancy.**

## ARTICLE V - MEC COMMITTEES

### COMMUNICATION and EDUCATION

#### PURPOSE

To further the flight attendant understanding of the NWA Flight Attendant Union, of collective bargaining in general, of the flight attendant profession, and the aviation industry.

#### A. SCOPE

The Committee will be responsible for the publication of the MEC Newsletter and the development and coordination of educational programs designed to provide retrospective and prospective as well as current information about the collective bargaining concept, the flight attendant profession, the AFA-CWA and the aviation industry.

#### B. POLICY

1. There shall be **one (1)** individual elected by the MEC who will serve as Chairperson of the Committee.

**2. There shall be one (1) individual elected who will serve as Vice Chairperson and/or one (1) individual as Member of the Committee. The Vice Chairperson and Member positions may be combined into one (1) position.**

**3. In addition to the Chair and Vice Chairperson/Member position one or more individual(s) may be appointed on a temporary basis as agreed to by the MEC. The appointment shall be made by the MEC President to assist in Communications and Education. At no time shall such appointments be made at the cost of or result in a reduction in the budget of any MEC committee unless agreed to by the MEC.**

**(a) Although the election of the Communications Chair is under the jurisdiction of the MEC every effort shall be made to accommodate the wishes and recommendations of the MEC President when electing the Communications Chair, Vice Chair and/or Member.**

**(b) In the event that a vacancy occurs the MEC President may appoint temporarily an individual to fulfill the duties of Communications Chair until such time that elections are held and a new Communications Chair and/or Member is elected.**

**(c) At no time shall the Vice Chair and/or Member assume the responsibilities Communications/Education Chair without approval of the MEC - or in extenuating circumstances, the MEC President may appoint the Vice Chair and or Member to the Chair position.**

3. This Committee will be responsible for the development and coordination of the Union presentation to New Hire flight attendants while in training.

4. This Committee will be responsible for the development and coordination of programs designed to support New Hire flight attendants during the probationary periods.

5. This Committee will develop programs to provide information and support for specific issues or specifically identified groups of flight attendants as defined by the MEC.

6. This Committee will develop a Transfer-In package for use by Local Council Membership Committee.

7. This Committee will investigate and recommend the use of equipment and techniques to most efficiently implement the COMMUNICATION policies of the MEC. The Committee shall consider but not be limited to the following:

Audio/Video Tapes

Telephone Technology

Computer Networks

Satellite Technology.

8. This Committee will research and make recommendations for educational programs designed specifically for flight attendant family members or "significant others".

**9. This committee will coordinate its educational efforts with the MEC Vice-President or designee of the MEC President.**

10. The Chairperson will be responsible for submitting completed membership applications received during the New Hire Presentation to the International Office. If an application is not received, the Local Buddy Coordinator will be contacted to attempt to have a form completed and submitted to the MEC Communication Chairperson prior to the individual completing probation.

#### C. GENERAL

1. The Chairperson will utilize AFL-CIO resources available, when possible, in the research and development for Communication projects.

2. The Communication Committee will work with all other MEC Committees in the research, development and implementation of informational/educational programs as required by the MEC Committee Chairperson or as directed by the MEC.

#### D. BUDDY PROGRAM/NEW HIRES

Definition and Purpose: The AFA-CWA Buddy Connection is a program utilizing line flight attendants as AFA-CWA "Buddies", to provide practical information, support and assistance to new flight attendants during the periods of relocation, settling-in and probation. Its purpose is to further the spirit of unionism on a personal level from the beginning of a new flight attendant's career.

Major Goals:

- a. To utilize the experience of line flight attendants to assist and support new flight attendants.
- b. To share information on a peer level with her/his new hires on their local AFA Council, the base and base city.
- c. To increase the number of AFA-CWA members who are actively involved in unionism and union education.
- d. To strengthen AFA-CWA's solidarity by introducing new hire flight attendants to the importance of unionism and their careers.

Structure: The structure of the AFA-CWA Buddy Connection will consist of three levels: the MEC Coordinator, the Local Coordinator, and the line AFA-CWA "Buddies".

The MEC AFA Buddy Coordinator is an AFA-CWA member in good standing who has completed the six month probationary period; acts as a liaison between the MEC, MEC Communication Chairperson and the local AFA-CWA Buddy Connection Coordinators; assists in assembling information to be disseminated by the Local Coordinators to their "Buddies" monthly or at the discretion of the MEC; communicates with the Local Coordinators on a monthly basis when the AFA-CWA Buddy Connection is active in her/his individual Council.

Communicates with the MEC Communication/Education Chairperson on a frequent, on-going basis to report on the program's progress locally; to provide feedback and information on new hire issues; to provide feedback on "Buddy" issues and to report any information on how AFA can better support probationary flight attendants.

## E. Web Developer

Definition and Purpose: One individual appointed **by the MEC President with the recommendations of the MEC** to provide the MEC with the information necessary to take advantage of available technology and enhance our Online presence as a means of communicating information to our members and other targeted audiences. **The Web Developer and the Vice Chair of Communications may be the same individual.**

### 1. Duties:

- a. Development and coordination of the MEC's online communication tools.
- b. Make recommendations on the type of equipment and programs to be used at the MEC and Local level to implement the COMMUNICATION policies of the MEC.
- c. Maintenance of the MEC's presence on the World Wide Web or other cyberspace locations as determined by the MEC.
- d. Responsible for creating and administering online discussion groups.
- e. Coordination of online support by working with individuals at each Council interested in assisting on the Local level.

## **F. IMPACT Informed Membership Participation and Communication Team**

Definition: A communication program to effectively disseminate information to/from members.  
(in conjunction with Member Engagement Committee & IMPACT Volunteers)

### 1. Purpose:

- a. To increase membership participation in AFA
- b. To provide a factual base of knowledge for the membership.

## **G. MEC NEWSLETTER - *All Call***

1. The MEC Newsletter – *All Call* shall be sent to the President of the IAM and ALPA MEC.
2. The MEC Newsletter shall publish Union expenditures.
3. The MEC Newsletter will be a forum for flight attendant opinions and problems. Letters to the Editor will be printed, space permitting, unless they are libelous, actionable in a court of law, patently inaccurate or contain remarks that undermine the integrity of the MEC.
  - a. MEC members and MEC Committees shall be furnished with a copy of Letters to the Editor in which they are named and shall have the right of response prior to publication.
  - b. No member shall be criticized under "Name Withheld Upon Request".
  - c. Clarity and accuracy will be actively encouraged.
  - d. Open letters will not be published.
  - e. The MEC President/designee will be charged with the final decision of the contents published in the MEC Newsletter.
4. The MEC Newsletter will be published four times a year to correspond with regular MEC meetings.
5. The MEC Newsletter shall contain reports from MEC Officers and Committees as appropriate.
6. The MEC Newsletter shall contain a standing column that addresses economic issues and legislative activities and gains made by AFA through negotiations.
7. The MEC Newsletter will accept paid advertising. Standard union parameters will be applied when accepting advertisements.

## ARTICLE V - MEC COMMITTEES

### **CHAOS COMMITTEE (NSC) NEGOTIATIONS SUPPORT COMMITTEE**

#### A. SCOPE

1. The (NSC) Committee will be established prior to each contract negotiation.
2. The (NSC) will act as liaison between the Negotiating Committee, the MEC and the membership during negotiations.
3. The Chairperson will be appointed by the MEC President.

#### B. POLICY

1. Upon approval of a strike vote by the membership, the title of the (NSC) shall become the **CHAOS tm** Committee.
2. The NSC shall be in charge of coordinating all activities related to collective bargaining practices as allowed under the Railway Labor Act, i.e., informational picketing, lobbying, public information, and membership communications.
3. The MEC NSC shall attend all MEC Meetings that the Negotiating Committee attends. This is not to preclude being invited at any other time.

#### C. TRAINING

1. The MEC NSC Chairperson shall be provided the same training as the MEC.

#### D. GENERAL

1. The MEC NSC Chairperson and the Negotiating Committee will coordinate a one-day training for the Local NSC's.

## ARTICLE V - MEC COMMITTEES

### CONTRACT INTERPRETATION COMMITTEE (CIC)

#### A. SCOPE

1. The Negotiating Committee becomes the Contract Interpretation Committee (CIC) upon ratification of an agreement.

#### B. POLICY

1. Contract Interpretation Committee members will serve until a new agreement is ratified and signed.
2. This Committee shall provide to the MEC Officers and the LEC Presidents any requested information on the current agreement, such as intent of an issue when negotiated, which can be supported by their notes or testimony.
- 3. Upon ratification or as soon as possible following ratification of a contract the CIC will initiate training for all officers of the union on the new contract as specified by the MEC. This training will include but shall not be limited to LECP, LECVP, LEC Secretary, LEC Council Representative. Committee members from the MEC and LEC shall also be included whenever possible.**
- 4. Upon ratification or as soon as possible following ratification of a contract and/or training of the officers as specified above, the CIC will implement a “Don’t Leave Home Without It” campaign to educate and encourage flight attendants not to leave on a trip without their contract for reference. The CIC will:**
  - a) Develop a series of informational pieces to help educate the membership on the most important changes of the new agreement (e.g. a new reserve system, new duty times, scheduling changes, etc.)**
  - b) Each piece will highlight a section of the new agreement. These informational pieces should be distributed via electronic communications and/or written communications and/or in-person training sessions for the first year following ratification at a minimum of one per month or bi-weekly.**

## ARTICLE V - MEC COMMITTEES

### GRIEVANCE COMMITTEE

#### A. SCOPE

1. The Grievance Committee will have as its primary objective the protection of all flight attendants against arbitrary and unjust disciplinary action.
2. The Grievance Committee shall uphold the current agreement, MEC Policy, and the AFA-CWA Constitution and Bylaws.
3. The Grievance Committee shall act to secure the fastest possible procedures for all flight attendants in the arbitration of their grievances for disciplinary action.
4. The MEC Grievance Chairperson will be a member of the Grievance Screening Committee.

#### B. POLICY

1. The MEC Grievance Committee shall consist of one **(1) Chairperson and one (1) Vice Chairperson and (as necessary) one (1) Committee Member. The responsibility of the Vice Chairperson(s) and/or Member** shall be dictated by the Chairperson however:
  - (a) One Vice Chairperson or **Committee Member** will concentrate on discipline matters,
  - (b) One Vice Chairperson or **Committee Member** will concentrate on Contract/Company policy matters.
2. To assist Union attorneys in the preparation of all NWA flight attendant grievances.
3. To submit monthly reports on pending grievances and recent decisions for the MEC and LEC Grievance Committee.
4. To summarize important and interesting grievances for the Union (MEC ) Newsletter.
5. To update the Contract Information Digest. **(remove/replace??)**
6. Proposed settlements of disputes between the Union and the Company shall be presented to the LEC President or after an appeal has been filed to the System Board of Adjustment, the proposed settlement must be presented to the MEC President.
7. Priority at the System Board shall be given to flight attendants who have been terminated by the Company. Issues of sufficient importance to the collective interest can be scheduled ahead of termination grievances with the MEC President's concurrence.
8. If any dispute arises regarding the merits of a contract grievance, the MEC will have the authority to terminate or continue the grievance process.

9. The Grievance Chairperson shall conduct a yearly Seminar for the Local Grievance Chairpersons. The System Board of Adjustment members shall assist in the development and presentation of the Seminar.

10. The MEC Grievance Committee will attend all sessions of Council Reports/Open Discussion at all regularly scheduled MEC meetings unless her/his presence is required at System Board of Adjustment.

11. Grievant will be advised, via Certified Mail, of the Grievance Screening Committee determination.

12. These are not salaried positions, but the volunteers would be reimbursed for lost flight time at his/her applicable flight attendant pay rate, as well as reimbursed for lost per diem and expenses.

### C. GRIEVANCE SCREENING COMMITTEE

1. The Grievance Screening Committee will consist of the MEC President, the grievant's LEC President, the MEC Grievance Chairperson, LEC grievance rep, and MEC Grievance Vice Chairperson. This Committee shall determine if a grievant's case has merit and should be scheduled at the System Board of Adjustment.

2. After review of a grievance, the Grievance Screening Committee shall determine whether to represent a grievant at the System Board of Adjustment based on the following: (1) the evidence in the file; (2) any additional investigation the Committee deems necessary; (3) the likelihood of success at arbitration on the merits of the grievance.

3. If the Grievance Screening Committee determines the grievance lacks merit, then the grievant will be notified that AFA will not represent the grievant at System Board of Adjustment. The decision is made by the majority. In the event of a tie, the tie would be broken by an MEC Grievance Committee member.

4. The Committee's determination shall be communicated to the grievant, via Certified Mail, within 10 working days of that decision being reached.

5. The decision will also include what other remedies are available to the grievant.

6. In the event the Local President disagrees with the decision, the grievance may be brought to the MEC for a final decision.

## ARTICLE V - MEC COMMITTEES

### HOTELS AND TRANSPORTATION

#### A. SCOPE

1. This Committee shall act to investigate flight attendants' complaints on current facilities, and also to periodically check these facilities for any decline in quality.
2. This Committee shall act to survey potential facilities and attempt to eliminate or avoid any possible problems involving transportation or layover facilities.

#### B. POLICY

1. Structure - The MEC Committee will consist of one (1) Chairperson and one (1) Vice Chairperson. The MEC Hotel Committee will be responsible for system wide lodging and transportation to include Domestic, International, short and long layovers.
2. This Committee will maintain a list of hotels for future reference under the heading of long layover, short layover and combination layover.
3. This Committee shall serve as a liaison between the flight attendants and the Company should any hotel or transportation facilities prove inconvenient or unacceptable.
4. This Committee shall coordinate regularly with the MEC Safety Committee, MEC Scheduling Committee and the Pilot Hotel Committee Representatives.
5. This Committee shall have regular meetings with the Company.
6. This Committee shall establish a list of contingency hotels for use during emergency overflow at a regular hotel.
7. This Committee will act to assure flight attendants that any hotel facility they occupy is safe, secure, clean, quiet, comfortable and convenient.

#### C. ELECTION

1. The MEC will elect the Hotel Chairperson and Vice Chairperson in the General Elections or as necessary "for a three year term." The MEC shall consider the recommendation of the Committee Chairperson when electing the Vice Chairperson.
2. The terms of office for the Hotel Committee shall coincide with that of the MEC Officers.
3. Should a permanent vacancy occur prior to a term ending, the MEC shall fill the vacancy within 30 days. Should the vacant position be the Chairperson, the Vice Chairperson shall assume the Chairperson position. The MEC shall consider the

recommendation of the remaining MEC Committee member when filling the permanent vacancy.

#### D. GENERAL

1. Should the Company override the objections of the MEC Hotel Committee Chairperson and proceed to use any facility which compromises the safety or implied contractual standards guaranteed to each flight attendant, the Hotel Chairperson will notify the MEC President so that appropriate action can be taken against the Company.
2. A long layover shall be considered by the union, any layover that exceeds 15 hours block to block regardless of contractual limitations and as such will always attempt to secure a long-layover hotel definition for such layovers.
3. The Hotel Committee Chairperson or designee who examines a hotel shall mark on the approved Hotel Check List whether a hotel is approved for regular layover use (as a long, short, or combination layover), as a contingency facility only, or not approved. Records will be maintained in the MEC office files.
4. A standard inspection form provided by the NWA AFA Hotel Committee will be used when evaluating facilities.
5. During the site inspection process, the designated Hotel Committee member shall confer with the MEC Hotel Chairperson or Vice Chairperson in all hotel selections and/or changes.
6. The MEC Hotel Committee Chairperson shall provide the MEC with the list of approved layover and contingency hotels on an annual basis.

## ARTICLE V - MEC COMMITTEES

### INSURANCE & RETIREMENT

#### A. SCOPE

The MEC Insurance and Retirement Committee shall be knowledgeable in present contractually provided insurance and retirement programs. The Committee shall further be responsible for researching and recommending improvements in present programs through collective bargaining, legislation and any other means.

#### B. POLICY

1. The Insurance and Retirement Chairpersons' area of responsibility will consist of benefits for Medical, Dental, Life, LTD and all other Insurance plans provided for NWA flight attendants.
2. In addition, the Chairpersons will be responsible for all Retirement Plans: Regular Retirement, the Flight Attendant Savings Plan, all Supplemental Retirement Benefits and the 401(k) Savings Plan.

#### C. GENERAL

1. There shall be one (1) individual elected who will serve as Chairperson of this Committee.
2. In addition there shall be **two (2) elected Consultant positions** with expertise relating to one or more of all current contract provisions with respect to insurance and retirement benefits.
3. The I & R Chairperson shall advise the membership of any changes in Company, Legislative or Judicial policy regarding insurance and retirement. Such information will be disseminated in such a manner to keep the membership well informed. This may be accomplished via the Union (MEC Newsletter), or **Committee Webpage**, or LEC I&R Representatives.
4. The I & R Committee shall work to guarantee flight attendants' insurance and retirement benefit levels are equivalent to the best in the Company and the industry.
5. The I & R Committee will work to promote interest in all areas of insurance and retirement benefits.

## ARTICLE V - MEC COMMITTEES

### OCCUPATIONAL BENEFITS

#### A. SCOPE

The MEC Occupational Benefits Committee shall be knowledgeable in current contractually provided occupational benefits. In addition, the Committee shall have a working knowledge of the state Workers' Compensation Laws of the states in which there are **base** locations.

The Committee shall be responsible for researching and recommending improvements in present programs through collective bargaining, legislation and any other means.

#### B. POLICY

1. This Committee will have responsibility for all benefits provided to flight attendants who sustain a work related injury or illness.
2. This Committee will be responsible for knowledge of the Flight Attendant Long Term Disability (LTD) Policy and how it integrates with other occupational benefits.
3. This Committee will be responsible for benefits associated with Permanent Disabilities.

#### C. GENERAL

1. The Chairperson will be responsible for knowing all present contract provisions with respect to Occupational Benefits.
2. The Chairperson shall research and have knowledge of state Workers' Compensation benefits for at least the states in which **NWA maintains bases**.
3. The Occupational Benefits Chairperson will keep the membership informed of all benefits and any changes in Company, Legislative or Judicial policy regarding Occupational injuries or illnesses. This may be accomplished via the Union (MEC Newsletter), Local Council meetings or LEC Occupational Benefits Representatives.
4. The Occupational Benefits Committee shall work to see that Occupational Benefits at NWA are equivalent or better than the rest of the industry.
5. The Occupational Benefits Committee shall work to improve state Workers' Compensation Laws within the appropriate State Agencies **in conjunction with the MEC Government Affairs Committee and the Local Government Affairs Committees**.
6. The Occupational Benefits Committee will work to promote interest in the benefits provided for work related illness and injury.
7. **This position is primarily a volunteer position, with a budget for expense reimbursement and for limited lost flight time reimbursement.**

## ARTICLE V - MEC COMMITTEES

### NEGOTIATIONS COMMITTEE

#### A. SCOPE

Negotiating Committee shall incorporate the needs and desires of the flight attendants into an effective agreement.

#### B. POLICY

1. The Negotiating Committee shall consist of no fewer than three members, including the MEC President.
2. This Committee should have a good working knowledge of the current agreement and be willing to devote their full time to this Committee during negotiations.
3. The members of this Committee shall serve as the Contract Interpretation Committee until a new agreement is completed.
4. All notes and documents shall be considered the property of the MEC, and the MEC will maintain copies and make them available to interested parties.
5. At the onset of negotiations, the MEC President will be an active and participating member of the Negotiating Committee with the flexibility that the Negotiating Committee can elect to continue in the absence of the MEC President.

#### C. ELECTION

1. Any person seeking a position on the Negotiating Committee must submit a willingness to serve or a resume to the MEC Secretary/Treasurer. It is recommended that resumes be submitted at least fifteen (15) days prior to the posted election date.
2. The election process will be conducted by secret ballot, electing only one member per balloting.
3. This Committee will be elected twelve (12) working months prior to the serving of a Section 6 notice and shall function until an agreement is concluded and for six months after ratification of such agreement.
4. The Chairperson of the Negotiating Committee will be elected by the Committee.

#### D. TRAINING

1. The Committee members will be provided a Negotiations Training Seminar prior to writing an Opener.
2. The MEC and NSC Chairperson will receive a negotiations training session as coordinated by the MEC Officers, Negotiating Committee Chairperson and the International Office.

3. The Local NSC's shall be provided a one-day training session. The training will be coordinated with the Negotiating Committee and MEC NSC Chairperson.
4. A review of the bargaining process and Committee duties will be on the agenda of the MEC Meeting scheduled immediately prior to the election of the Negotiating Committee. Additional training in group decision-making and mock bargaining will also be included. The MEC Vice President, Secretary/Treasurer and Grievance Chairperson shall attend.

#### E. DUTIES

1. Update with previous Negotiating Committee and review history of negotiations on property.
2. Determine training needs.
3. Provide information to, and take direction from, the MEC.
4. Assess the priorities and needs of the members.
  - a. Gather information for and write the survey.
  - b. Meet with MEC Committee Chairpersons.
  - c. Review grievances, arbitrations and mediation settlements.
  - d. Review past Openers and industry contracts.
5. Establish goals and translate them into the Opener.
6. Communicate objectives to the MEC as part of the presentation of the Opener.
7. Communicate objectives to the members through the Road show Opener presentation.
8. Determine individual responsibilities, i.e., note taker, spokesperson.
9. Keep the members and the MEC informed in a timely fashion throughout bargaining.
10. Maintain contact, through the MEC President, with the IAM and ALPA.
11. Proof language and agree with the Company on implementation and effective dates.
12. Review tentative with the MEC.
13. Prepare membership summary package and Roadshow schedule.
14. Present the tentative to the members.
15. Proof printed agreement and prepare contract index.
16. Collate notes, Opener and proposal books for MEC office files.
17. Prepare contract interpretations for new concepts.
18. Debrief and prepare report for future negotiations reference.

19. Remain available as a resource for interpretations.

#### F. GENERAL

1. The MEC shall determine if the Committee will be enlarged and will take the proper steps to obtain such extra member.
2. Should a vacancy on the Negotiating Committee exist, the MEC will determine if and in what manner the vacancy will be filled. The recommendations of the Negotiating Committee will be taken into consideration.
3. This Committee shall communicate with the MEC prior to negotiating any Side Letter of Agreement.
4. This Committee shall present all Letters of Agreement to the MEC for ratification prior to signing any such agreement.
5. A running file of problems to be corrected and goals to be negotiated will be kept by the MEC and these items will be used in conjunction with membership surveys to establish priorities in negotiations.
6. A member of this Committee will be present at MEC Meetings when not meeting with the Company in negotiations. The MEC President and Negotiating Committee Chairperson shall decide whether it is necessary for the entire Committee and MEC NSC Chairperson to attend.
7. Every effort will be made to have the Negotiating Committee travel as a whole for Roadshows.
8. Communications from the Negotiating Committee to the membership may be contained in the Union UPDATE and highlighted as a Negotiations Update. This would not preclude the use of mailings to the membership exclusively from the Negotiating Committee.
9. As soon as a tentative agreement has been reached, a Special MEC Meeting shall be called to review the agreement prior to submission to the membership for ratification.
10. Each LEC President shall receive a minimum of three complete copies of the tentative agreement at the MEC Meeting and additional copies of the summary as soon as possible.
11. Each LEC President shall be provided with three complete contracts immediately after contract ratification.
12. The entire Committee shall meet in all pre-negotiations conferences with the Company in order to establish an image of unity and assure total understanding of the issues discussed, except as otherwise decided by the Negotiating Committee.
13. All communications to the MEC, LEC's, or membership pertaining to negotiations are to be conducted through this Committee.

## ARTICLE V - MEC COMMITTEES

### EMPLOYEE ASSISTANCE/PROFESSIONAL STANDARDS COMMITTEE

#### (EAP)

##### A. SCOPE

The Committee exists to assist any flight attendant in any area that affects professional performance by means of a personal discussion and has a responsibility to those submitting reports, those voluntarily seeking assistance, and those brought to the attention of Professional Standards by their peers.

The Committee promotes accountability for, and compliance with, all lawful Federal Air Regulations, an adherence to contract rules, an appropriate observance of relevant operational requirements of Northwest Airlines, and a professional effort to maintain appropriate safety practices relating to passengers and co-workers.

The Committee encourages sound and professional relationships with co-workers and with passengers. It encourages professional deportment/demeanor of all flight attendants.

##### B. POLICY

1. Employee Assistance/Professional Standards Committee members will function in accordance with International EAP/PS Committee guidelines.
2. The EAP Resource Manual and EAP Handbook are the written guidelines for Committee structure and functioning.
3. All matters brought to the Committee's attention will be handled with utmost confidentiality.
4. AFA EAP/PS Committees will coordinate and promote cooperation with other employee represented groups in attempting to resolve conflicts which may arise out of working relationships.
5. EAP/PS will be available to assist any flight attendant prior to, or following, a disciplinary process. The MEC and International AFA EAP/PS discourage a Committee member from being present in any grievance hearing.
6. EAP/Professional Standards does not evaluate performance, accuse or judge, punish, preach, nor threaten.
7. Monitor and evaluate EAP/Professional Standards scope, policy, structure, and procedures, and report results and suggested changes to MEC.
8. Coordinate and fully inform the MEC President of all violations of confidentiality by NWA MD.

### C. GENERAL

1. The NWA AFA-CWA EAP/Professional Standards Committee is most effective as a SELF-HELP aid. Any flight attendant who becomes aware of a problem affecting job performance is encouraged to seek voluntary assistance from the Committee.
2. Each flight attendant has a responsibility to exercise reasonable personal efforts (one-on-one) to resolve a problem prior to contacting this Committee for assistance.
3. Flight attendants are expected and encouraged to go to the EAP/Professional Standards Committee to attempt resolution of a conflict through peer efforts, rather than to request action from management.
4. The MEC opposes any practice of using flight attendants to check-ride other flight attendants.
5. The EAP/Professional Standards Committee will conduct ongoing education of the membership as to the function, scope, and operation of the Committee.
6. There shall be **one (1) individual elected who will serve as Chairperson and one (1) individual elected who will serve as Vice Chairperson for the Committee.**
7. The responsibilities of the EAP/PS Chairperson shall be as follows:
  - a. Establishes and maintains an effective working relationship and active liaison with the **MEC and the International EAP department** to promote effective use of the program and conduct needs assessment as designated.
  - b. Provides case consultation and guidance to EAP peers.
  - c. Assists in recommending, screening and interviewing EAP peer counselors.
  - d. Will monitor and promote visibility and utilization of EAP services offered by AFA-CWA to the flight attendants.
  - e. Will assist with the oversight of the reporting process by individual peers.
  - f. Will assist with maintaining familiarity with resources and information.
  - g. Will assist with EAP training and presentations as needed.
  - h. Will provide, as directed by the International EAP Department, critical incident response services.
9. The EAP/PS Vice Chairperson will report directly to the MEC EAP Chairperson. The candidates for the positions should have a minimum of two years AFA-CWA EAP experience as well as satisfying the requirements for election under the MEC Policy Manual.

## ARTICLE V - MEC COMMITTEES

### RESERVE COMMITTEE

#### A. SCOPE

This Committee shall be responsible to monitor all problems specific to flight attendants on Reserve status **ensuring that Reserve concerns are elevated and maintained at a level equal to the concerns of line Flight Attendants.**

#### B. POLICY

The Committee will monitor all **Regular Reserve** and Ready Reserves' concerns on a system wide basis through Local Reserve Committees.

1. Solicit and review input from Local Reserve Committees, being alert to trends, similar problems and violations.
2. Compile the information and relay to the MEC through monthly newsletters or reports.
3. Assist Local Reserve Committees in resolving problems.
4. Work through the MEC Grievance Chairperson to resolve system-wide Reserve violations.

#### C GENERAL

**The Committee shall work closely with the members of the Negotiations Committee researching and conducting member feedback to enhance the Reserve section of our contract.**

- 1. At least once (1) a year, but no less than once (1) prior to the beginning of negotiations a survey shall be performed of the Reserve Flight Attendants to determine what issues need to be addressed through negotiations on the Reserve section of the contract.**
- 2. During negotiations, the MEC Reserve Committee will assist the Negotiations Committee in gathering feedback from the Reserve Flight Attendants on issues being negotiated on their behalf.**

#### D. ELECTION

- 1. The MEC Reserve Committee shall consist of one (1) Chairperson and one (1) Vice Chairperson.**
- 2. The term for the Chairperson and Vice Chairperson shall be concurrent with that of the MEC Officers.**
- 3. Election of the MEC Chairperson and Vice Chairperson shall be done at a regular or special meeting of the MEC.**

## ARTICLE V - MEC COMMITTEES

### **AIR SAFETY, HEALTH and SECURITY**

#### A. SCOPE

This Committee shall work with the Company on matters pertaining to cabin and flight attendant safety, health and security.

#### B. POLICY

1. The Safety, Health and Security Chairperson is the primary contact with the Company, the FAA and the International Office.

- a. Shall attend any safety meetings with the Company.
- b. Shall attend FAA/NWA safety meetings.
- c. Shall attend the AFA-CWA Air Safety Department Training Seminars.
- d. Shall conduct LSHC Training and include:
  - (1) NTSB Accident Investigation Procedures.
  - (2) Hijack/sabotage/assault procedures.
  - (3) LSHC responsibility to LEC President and MEC Safety, Health and Security Chairperson.
- e. Shall communicate with the AFA-CWA Air Safety Department (as appropriate).
- f. Shall communicate with other airline safety representatives (as appropriate).
- g. Shall participate in accident investigation, hijacking, sabotage, etc. (as directed).
- h. Shall communicate with the NWA ALPA MEC Safety Chairperson (as appropriate).
- i. Shall attend and participate in Congressional hearings dealing with cabin safety (as directed).
- j. Shall assign special safety assignments to the LSHCs as appropriate. The MEC Officers and the appropriate LEC President shall be advised of these special assignments.
- k. Shall send the LSHCs the NWA flight attendant assault information from the FAA in her/his monthly report.

2. Shall handle safety incidents (equipment problems, occupational injuries, etc.) as they arise.
3. The Committee shall send the LSHC Chairperson monthly synopsis of local safety events.
4. This Committee shall participate in programs concerned with air safety, health and security.
5. The MEC Safety, Health and Security Chairperson, the LSHC and the MEC President shall be on a 24-hour call-out in the event of an accident.
6. The MEC Safety, Health and Security Chairperson shall have the responsibility of activating and coordinating the Emergency Response Procedure.
7. Flight Pay Loss paid by the company per month, as agreed to with the company “on an ad hoc basis. **Every effort will be made to increase these guaranteed hours with the company.**

#### C. Vice Chairperson

##### Duties & Responsibilities:

1. Assist the Chairperson by maintaining contact with the Local Chairpersons to ensure they are informed of MEC positions and the status of pending items; working on special projects; and following-up on open issues.
2. Ensure **ASAP** is being utilized to its fullest potential.
3. Serve as the AFA-CWA representative on Corporate safety, health and security groups as necessary.
4. Provide coverage when the Chairperson is out of town.
5. Act as the liaison with other Union groups.

## ARTICLE V - MEC COMMITTEES

### SCHEDULING COMMITTEE

#### A. SCOPE

This Committee is responsible for the following areas:

##### 1. Flight Attendant **Scheduling Issues**

- a. This Committee shall be responsible for discussing scheduling problems with the Company and will report such problems and resultant discussions to the MEC.
- b. This Committee will maintain written records of agreed upon standards and procedures and shall report to the MEC and Local Scheduling Committees any proposed or imposed modifications to such practices.
- c. This Committee shall monitor the Company throughout the scheduling process for any perceived or potential violations of the Agreement and shall identify these violations to the **MEC**

##### 2. Staffing Guidelines and Understaffing Figures

- a. Monitor monthly understaffing reports and make written recommendations to the Company for appropriate resolution.

##### 3. **Allocation of hours.**

- a. This Committee shall work in conjunction with the MEC Reserve Committee Chairperson to confirm that the Company reports **on allocation of hours** are accurate and complete.
- b. In conjunction with the MEC Reserve Committee Chairperson, this Committee shall monitor movement of flying **between bases** and shall provide the MEC with its evaluations of the reasons behind such **reallocation of hours** and remedy for such, if justified.

#### B. POLICY

##### 1. Flight Attendant Schedules:

- a. The MEC Office shall maintain a permanent file for all Local Schedules for the use of the **MEC** Scheduling Committee.
- b. The **MEC** Scheduling Committee Chairperson/ designee shall send a report to the MEC on a monthly basis on all activities relating to the scheduling process. When the meetings or communications are due to unusual scheduling activities, a separate report will be sent.

c. The **MEC** Scheduling Committee will discuss any problems occurring within the scheduling process with the Local Scheduling Committee Chairperson on a monthly basis and will provide any suggestions for remedy of problems to the Local Council President.

d. The **MEC** Scheduling Committee shall schedule meetings with the Local Scheduling Committee Chairs on a regional **or MEC** basis, as appropriate, for the purpose of interim training or other such scheduling related issues.

e. The **MEC** Scheduling Committee shall invite Local Scheduling Chairpersons to attend any **scheduled MEC Scheduling Committee** meeting and any other such meetings as are appropriate. **Such invitation shall be open to all Local Scheduling Chairpersons.**

## 2. Staffing

a. Request feedback from all **bases** on flights where services, load, staffing, or flight time cause the flight attendants difficulty in completing the standards of performance.

(1.) Compile the feedback and relay it to the MEC.

(2.) Use **base** feedback to work with the Company in resolving the Union's problems and concerns.

b. The Local Council Presidents shall forward copies of the Company's understaffing reports to the MEC Office for use by the **MEC** Scheduling Committee.

(1.) Monitor understaffing statistics and, where appropriate, establish trends of chronic understaffing for current and future use.

(2.) Use all information available to eliminate understaffing.

(3.) Movement of flying hours

a. The **MEC** Scheduling Committee in conjunction with the MEC Reserve Committee Chairperson will review movement of IDs (?) with the intent of resolving the problems which generate such movement.

b. Should specific causes be established, the **MEC** Scheduling Committee shall work with the Company to resolve the Union's concerns provided that such action does not otherwise negatively impact the flight attendants, i.e., surplus.

## C. ELECTION

1. The MEC Scheduling Committee shall consist of one (1) Chairperson and **one (1) Vice Chairperson.**

2. The Committee Chairperson's term of office shall be concurrent with that of the MEC Officers.

D. GENERAL

**(Left blank for MEC Scheduling Committee's feedback )**

## ARTICLE V - MEC COMMITTEES

### UNIFORM COMMITTEE

#### A. SCOPE

The Uniform Committee is responsible for the following:

1. This Committee will work with the Company during uniform development and changeover.
2. This Committee will report any problem areas in existing and proposed uniforms.
3. This Committee will keep informed of all work on proposed uniforms and make recommendations to the Company on behalf of the membership.
4. This Committee will monitor the NWA Flight Attendant Manual and its revisions in the areas of appearance and uniforms.

#### B. POLICY

1. The MEC Uniform Committee will establish proposals for consistent appearance standards to be considered by the Company and will work to avoid or abolish any standard which is discriminatory, demeaning or unreasonable.
2. The MEC Uniform Committee shall bring to the Company's attention any uniform material known to be highly flammable, uncomfortable, impractical, or unsafe. It shall request that the dangerous material be replaced in accordance with the agreement.

ARTICLE V - MEC COMMITTEES

GOVERNMENT AFFAIRS COMMITTEE

A. SCOPE

1. Coordinate activity on all legislative issues through the President's Office.
2. Act as an advisor to the LEC President/Designee on FlightPAC, legislative **agenda and** issues and AFA-CWA's political **program**.

B. POLICY

**1. Shall work closely with the Mobilization Committee and the Communication/Education Committee to accomplish the goals of the Committee in engaging membership participation in legislative affairs.**

**2. Shall develop and coordinate with the local Government Affairs Chair and establish Voter Registration campaigns, (even numbered years) and conduct these campaigns at every base in coordination with the Local Council.**

3. Administer the Committee and conduct activities in accordance with the Constitution of the AFA-CWA Legislative Political Committee including ongoing FlightPAC campaigns.

- a. **FlightPAC campaigns shall be coordinated by the MEC Government Affairs Committee at least once (1) a year at every base on an in-person format whenever possible and using the Local Government Affairs Committee.**
- b. **The Local Council shall assist the MEC Government Affairs Committee in securing any permits and/or approval from local base management and/or Airport authority for the campaign.**

4. Procedures for requesting contributions.

a. Any member in good standing may request donations from Flight/PAC for a specific candidate.

b. The criteria for contributions should include but are not limited to:

(1) Name, Party, District

(2) Member's voting record on labor issues and, if incumbent, committee candidate sits on

(3) Any correspondence from representative

(4) Description of candidate's attitude on AFA issues and any specific issue candidate has supported

(5) Accessibility of that member to AFA

(6) Written record of all visits and contacts.

c. If, for any reason, the request is not approved by the Flight/PAC Steering Committee, the LEC President of that Council will receive the reasons for denial in writing from the Steering Committee.

### **C. ELECTION**

**1. The MEC Government Affairs Committee shall consist of one (1) Chairperson and one (1) Vice Chairperson.**

**2. The term for the Chairperson and Vice Chairperson shall be concurrent with that of the MEC Officers.**

**3. Election of the MEC Chairperson and Vice Chairperson shall be done at a regular or special meeting of the MEC.**

**4. In the event of a vacancy, the MEC President may appoint temporarily an individual member in good standing to conduct and or complete legislative activities. In the event that the vacancy is that of Vice Chair, the MEC President shall consult with the MEC Government Affairs Chair regarding a replacement.**

ARTICLE V - MEC COMMITTEES  
MEMBERSHIP ENGAGEMENT COMMITTEE  
(MOBILIZATION COMMITTEE)

PURPOSE

To increase our power, through the membership activism.

A. SCOPE

1. The Committee shall be responsible to systematically engage members on issues and achieve a high level of participation.

B. POLICY

1. The Chairperson is responsible for assisting the MEC in developing a permanent structure, which supports an ongoing Flight Attendant engagement program.
2. The chairperson shall work with the MEC Officers in developing all system-wide activities.
3. The Chairperson shall work with the LEC Presidents and LEC Membership Engagement Chair in developing all local activities.
4. The Chairperson shall develop and present an annual Membership Engagement Committee training.
5. Shall comply with all other MEC Chairperson responsibilities as found in Article V.E.

**6. IMPACT Informed Membership Participation and Communication Team**

Definition - **IMPACT** is an on-going, system-wide program, designed to provide specifically requested information to/from the membership to the leadership of AFA-CWA - Master Executive Council, Negotiating Committee or Negotiations Support Committee - in a designated time frame. The information will be gathered from random sampling surveys conducted by a trained network of line flight attendants, who poll and disseminate information to other flight attendants.

Purpose:

- a. To establish an on-going, two-way process for vital communication between AFA-CWA members and their leaders.
- b. To improve and expedite communication between line flight attendants and the AFA-CWA and their AFA officers.
- c. To act as an educational tool by increasing membership awareness of specific AFA-CWA projects and important issues.

- d. To improve cohesiveness of the flight attendant group by establishing a vital personal network between AFA-CWA members and their elected officers.
- e. To enhance the quality, timeliness and involvement in the communication process between line flight attendants and AFA-CWA leadership.
- f. To enable Local Councils to gather input on issues pertinent to their base.

## ARTICLE V – MEC COMMITTEES

### MEMBERSHIP COMMITTEE

#### A. SCOPE

1. The MEC Membership Committee will be responsible for the New Hire Program (Please see Communications section for more information).
2. The MEC Membership Committee will be responsible for non-member outreach.
3. The MEC Membership Committee will be responsible for collating membership data and coordinating with AFA Member Services and LEC Membership Chairs and Vice Chair.

#### B. POLICY

1. The MEC Membership Committee shall consist of (1) Chair and (1) Vice Chair and as many committee members as the Chair and Vice Chair.

#### C. ELECTION

1. The MEC shall elect the Chair and Vice Chair in the General Election or as necessary for a 3-year term, concurrent with that of the MEC Officers' terms of office.
2. Should a vacancy occur prior to a term ending, the MEC shall determine when the vacancy will be filled.

## ARTICLE V – MEC COMMITTEES

### PURSER COMMITTEE

Position: MEC Chairperson

#### **DESCRIPTION AND RESPONSIBILITIES:**

The MEC Committee Chairperson's duties shall consist of the following:

1. Be thoroughly familiar with Section 9 of the Flight Attendant Agreement, Purser, and Generally with other sections of the contract, especially sections 5 and 6, Hours of Service and Scheduling.
2. Coordinate with the MEC and the Company to ensure that all provisions of the contract regarding pursers and the related sections are upheld, especially section 9.D. regarding purser training.
3. Communicate with and assist the Local Executive Committee (LEC) Purser Chairpersons at each base where such positions exist.
4. Maintain a good working relationship with the MEC and the Membership.
5. Prepare periodic, germane communication pieces relevant to the Committee that are to be distributed to the general Membership through normal and sanctioned channels of the Union.
6. Schedule and participate in a quarterly meeting with the MEC Vice President. Although an "in-person" meeting may be preferred, a teleconference shall suffice to satisfy this obligation.
7. Provide a written quarterly report to the MEC regarding the communications and activities that the Chairperson has engaged in during the specified time as related to the purser position.
8. Perform other related duties as assigned by the MEC.

#### **QUALIFICATIONS:**

1. Be an AFA member, dues current, and otherwise in good standing.
2. Have been a purser qualified (PQ) Flight Attendant for at least one year.
3. Be motivated, a self-started, able to follow direction and to follow through.
4. Possess excellent oral and written communication skills.
5. Exhibits leadership skills required of a purser and a Union leader.
6. Displays a professional demeanor at all times.
7. Shows strong interpersonal skills.
8. continues to develop purser core competencies in self and others.

ARTICLE V – MEC COMMITTEES

SPECIAL ASSIGNMENT (SAFA) COMMITTEE

(blank, awaiting submission from SAFA Committee)

## ARTICLE V - MEC COMMITTEES

### LOD COMMITTEE

#### A. SCOPE

This Committee shall be responsible to monitor all problems specific to flight attendants on Language of Destination (LOD) status **ensuring that LOD concerns are elevated and addressed.**

#### B. POLICY

The Committee will monitor all LOD concerns on a system wide basis through Local LOD Committee volunteers.

1. Solicit and review input from Local LOD Committees, being alert to trends, similar problems and violations.
2. Compile the information and relay to the MEC through monthly newsletters or reports.
3. Assist Local LOD Committees in resolving problems.
4. Work through the MEC Grievance Chairperson to resolve system-wide LOD violations.

#### C GENERAL

**The Committee shall work closely with the members of the Negotiations Committee researching and conducting member feedback to enhance the LOD section of our contract.**

- 1. Once (1) a year, but no less than once (1) prior to the beginning of negotiations a survey shall be performed of the LOD Flight Attendants to determine what issues need to be addressed through negotiations on the LOD section of the contract.**
- 2. During negotiations, the MEC LOD Committee will assist the Negotiations Committee in gathering feedback from the LOD Flight Attendants on issues being negotiated on their behalf.**

#### D. ELECTION

- 1. The MEC LOD Committee shall consist of one (1) Chairperson.**
- 2. The term for the Chairperson shall be concurrent with that of the MEC Officers.**
- 3. Election of the MEC Chairperson shall be done at a regular or special meeting of the MEC.**

## ARTICLE VI

### MEC MEETINGS

#### A. FREQUENCY

The MEC President shall call meetings as necessary for the efficient handling of Union business in accordance with the AFA-CWA Constitution and Bylaws. In no case are there to be less than two meetings a year.

#### B. NOTIFICATION

1. Written notices of all regular MEC meetings shall be sent to each member of the MEC at least 15 days in advance.
2. Notification will include the time, place and order of proposed Agenda Items for that meeting; also hotel arrangements and dates of release from schedule.
3. MEC Committee Chairpersons, Negotiating Committee members and System Board members will receive the same notification as the MEC for MEC Meetings.
4. Advance notice of MEC meetings with date and location will be communicated to the membership via bulletin board postings and newsletters. Members are encouraged to attend at their own expense.
5. It is suggested by the AFA-CWA Constitution and Bylaws that one regular meeting per year be held at the International Office.
6. MEC meetings will be held in Minneapolis. **However, whenever possible every effort will be made to conduct MEC meetings at Flight Attendant bases in order to allow the members to attend the meetings.**
7. Once AFA-CWA NWA MEC meeting dates are scheduled, the AFA-CWA NWA MEC meeting dates shall not be changed without the concurrence of two-thirds (2/3) of the MEC.
- 8. A majority vote of the MEC via teleconference, fax or e-mail may cancel a regularly scheduled meeting no less than 72 hours before the meeting date.**

#### C. AGENDA

1. Any item submitted by an MEC member shall be placed on the agenda by the MEC President.
2. Agenda Items submitted by the MEC shall be in writing and signed. (Please refer to attached "MEC AGENDA FORM".)
3. Agenda Items should be submitted in time to become part of the meeting notification. The MEC President will determine the time frame for Agenda Items and the acceptance of late Agenda Items during the meeting.

4. The agenda of the MEC meeting scheduled immediately prior to the election of the Negotiating Committee will include a review of the bargaining process. A review of the qualifications considered necessary for Negotiating Committee members will also be included.
5. Reports from Executive Board Sessions will be placed on the agenda of the MEC meeting following an Executive Board Meeting.
6. At least two weeks prior to a Regularly scheduled MEC Meeting, the MEC Meeting Agenda and Meeting Agenda Items will be posted on the NWA MEC website in the non-public section.

#### D. ATTENDANCE

1. The MEC Secretary/Treasurer shall act as the Certification Committee and certify the legality of each representative or observer present.
2. Each Council will be represented under the AFA-CWA Constitution and Bylaws at each meeting of the MEC.
3. All meetings of the MEC shall be considered open unless directed closed by the MEC.
4. Observers may be given floor privileges by a majority vote of the MEC.
5. A MEC member may designate any other member of the MEC to act fully on that member's behalf as that member's proxy, however:
  - a. A proxy must be in writing.
  - b. A proxy may not be transferred.
  - c. A proxy should contain the date and time it was given and shall be included in the Regular Meeting Minutes.
  - d. Should the original representative return to the Meeting, she/he resumes all of the rights and privileges and the transference of the proxy becomes null and void.
6. The MEC will invite newly elected, but not yet installed, LEC Presidents to MEC meetings as observers at MEC expense. The MEC meeting during which the review of the bargaining process and Negotiating Committee qualifications is scheduled should be attended by the newly elected, not yet installed, LEC Presidents. Each LEC President is encouraged to invite, at one time or another, every elected Officer from the Council.
7. LEC Officers attending MEC meetings and all other scheduled meetings will have their flight pay loss covered by their Local budgets.
8. LEC Presidents may request, when necessary, flight pay loss from the MEC budget in order to attend MEC meetings.
9. An invitation shall be extended to **the International** President of AFA-CWA or another International Officer, once yearly, to attend a NWA MEC meeting for the

purpose of providing information on the general business of the Union and to solicit any appropriate support or ideas from the NWA MEC.

10. The MEC Grievance Committee will attend all sessions of Council Reports/Open Discussion at all regularly scheduled MEC meetings unless her/his presence is required at System Board of Adjustment.

11. Flight pay loss for MEC Committee Chairs required to attend MEC meetings will be charged to the MEC budget.

## E. PROCEDURE

1. The MEC may conduct its meetings under rules of order it wishes provided that:

a. Each member of the MEC shall be allowed the privilege of fully expressing her/his views and/or views of her/his constituency on each item of business.

b. The MEC President or any MEC member may call for a return to the rules of order at any time. When this is called for, the MEC President shall immediately conduct the meeting according to the principles laid down in "The Standard Code of Parliamentary Procedure", unless the question is specifically provided for in the AFA Constitution.

2. The MEC will conduct its business as in AFA-CWA Board of Directors Meeting, i.e., through Committee work or as a "Committee of the Whole".

a. There shall be three "Agenda Item Committees".

b. Each LEC President shall be assigned to a Committee by the MEC President or her/his designee.

c. Agenda Items shall be assigned equally to each Committee by the MEC President or her/his designee.

d. The MEC Vice President shall serve as the "Steering Committee". (Refer to the attached "Committee Work Information" form and the "Committee Recommendation" form).

e. A one hour professional development session will be scheduled at each regularly scheduled MEC Meeting. The training topic will be determined at the preceding MEC Meeting.

3. With the exception of Motions for breaks, a "Motion Form" will be completed for all Motions made during any regular or special MEC meeting. A list of the Motions passed will be provided to each LECP no later than seven (7) days following the meeting.

4. Each member of the MEC will record their vote on Agenda Items on a form supplied by the MEC Secretary/Treasurer. These forms will become part of the Meeting Minutes. Compilation of Actions will be made available to each LECP within two (2) weeks of the MEC Meeting to be posted on AFA Bulletin Boards and websites.

## F. SPECIAL MEETINGS

1. A special meeting may be called in accordance with the AFA-CWA Constitution and Bylaws.
2. Notification of such a meeting must be sent at least forty-eight hours in advance by **email** and shall include the agenda.
3. No business other than that specified in the written notice shall be conducted except with a three-fourths majority approval, and then only if all MEC members or their legal proxies are present.

## G. CONFERENCE CALLS

Conference calls shall be scheduled and conducted using the procedures outlined for Special Meetings in Article VII.D.2. of the AFA-CWA Constitution and Bylaws.

## H. MEETING RECORDS

1. The MEC President shall make suitable arrangements for the recording of the Minutes of each meeting and conference call, with the approval of the MEC. The Minutes will reflect how each member of the MEC voted with the exception that votes on Motions for recess, breaks, internal resolutions of thank you and/or support and elections will be reflected in the Minutes. The completed MEC Minutes will be available to any members in good standing through their LEC President.
2. MEC Minutes shall include the names of all those present.
3. The MEC Secretary/Treasurer shall send the LEC Presidents and MEC Committee Chairpersons the MEC Minutes with an updated MEC address list. The LEC President will make MEC Meeting Minutes available to all Local officers.
4. The final version of all NWA MEC Agenda Items and the subsequent recorded voting results scanned from the Agenda Item Voting Record of each LEC representative will be published by the MEC Secretary/Treasurer on the AFA-CWA NWA MEC website within ten (10) business days from the conclusion of each MEC Meeting. This information will be included in the Compilation of Actions.

## I. MEETING ROOMS

1. All NWA MEC Meeting Rooms will be designated as non-smoking areas.

## **NWA MEC AGENDA FORM**

AGENDA ITEM NO.

MEETING DATE

SUBJECT:

STATEMENT OF QUESTION:

SOURCE & DATE SUBMITTED:

BACKGROUND INFORMATION:

PROPOSED SOLUTION:

## COMMITTEE WORK INFORMATION FORM

Each LEC President has been assigned to an "Agenda Item Committee". When the meeting is recessed for Committee meetings, all LEC Presidents should convene in their assigned Committee. The Temporary Chairperson should inform the MEC Vice President of the location of the Committee meeting.

Although the Officers have designated a Temporary Chairperson for each Committee, the first order of business will be the election of a permanent Committee Chairperson.

### Committee Review of Assignments

Your Committee Chairperson will read the "Statement of Question". The Committee should:

- Determine the exact issue of each Agenda Item.
- Combine items of the same general subject to be dealt with as a single Agenda Item.
- Carefully review items involving current AFA Policy, MEC Policy, the ability to implement them, and the relationship of the proposal to the existing policy on the subject.
- Solicit viewpoints available from LEC's or staff with specialized knowledge on the subject.

### Developing Committee Recommendations

- Once the Committee agrees on the general tenor of the recommendation, the Chairperson will assign several members to draft a recommendation.
- Recommendations involving current policy should contain a provision to revoke, modify or affirm present policy.
- When the Committee adopts a recommendation on the Agenda Item, the Chairperson will complete the "Committee Recommendation Form" in the Agenda file folder and return the entire folder to the Steering Committee.

### Follow-up

The MEC cannot act on an Agenda Item until your Committee recommendation is:

- Drafted, adopted and returned to the Steering Committee.
- Typed and distributed to the MEC through the meeting office.

The resolution draft as finally agreed upon in the Agenda Item Committee should be brought to the Steering Committee without delay, along with the Agenda Item file folder. Do not wait until action on all subject assignments has been completed. Should a Committee experience difficulty in completing its workload, the Steering Committee will assist you or reassign an Agenda Item to another Committee.

## COMMITTEE RECOMMENDATION FORM

Committee Number:

Agenda Item Number:

Meeting Date:

Subject:

COMMITTEE RECOMMENDATION:

DATE:

Adopted

Not Adopted

Amended

Tabled

Return to Committee

Your Council Vote

Chairperson

**NWA MEC MOTION FORM**

Moved by:

Seconded by:

AND I SO MOVE

Signature

Date

## ARTICLE VII

### SYSTEM BOARD OF ADJUSTMENT

#### A. SCOPE

Members are to serve on the System Board of Adjustment for the purpose of arbitrating any disputes or grievances which may arise under the terms of the Agreement between Northwest Airlines and its Flight Attendants.

#### B. POLICY

1. There shall be two (2) Members and three (3) Alternates elected to represent the **AFA-CWA**.
2. The three (3) Alternates shall be designated First, Second and Third Alternate and will fill vacancies on the System Board in that order. First and Third Alternates will fill the two (2) year term beginning **July 1, 2007 through July 31, 2009**. Second Alternate will fill a one (1) year term beginning **July 1, 2009 through July 31, 2010**. The Second Alternate will then be elected to a two (2) year term beginning through beginning **July 1, 2007**, and be elected every two (2) years thereafter. This election will occur at the MEC meeting prior to starting the July1, 2007 term.
3. System Board members shall be elected for a two (2) year term of office or until their successors have been duly elected. At least one Union member and Alternate shall be elected each year to ensure, insofar as possible, that both Union members will not at any time be new.
4. The System Board members will act in the best interest of the membership and the Association and will be consistent with the Agreement between the Flight Attendants and United Airlines.
5. The System Board members will be required to update the System Board Index every six months.
6. System Board members shall assist in the development and presentation of the yearly Grievance Chairpersons Seminar.
7. The MEC President shall have the ability, in the event of an emergency, to appoint a qualified member in good standing to fill an ad hoc position on the Board, should none of the Alternates be available.
8. The MEC on an ad hoc basis, by majority vote, may appoint an expert as a substitute for one member of the System Board of Adjustment.

ARTICLE VIII(left in place in case we want to develop)

FIGHT ATTENDANT RETIREE MEDICAL PLAN BOARD

A. SCOPE

AFA-CWA members/designees are to serve on the Flight Attendant Retiree Medical Plan Board for the purpose of resolving disputes which may arise under the terms of the Agreement between Northwest Airlines and its Flight Attendants. AFA-CWA members/designees shall be knowledgeable in **current** contractually provided insurance and retirement programs. AFA-CWA members/designees will be responsible for assisting in the research and recommendation of improvements in present programs.

B. POLICY

1. Two members from AFA-CWA, who are not required to be flight attendants, will serve with two members from Northwest Airlines.
2. This Board will meet twice each year, or as necessary.
3. AFA-CWA members/designees to this Board will act to monitor the flight attendant pre-Medicare Comprehensive Medical Plan and other Welfare Benefit Plans.
4. AFA-CWA members/designees to this Board will review health and welfare data for Northwest flight attendants.
5. AFA-CWA members/designees to this Board will review the rate setting process for the flight attendant pre-Medicare Comprehensive Retiree Medical Plan. Disputes on the rate setting will be resolved by the Flight Attendant System Board of Adjustment.
6. This Board may establish additional goals, structure and operating procedures in conjunction with AFA-CWA and Northwest Airlines.
7. AFA-CWA members/designees to this Board will report their activities to the NWA MEC, and coordinate information with the International AFA-CWA Research Department.
8. AFA-CWA members/designees to this Board shall assist in the development and presentation of the annual Insurance & Retirement Seminar.

C. ELECTION

The MEC will elect the AFA-CWA members/designees to the Flight Attendant Retiree Medical Plan Board in the general elections or as necessary. Terms will be consistent with Article V.C., COMMITTEES, of the NWA MEC Policy Manual.

D. GENERAL

AFA-CWA members/designees to this Board will act in the best interest of the membership and the Association, and will be consistent with the Agreement between the Flight Attendants and Northwest Airlines.

## ARTICLE IX

### FLIGHT ATTENDANT RETIREMENT BOARD (left in place in case we want to develop)

#### A. SCOPE

AFA-CWA members/designees, or their alternate, are to serve on the Flight Attendant Retirement Board for the purpose of resolving disputes of flight attendants, retired flight attendants and their beneficiaries regarding flight attendant retirement benefits (all plans) and 401(K) hardship withdrawals. AFA-CWA members/designees, and their alternate to this Board, shall be knowledgeable in present contractual retirement programs. AFA-CWA members/designees, and their alternate to this Board, will be responsible for assisting in the research and recommendation of improvements in present programs.

#### B. POLICY

1. Two members and one alternate from AFA-CWA, who are not required to be flight attendants, will serve with two members and one alternate from Northwest Airlines.
2. AFA-CWA members/designees, or their alternate to this Board, will hear, as a four member Board, disputes of flight attendants, retired flight attendants and their beneficiaries regarding flight attendant retirement benefits (all plans) and 401(K) hardship withdrawals.
3. AFA-CWA members/designees, or their alternate to this Board will sit as Board members with an impartial Referee on any dispute deadlocked at the four member step.
4. AFCWA members/designees, or their alternate to this Board will review all necessary and pertinent retirement data, i.e., Plan Documents, investment performance data.
5. AFA-CWA members/designees, or their alternate to this Board will establish rules for conduct of business in conjunction with two Northwest Airlines Board members.
6. AFA members/designees to this Board will report their activities to the NWA MEC, and coordinate information with the International AFA-CWA Research Department.
7. This Board will have no authority to select, appoint, replace, or deal with and direct trustees, insurance companies, investment managers, actuaries, etc.
8. AFA-CWA members/designees to this Board shall assist in the development and presentation of the annual Insurance & Retirement Seminar.

#### C. ELECTION

The MEC will elect the AFA-CWA members/designees and alternate to the Flight Attendant Retirement Board in the general elections or as necessary. Terms will be consistent with Article V.C., COMMITTEES, of the NWA Flight Attendant MEC Policy Manual.

#### D. GENERAL

AFA members/designees to this Board will act in the best interest of the membership and the Association, and will be consistent with the Agreement between the Flight attendants and Northwest Airlines.

## ARTICLE X

### GENERAL

1. ~~The MEC supports the Association's stand on the **Mutual Aid Pact and AirCon (amendment needed?)**~~
2. ~~The MEC is opposed to the practice of assigning the least desirable rooms in the hotel to flight attendants.~~
3. ~~The MEC will refer to stewards and stewardesses as flight attendants and shall use this terminology on all correspondence, notices and forms.~~
4. ~~All future MEC publications, documents and communications will use the nondiscriminatory pronouns of she/he and her/his to replace she and her.~~
5. ~~The MEC shall support a policy of requiring members to have Council affiliations at the base where they hold bids.~~
6. ~~The MEC will support a policy of four members on a Negotiating Committee (including **or in addition to** the MEC President) on an airline over 500, and three members (including **or in addition to** the MEC President) on an airline with under 500 members.~~
7. ~~Each member of the MEC shall be allowed to nominate as many individuals for the Negotiating Committee as there are positions to be filled.~~
8. ~~The MEC directs the Negotiating Committee to not sign any agreement that discriminates against age, sex, marital status, race, sexual orientation or religion.~~
9. ~~The MEC supports a policy that any written propaganda or literature regarding negotiations which the Company sends to flight attendants be promptly returned to sender.~~
10. ~~The Negotiating Committee shall negotiate for a time limitation for the distribution of future ratified contracts to the membership.~~
11. ~~The Negotiating Committee shall attempt to get the strongest possible language for transitions and holiday cancellations during vacation.~~
12. ~~The MEC directs the Negotiating Committee to not sign any agreement that provides for part-time employment.~~
13. ~~The MEC shall act immediately and take any necessary legal action required to prevent interference of communication between the Union and the membership during negotiations.~~
14. ~~The MEC takes a firm stand on abolishing Employee Involvement Teams/Groups and on prohibiting more such groups from being formed. The MEC supports legal action if necessary because EITs/EIGs supersede union representation. (Amended 9/08)~~
15. ~~The MEC supports the policy that the Company shall provide a troubleshooting manual to all jumbo-qualified flight attendants. **(REMOVE?)**~~

~~16. Lawsuits filed on behalf of the MEC shall not be withdrawn without the concurrence of the MEC.~~

17. The MEC approves a policy that, when a surplus of flight attendants exists, the Company shall offer extended **Company Convenience Leaves/SLIP** with free **travel privileges** and/or increase the Reserve list. If these alternatives fail to alleviate the surplus, the **Reduction in Force and Recall** section of the Agreement shall be invoked. (Amended 9/08)

18. The MEC is opposed to flight attendants searching an aircraft for bombs or hazardous materials.

19. The MEC reaffirms AFA-CWA's position that flight attendants are to remain seated during taxi.

20. The MEC is opposed to allowing any flight attendant to be assaulted or abused during the performance of her/his job. The MEC will endeavor to assure that the flight attendant's legal and contractual rights are protected.

~~21. All flight pay loss for regular MEC meetings, Labor/Management meetings, and if possible, all other scheduled meetings be absorbed by the LEC budget.~~

~~22. That all LEC officers who may attend any of the aforementioned meetings have their flight pay loss absorbed by the LEC budget.~~

23. The MEC is opposed to any pre-departure beverage/liquor service.

~~24. The MEC is opposed to flight attendants stocking the B-747 **upper deck with commissary or any other service items.**~~

~~25. The MEC objects to the use of the First Flight Attendants for training certification of trainees. **(REMOVE?)**~~

26. The MEC is opposed to the Company practice of charging flight attendants for toll calls and/or long distance calls when they pertain to Company business.

~~27. The MEC is opposed to any publicity that demeans flight attendants, and will take appropriate action to show its disapproval of the innuendos implied through airline advertising, **including any advertisement in Northwest Airlines publications.**~~

~~28. The MEC recommends that LEC officers (President, Vice President and Secretary) not hold dual positions as MEC President and Vice President.~~

~~29. The NWA MEC will continue the line of communication with ALPA **and other unions representing NWA employees on the property** in order to strengthen the goals of labor groups on NWA property.~~

~~30. The NWA MEC will not oppose the United Way contributions insofar as the charities are in no way unfair to labor practices or ideas.~~

~~31. The NWA MEC supports a policy of prohibiting the use of NWA flight attendant mailboxes for the distribution of AFA-CWA campaign literature. This policy has been communicated to NWA management.~~

32. The NWA MEC supports a policy of utilizing a unionized overnight mail service whenever possible.

~~33. The NWA MEC approves paid advertising in the Union (MEC Newsletter). Standard union parameters will be applied when accepting advertisements.~~

~~34. The NWA MEC continues to encourage the Company to pursue the CATS system to its full functionality within the parameters of our current agreement. 2/93~~

35. The NWA MEC is opposed to the detrimental exportation of flight attendant jobs to locations outside the United States.

~~36. The NWA MEC supports the Resolution on Mutual Respect as adopted at the 2007 meeting of the AFA-CWA Executive Board and approved at the 2007 AFA-CWA Board of Directors meeting in Phoenix, Arizona.~~

~~37. The NWA MEC supports Resolution 2 (AFL-CIO) adopted at the AFL-CIO Convention in 2005 and adopted by the CWA Executive Board and again adopted at the CWA Convention in Toronto in 2007 to increase diversity within our union leadership and encourage increased participation by women and people of color.~~

38. The NWA MEC adopts the practice of utilizing our e-mail system appropriately for union business purposes and not for the purpose of exchanging personal communications.

~~39. The NWA MEC supports the Resolution as presented by the AFA-CWA Legislative Policy Committee at the 2007 AFA-CWA Board of Directors meeting to engage in a union-wide campaign to mobilize our members leading up to Election 2008. The NWA MEC will make every effort to assist in reaching the goal of this campaign. To elect persons known to support the issues of working families without prejudice to party affiliation.~~