



# **THE POLICY and PROCEDURES MANUAL of the ENVOY AIR MASTER EXECUTIVE COUNCIL**

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**THE  
POLICY and PROCEDURES  
of the  
ENVOY AIR  
MASTER EXECUTIVE COUNCIL**

**Table Of Contents**

**Article I – MEC Declaration of Purpose ... Pg. 03**

**Article II – MEC Rules of Policy and Procedure ... Pg. 04**

- A. Scope
- B. Purpose
- C. Amendment
- D. Form
- E. Elections
- F. Electronic Vote
- G. Definitions

**Article III – Master Executive Council ... Pg. 07**

- A. Scope
- B. Duties
- C. Responsibilities

**Article IV – MEC Officers ... Pg. 09**

- A. Organization
- B. Eligibility
- C. Elections
- D. Term Of Office
- E. Jurisdiction And Duties
  - 1. President
  - 2. Vice President
  - 3. Secretary Treasurer
- F. Recall

**Article V – MEC Administration ... Pg. 14**

- A. Finance
- B. MEC Budget
- C. Communication

**Article VI – MEC Committees ... Pg. 16**

- A. Scope
- B. Elections
- C. Term Of Office
- D. MEC Responsibility
- E. Chairperson Responsibility

- F. Committee Responsibility
- G. General
- H. MEC Committee Job Descriptions
- I. MEC Grievance Chairperson
- J. Grievance Screening Committee
- K. MEC Air, Safety, Health and Security Chairperson
- L. MEC Employee Assistance Program Chairperson
- M. MEC Bid-Planning Chairperson
- N. MEC PBS Chairperson
- O. MEC Reserve Chairperson
- P. MEC Membership Chairperson
- Q. MEC Government Affairs Chairperson
- R. MEC Negotiating Committee
- S. MEC Mobilization Committee
- T. MEC Hotel Chairperson
- U. C.S.A.P/ ERC Chairperson
- V. MEC Communication Chairperson
- W. Contract Implementation Committee (CIC)
- X. MEC Fatigue Chairperson
- Y. MEC Human Rights & Equity Chairperson
- Z. MEC Pay Committee Chairperson
- AA. Trip Drop Requests

**Article VII – LEC Committee Guidelines ... Pg. 37**

- A. Introduction
- B. LEC Grievance Chairperson
- C. LEC Air Safety Health And Security Chairperson
- D. LEC Employee Assistance Program Chairperson
- E. LEC Bid-Planning Chairperson
- F. LEC Reserve Chairperson
- G. LEC Membership Chairperson
- H. LEC Mobilization Committee

**Article VIII – MEC Meetings ... Pg. 44**

- A. Frequency
- B. Notification
- C. Agenda
- D. Attendance
- E. Procedure
- F. Special Meetings
- G. Meeting Records

**Article IX – AMR System Board Of Adjustment ... Pg. 48**

- A. Policy
- B. Resolution Of Grievances

C. System Board Of Adjustment

**Article X – MEC Forms ... Pg. 51**

- A. MEC Meeting Agenda Form
- B. MEC Action Item Form

**Article I - MEC DECLARATION OF PURPOSE**

WHEREAS, the Envoy Air Flight Attendant Master Executive Council is the representative body of all Envoy Air Flight Attendants,

THEREFORE BE IT RESOLVED, that the Envoy Air Flight Attendant Master Executive Council pledge its full support to the Master Executive Council Officers and Committee Chairpersons,

AND BE IT FURTHER RESOLVED, that the Envoy Air Flight Attendant Master Executive Council pledge to pursue the courses of action towards the best interests of its membership.

AND BE IT FURTHER RESOLVED, that these actions will in no way conflict with the Constitution and Bylaws of the Association of Flight Attendants-Communication Workers of America.

## **Article II - MEC RULES OF POLICY AND PROCEDURES**

### **A. SCOPE**

The Rules of Procedure and Policy of the MEC shall in no way conflict with the AFA-CWA Constitution and Bylaws, but shall augment, where necessary, for the clarification of the role of the Envoy Air MEC, its Officers and Committee Chairpersons, and/or special committees.

\*Note: all references to AFA (Association of Flight Attendants) here within this Envoy Air Policy and Procedures Manual, will be

### **B. PURPOSE**

The purpose of the MEC Rules of procedure and 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 Envoy Air Flight Attendants, and to maintain continuity. It provides background information to assist the MEC in fulfilling its duties as AFA representatives.

### **C. AMENDMENT**

The Rules of Procedure and 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 Bylaws of AFA. The MEC President, or his or her designee, will be responsible for maintaining the Rules of Procedure as directed by the MEC.

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

1. “BE IT RESOLVED that Article \_\_\_\_, Paragraph \_\_\_\_ of the Envoy Air Flight Attendant MEC Policy Manual be revised to read . . .”
2. All changes approved by the MEC will be made by the MEC President, or his or her designee, before or on the next regular MEC meeting.

### **D. FORM**

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

1. Policy Manual.
2. A “Compilation of Actions” to be submitted to the MEC after an MEC meeting by the MEC Secretary/Treasurer or designee.
3. MEC meeting minutes synopsis.

E. ELECTIONS

1. All MEC Officers will be elected by the MEC from the active members in good standing. A majority vote shall be required for the election of officers with each member of the Master Executive Council having one vote.
2. Any person seeking a position as a MEC Officer must submit a resume or a signed commitment-to-serve statement. It is recommended that resumes be submitted 30 days prior to the posted Election Day. Further, any candidate who wishes to appear before the MEC may do so at his/her own expense. The candidate must contact the MEC Secretary/Treasurer or designee to coordinate an interview time on the Meeting Agenda.
3. The elections shall be by secret ballot.
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.
5. Election day notices shall be posted 60 days prior to said Election Day, but in no case less than 30 days prior to said Election Day.

F. ELECTRONIC VOTING

1. Write an Introductory e-mail in the following format:
  - a. The company has requested or the company has offered, or whatever the particular topic at hand is. Finish the introductory paragraph by narrowing the discussion so that it leads to a specific conclusion. For Example, “The issue to be decided is \_\_\_\_.”
  - b. Address the e-mail to all relevant individuals. In most cases, it will be addressed to the members of the MEC. An MEC Member who anticipates an absence during the consideration period should appoint an alternate to participate in the full consideration and voting of the issue.
2. Ask for input from the members of the group.

- a. This is done by stating both sides of the issue as the writer sees it. For example, “the company would like \_\_\_\_.” As I see it, the positives are \_\_\_\_\_. Now discussion begins.
  - b. Ask each member of the group who has an opinion or would like to contribute to please respond by publishing their response to the entire group. This way, the entire group has the benefit of the opinion. There is no maximum amount of times an individual may respond. Suggest that the responses be kept above board, i.e. no insults.
3. As the close of the e-mail, place a definite point in time when the members will be asked to vote on the proposal. For example, place a proposal out there for discussion on September 15<sup>th</sup>. The members should be told in advance that the vote will be requested on October 1<sup>st</sup>.
4. On the proposed date that the vote will be taken, the MEC President or designee will send out a vote request message via e-mail. She/he should summarize the comments that have come in as best as she/he can. For example:
  - a. The issue to be decided is \_\_\_\_\_
  - b. 2 Council(s) have spoken in favor of the issue
  - c. 2 Council(s) have spoken against the issue
  - d. DFW (or whatever council) feels that \_\_\_\_\_ is important. MIA (or whatever council) responded that \_\_\_\_\_.
5. Inform the group that the votes must be received by a specific date and time to be counted. Ask them to send a blind copy of their vote to themselves so that if there are some transmission problems, they have proof that they voted.
6. Inform the group of the final outcome of the vote.
7. The MEC President or designee will provide the MEC Secretary Treasurer with the final outcome of the vote so that it may be documented in order to maintain accurate records for historical purposes.

G: Definitions

1. The words "Association Of Flight Attendants or AFA" when used herein will be understood to included the words "CWA or Communication Workers of America" as out lined in the Constitution and Bylaws of the AFA-CWA.

### **Article III - MASTER EXECUTIVE COUNCIL**

#### **A. SCOPE**

1. The MEC is the coordinating council for all the Envoy Air Flight Attendants, as represented by AFA.
2. The MEC will consist of the Presidents of each Envoy Air Local Council.
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.

#### **B. DUTIES**

1. The MEC will provide a forum for the President's to discuss plans, problems and possible solutions.
2. The MEC will act on the demands of the membership except that all normal local business will be conducted by the individual Councils.
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 Constitution and Bylaws 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.

#### **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 Constitution and Bylaws.
2. MEC members are responsible for those they represent and shall present their members' views on each item of business brought before the MEC.



3. The MEC will advise, assist and coordinate events of their Local Council with the MEC Officers.
4. The MEC members will send LEC minutes, newsletters, surveys and meeting notices to the MEC Office and National Office. LEC Presidents will exchange copies of local newsletters.
5. A member of the MEC may be removed from membership as a result of recall action taken by the respective Local Council.

## **Article IV - MEC OFFICERS**

### **A. ORGANIZATION**

There shall be a President, Vice President and Secretary/Treasurer. They shall follow the MEC Rules and Procedures and Policy Manual and the AFA Constitution and Bylaws.

### **B. ELIGIBILITY**

1. The MEC President, Vice President and Secretary/Treasurer must be active members in good standing.

### **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. Elections shall be by secret ballot.
4. Any person seeking an MEC Office must submit a resume or a signed commitment-to-serve statement. It is recommended that resumes be submitted 30 days prior to the posted Election Day. Further, a candidate who wishes to appear before the MEC may do so at her/his own expense. The candidate must contact the MEC Secretary/Treasurer or designee to coordinate an interview time on the meeting agenda.

### **D. TERM OF OFFICE**

1. The regular term of office of the Master Executive Council officers shall be three (3) years from the date elected as specified in the AFA Constitution and Bylaws.
2. 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.
3. No member of the MEC will receive more than 120 Flight Pay Loss per month unless approved by a majority of the MEC.

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;
- b. Is responsible for the expeditious processing of members' complaints and grievances;
- c. Acts as the AFA Representative of Envoy Air and is responsible for furthering and implementing the objectives and policies announced by the 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. May appoint a member in good standing as an assistant to the MEC President when necessary; such appointment shall be approved by the MEC in session or by mail or electronic ballot.
- f. The MEC President may establish charge and appoint committees for services as needed in the furtherance of AFA/MEC projects. Such committees shall be known as Presidential committees and shall report directly to the MEC President. Interim reports of committee progress shall be periodically provided to the MEC. The MEC President may terminate Presidential Committees at any time;
- g. Is a member of the Executive Board of Directors;
- h. Is a member of the Negotiating Committee and shall coordinate negotiations;
- i. Will communicate with the outgoing President until she/he has been sufficiently informed of all matters pertaining to the MEC;
- j. Will be responsible for the administration of the MEC Budget and expenditures;
- k. The MEC President shall perform any duties mentioned elsewhere in the MEC Policy and Procedures and the AFA Constitution and Bylaws;
- l. The MEC President will oversee the MEC Committees for Grievance, Negotiations, and Info-Rep;

- m. The MEC President will author MEC E-Blast to be distributed via e-mail to the MEC E-mail List;
- n. The MEC President shall be the Chairperson for all MEC Meetings;
- o. The MEC President has the authority to release anyone whom that President deems necessary for the purposes of conducting MEC Business. It is understood that the Flight Pay Loss will be charged to the appropriate MEC Budget. Additionally the MEC President will notify the MEC of such action.
- p. The MEC President will maintain an updated calendar available for viewing by the MEC. The calendar will include any meetings scheduled/attended, conference calls, and general tasks performed.

## 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 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 one hundred and twenty (120) days for the purpose of electing a new President;
- d. Will write down and record all motions and action items made at the MEC Meetings, provide copies to the MEC Secretary Treasurer for placement in the MEC Minutes and will notify all persons involved as soon as possible.
- e. Will be granted floor privileges at all meetings of the MEC and Board of Directors, but shall have no vote if not also an LEC President;
- f. Is responsible for the administration of each MEC Committee that they are charged to oversee. 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.
- 4. Knowledge of their subject.
- 5. Working relationship with MEC, MEC Officers, local representatives and Company counterpart.
- 6. Goals.

g. The MEC Vice President will maintain an updated calendar available for viewing by the MEC. The calendar will include any meetings scheduled/attended, conference calls, and general tasks performed.

### 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 the AFA International Office. Budget Reports will be given at MEC meetings. Full accounting reports will be provided to Local Council Presidents upon request;
- b. \_\_\_\_\_ Will maintain MEC records, keep minutes and supply them to the MEC and the International Secretary/Treasurer, 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 thirty (30) days for the election of new officers;
- e. \_\_\_\_\_ Shall serve as the Credentials Committee to certify each local representative and report any proxies being held prior to an MEC meeting;
- f. \_\_\_\_\_ Is responsible for maintaining the MEC Resolutions, tabulated by the subject matter;
- g. \_\_\_\_\_ Will be granted floor privileges at all meetings of the MEC and Board of Directors, but shall have no vote if not also an LEC President;
- h. \_\_\_\_\_ The MEC Secretary will report monthly on each budget to the MEC Officers. It is understood that the figures given will represent the most current and available information to the MEC Secretary at the time.
- i. \_\_\_\_\_ The MEC Secretary Treasure will maintain an updated calendar available for viewing by the MEC. The calendar will include any meetings scheduled/attended, conference calls, and general tasks performed.
- j. \_\_\_\_\_ The MEC Secretary is responsible for maintaining all final MEC Resolutions, Action Items, and Agenda Items and will keep copies of each in a binder to be available at each MEC Meeting.
- k. \_\_\_\_\_ Coordinate and submit to the company all MEC removals for Union purposes.

- l. It is understood that these requests may be approved or denied by an MEC Officer or Committee Chairperson respectfully.
- m. Shall arrange hotel accommodations for MEC Meetings (regular and special meetings), Committee meetings, and hotel rooms for meetings required with the Company; etc.

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 MEC membership if she/he is still an LEC President.
- 3. If the MEC President is removed from office, the MEC may elect a new President at the same meeting or shall apply to Article VII.C.3. of the AFA Constitution and Bylaws.

## Article V - MEC ADMINISTRATION

### A. FINANCE

1. The MEC President or designee will present to the MEC a quarterly Budget progress report for the Envoy Air MEC operation upon request. This report would indicate what was budgeted for each MEC Committee, including MEC Administration, System Board of Adjustment and any in progress Negotiations on any carrier.
2. MEC Officers are included in this reporting.
3. The MEC will authorize payment of Flight Pay Loss claims out of the Negotiations Budget for LEC Presidents or their Designee to attend a Negotiations Road Show Meeting.
4. MEC Officers and committee chairpersons who are eligible to claim flight pay loss for union activities may do so with the prior approval of the MEC President.

### B. MEC BUDGET

1. Each MEC Committee Chair will be required to submit a budget proposal to the MEC Secretary/Treasurer indicating the prior year's budget, expenditures to date, and the requested budget for the upcoming year. The budget proposal must include documentation sustaining the requested amount for the upcoming year.
2. The MEC Secretary/Treasurer will compile the information received from each MEC Committee Chairperson and present this information to the MEC.
3. The MEC Secretary/Treasurer will submit a budget proposal to the entire MEC. This budget proposal will include amount budgeted for the previous year, expenditures, and requested budget for the upcoming fiscal year.
4. The entire MEC will review the information compiled in (1) through (3) above and determine if they will approve the proposed budget. The MEC budget approval will take place after the Board of Directors has approved the next year fiscal budget.
5. Each MEC Officer and Committee Chair will be responsible to remain within his or her budget parameters.
6. Equipment purchased out of the MEC Funds will be subject to the following procedure:
  - a. Determine sufficient funds are available to cover the purchase.
  - b. The three MEC Officers will reach consensus to approve the purchases.
  - c. Approval will not be unreasonably withheld.

7. Any Expense Reports or any other related expenditures using MEC Funds will be submitted to the MEC Secretary Treasurer.

C. COMMUNICATION

1. LEC Presidents will provide the MEC Officers with written notices of their unavailable time and the name and telephone number of the individual who will be representing the Council in their absence;
2. Each LEC President may submit a monthly activity report to the MEC President by the 7<sup>th</sup> of each month;
3. Each LEC President will maintain an updated calendar available for viewing by the MEC. The calendar will include any meetings scheduled/attended, conference calls, and general tasks performed.
4. The Local Chair or LEC President shall give a current list of its LEC Committee Chairpersons and local council representatives to the MEC Officers whenever there is a change to the Roster or upon request;
5. Each LEC President shall provide notice of Local Council meetings to all other LEC Presidents and the MEC Officers;
6. Each LEC President shall provide copies of their Local Council Newsletter to the MEC and MEC Officers;
7. For all matters that are brought before the MEC, each LEC President will have opportunity to review any written document(s) either by fax, e-mail, and/or by conference call, prior to the MEC vote or consensus;
8. Any MEC Correspondence that will be presented to the Membership will include all LEC Presidents and MEC Officers, prior to being distributed.
9. All matters brought before the MEC for a vote shall be decided on the basis of "Majority Rules" consistent with the AFA Constitution and Bylaws.
10. Each MEC Officer and MEC Committee Chair will submit a minimum of four (4) articles per year to the MEC. Such subject matter should be educational and informational and should include, but will not be limited to, pieces on labor community issues, current events, safety, contract interpretation, scheduling, EAP and other items of interest to our members. These articles may be used by the MEC for publication in our various forms of communication such as the MEC website, e-mail, newsletters etc.
11. The MEC Officers will communicate regularly.



## **Article VI - MEC COMMITTEES**

### **A. SCOPE**

1. The MEC shall establish the necessary committees for conducting MEC business, consistent with AFA and MEC Policy.
2. Any committee may be dissolved, condensed or combined 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 as well as the MEC Rules and Policy and Procedure.
4. Insofar as practical, committees should include one member with previous experience.

### **B. ELECTIONS**

1. All MEC Committee Chairpersons, Negotiating Committee members, and System Board of Adjustment members will be elected by the MEC from the active members in good standing.
2. Any person seeking a position as Committee Chairperson, Negotiating Committee member or System Board of Adjustment member should submit a resume or a signed willingness-to-serve statement. It is recommended that resumes be submitted thirty (30) 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 to coordinate an interview time on the meeting agenda.
3. The elections shall be by secret ballot.
4. 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. 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.
5. The MEC may choose to delegate the MEC President to appoint a specific Committee Chairperson.

### **C. TERM OF OFFICE**

1. All MEC Committees and Committees 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 RESPONSIBILITY

1. An MEC Committee Chairperson cannot change MEC policy.
2. The MEC Committee Chairpersons represent the MEC.
3. An MEC Committee Chairperson will support an MEC position when dealing with the Company.
4. Committee Chairpersons will communicate with their Local Committees at least once a month.
5. Committee Chairpersons will communicate with the MEC Officers at least once a week at a time determined by the Officers. This can be accomplished via E-Mail.
6. Committee Chairpersons shall submit a quality 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. Training
  - f. Actions/Resolutions (If a Committee Chairperson has a resolution or an agenda item to submit to the MEC, she/he should contact the MEC Officers for assistance).
7. Prior to writing of an Opening Letter on any Envoy Air carrier, the Committee Chairpersons shall submit their Committee recommendations to the Negotiating Committee.
8. The Committee Chairpersons shall maintain files and transfer them to her/his successor.

9. Each Committee Chairperson will be required to submit a Budget Proposal to the MEC Secretary Treasurer indicating the prior year's budget, expenditures to date, and the requested to budget for the upcoming fiscal year. Documentation must be included.
10. Each month, the MEC Committee Chairperson will submit a written activity report no later than the 7<sup>th</sup> of the following month. The report should include any meetings attended, conference calls, and general tasks performed for the month previous. All activity reports will be sent to the MEC Officers and LEC Presidents, not on the website.
11. MEC Committee Chairpersons will provide the MEC Officers with written notices of their unavailable time and the name and telephone number of the individual who will be representing their Committee in their absence.

F. COMMITTEE RESPONSIBILITY

1. No Committee shall make or amend MEC Policy.
2. Recommendations for change shall be presented to the MEC.
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 shall report to the MEC Officers on any discussions with the Company.
5. All Committees will act as liaisons between the membership, the MEC and the Company.
6. The Committees will support MEC policies and positions when dealing with the Company.
7. Committees may be asked to work together on a specific project or as needed.
8. Envoy Air domiciles that contain more than one council may cross utilize local committee representatives and/or share resources where necessary and agreed upon by the Local Council President(s).
9. Each MEC Committee will author periodic articles for the MEC Web Site.
10. MEC Committees may be requested to author a specific article for Local Newsletters or AFA Bulletin Boards.

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 completed if necessary.
  - b. The MEC may choose to delegate the MEC President to appoint a “specific” committee Chairperson.
2. All Committee Chairpersons should be fiscally responsible in the management of the Committee budget, including the use of flight pay loss.
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. If an MEC Chair cannot attend a meeting that they were scheduled to attend, they will first; notify the MEC President. The MEC President will then make a decision as to whether another representative should be sent.

#### H. MEC COMMITTEES JOB DESCRIPTIONS

Each Committee will contain a Chairperson on both a Local Executive Council Level and a Master Executive Council Level.

The following are AFA Recognized Committees:

1. Grievance
  - Grievance
  - Grievance Screening
  - System Board
  - CIC (Contract Implementation Committee)
  - Overseen By MEC President
2. Air Safety Health and Security
  - Safety
  - Health
  - Security
  - Aircraft Specific
  - Overseen By MEC Vice President
3. Employee Assistance Program
  - EAP
  - Professional Standards
  - Overseen By MEC Vice President

4. Bid Planning Chair
  - Bid packet sequences/parings for all bases
  - Overseen By MEC Vice President
5. Preferential Bidding System (PBS)
  - Overseen By MEC President
6. Reserve
  - Overseen By MEC Vice President
7. Membership
  - Overseen By MEC Vice President
8. Negotiations
  - Negotiations Committee
  - Mobilization Committee
  - Overseen By MEC President
9. Hotel
  - Work with Company and API Representative
  - Inform the respective LEC President of any visit
  - Overseen By MEC Vice-President
10. CSAP
  - Overseen By MEC Vice President
11. Communications
  - Overseen By MEC Vice President
12. CIC (Contract Implementation Committee)
  - Overseen By MEC President
13. Fatigue
  - Overseen By MEC President
14. Human Rights & Equity (HRE)
  - Overseen By MEC President

## I. MEC GRIEVANCE CHAIRPERSON

### Purpose and Scope:

The Master Executive Council (MEC) Grievance Chair is the primary manager of both the MEC grievances as well as all other grievances at the System Board level. Attendance at hearings and assistance in arbitration is essential to this job. This individual will work closely with the AFA staff attorney assigned to Envoy Air. Grievance work is “deadline work.” There are no set hours. Depending on the deadline, at times this will necessitate extremely long workdays; other times the workday will be of normal duration. The duties of the office include both clerical functions as well as an active role in MEC Grievance Mediation and will include participation in LEC Grievances Mediation. The Grievance Chair will have as their primary objective the protection of all Flight Attendants against arbitrary and unjust disciplinary action. The Grievance Chair shall uphold, defend and enforce the collective bargaining agreement, side letters of agreement, grievance and any other settlements, MEC policy and the AFA Constitution and Bylaws. The Grievance Chair shall act to secure the fastest possible procedure for all Flight Attendants in the arbitration of their grievance for disciplinary action.

### Duties:

1. File all MEC grievances.
2. Prepare and assemble files.
3. Collect evidence and establish that the alleged violation has occurred. This will normally include soliciting documentation from the various bases.
4. Assist the AFA staff attorney(s) in preparation of all System Board hearings.
5. Ensure that time limits are met for filings, appeals and petitions.
6. Make sure all hotel accommodations and air transportation are coordinated for the grievant(s) and Union witness(es) when arbitration is scheduled.
7. Clearly, concisely and persuasively explain the Union’s position concerning a grievance.
8. Frankly explain to a grievant, LEC Officer or the MEC when there is little or no chance of winning a grievance.
9. Prepare grievance reports to present at MEC meetings.

10. Present proposed settlements of dispute between the Union and the Company to the MEC.
11. Schedule settlement conferences, meetings of the System Board of Adjustment and arbitrations.
12. If any dispute arises regarding the merits of a contract grievance, present the dispute to the MEC for their determination to terminate or continue the grievance process.
13. Recommend resolution of grievances consistent with the policy of the MEC.
14. Act in an advisory role of the MEC and MEC Grievance matters.
15. Study MEC Grievance problems and prepare recommendations to be presented to the MEC for consideration.
16. Review material, handle correspondence and keep the MEC members well informed of current MEC Grievance developments through MEC newsletters and/or reports at MEC meetings.
17. Attend company debriefings when MEC Grievance related issues are discussed.
18. The MEC Grievance Chair will report to the MEC President

**Note** - This Committee will go to the MEC President for questions or concerns.

## J. MEC GRIEVANCE SCREENING COMMITTEE

Committee Members: The Grievance Screening Committee will consist of the following individuals:

1. MEC President
2. LEC President or designee of the base from which the grievance arose
3. MEC Grievance Chair
4. AFA Staff Attorney

Procedure: Once the grievance has been petitioned to the System Board of Adjustment, it will be reviewed by the committee to determine if it has merit and should be scheduled for arbitration.

Submission of Additional Information: The grievant shall be encouraged to submit any additional information, documentation, offers of proof, etc. to the MEC Grievance Chair so that it can be considered during the grievance review.

Standard: The standard against which the committee will evaluate a grievance is whether or not it determines in good faith that the grievance has merit. This determination will be based on (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.

Vote: If the Grievance Screening Committee determines that the grievance lacks merit, the grievant will be notified that AFA will not represent the grievant at the System Board of Adjustment. The decision must be unanimous.

Notification to Grievant(s):

The Committee's determination shall be communicated to the grievant(s), via Certified Mail, within ten (10) working days of the decision. The notification will also include what other remedies are available to the grievant(s).

**Note** - This Committee will go to the MEC President for questions or concerns.

For information on System Board, please refer to that Section.



#### K. MEC AIR SAFETY, HEALTH, AND SECURITY CHAIRPERSON

##### Purpose and Scope:

The MEC Chair shall work with the company on matters pertaining to cabin and flight attendant safety and health. The Safety Chairperson shall be the primary contact with the Company, the FAA and the Air Safety and Health Department of AFA.

##### Duties:

1. Always be available or leave a contact number or alternate safety contact to be reached by the company or the LEC Chairs in the event of an accident, incident or investigation.
2. Be available on call 24 hours in the event of an accident.
3. Act in an advisory role of the LEC Chairs on safety matters.
4. Study air safety and health problems and make recommendations to the MEC for consideration.
5. Review material, handle correspondence and keep the MEC well informed of safety developments.
6. Prepare articles for the MEC newsletters and/or reports at MEC meetings.
7. Attend company debriefings when safety related issues are discussed.
8. Coordinate local safety issues for carrier wide consistency.
9. The MEC Health and Safety Chair will report to the MEC Vice President.
10. Participate in the Central Safety Meeting, Quarterly Roundtables, and review OSHA Logs.
11. The MEC Health and Safety Chair may be trained in Critical Incidents.
12. Maintain a open communication with the MEC ASAP Chairperson

**Note** - This Committee will go to the MEC Vice President for questions or concerns.

#### L. MEC EMPLOYEE ASSISTANCE PROGRAM (EAP) CHAIRPERSON

### Purpose and Scope:

This position is responsible for the coordination of EAP/PS functions in the airline. The MEC EAP chair shall coordinate with the AFA International EAP Department and the Local EAP/PS chairs. In the event of an accident or incident the MEC Chair should be available on a 24 hour basis. The EAP is a support service provided by Flight Attendants for Flight Attendants, their families and partners. EAP Peer Representatives are trained to provide three distinct, but interrelated, services, which include Assessment, Support and Referral Services.

### Professional Standards

EAP offers a range of conflict resolution strategies, skills and support to help co-workers resolve disputes among themselves without the need for management intervention.

### Critical Incident Response

EAP offers and/or coordinates a range of critical incident stress management services to promote and accelerate recovery in the aftermath of traumatic and/or critical incidents, both on and off the job.

### Duties:

1. EAP Reps assist members in identifying and developing an action plan to address personal and work related concerns.
2. EAP provides support to a troubled flight attendant (TFA) during the problem resolution process.
3. When professional services or resources are required, the EAP identifies an appropriate referral(s) and facilitates the TFA's successful linkage to it.
4. The MEC EAP Chairperson will report directly to the MEC Vice President.

**Note** - This Committee will go to the MEC Vice President for questions or concerns.

#### M. MEC BID PLANNING CHAIRPERSON

##### Purpose and Scope:

This chairperson must have knowledge of the contract, FARs, flight time-duty time-crew rest-guidelines and have computer competency. This committee supports the building of lines in each domicile to assure the highest of life for the flight attendant membership.

##### Duties:

1. Shall work with the company and local Bid Planning chairs on the construction of monthly lines of flying. **(PBS)**
2. Will be responsible for discussing planning problems with the company and will report such problems and solutions to the MEC.
3. Monitor the company throughout the construction of the bids, pairings, as well as reserve lines, weekend off RSV lines, Hybrid lines, RBL (Reserve Block Line) lines and/or PBS (Preferred Bidding System) process for the quality of the pairings and the lines.
4. Establish history of schedules, save monthly schedules, bid awards and staffing numbers.
5. Request feedback from all LEC Bid Planning Chairs on flights where service, staffing or time prevents Flight Attendants from maintaining acceptable standards of performance.
6. Compile the feedback and relay it to the MEC.
7. Use domicile feedback to work with the company to resolve the union's problems and concerns.
8. The MEC Bid Planning Chair will report to the MEC Vice President

**Note** - This Committee will go to the MEC Vice President for questions or concerns.

#### N. PREFERENTIAL BIDDING SYSTEM CHAIRPERSON

##### Purpose and Scope:

This chairperson must have knowledge of the contract, FARs, flight-time & duty time, crew rest guidelines and have computer competency in PBS. This committee supports monthly PBS runs

during the pre-bid window and regular PBS window, including the processing of bid protest. Will strive to assure the highest quality of life for the overall flight attendant membership.

**Duties:**

1. Shall work with the company and MEC Bid-Planning chair on the construction of monthly lines of flying.
2. Will be responsible for discussing bid runs with the company and will report any problems and solutions to the MEC.
3. Monitor the company throughout the Pre-Bid and PBS process for the quality of line awards as well as the PBS system.
4. Establish history of PBS Awards, PBS protest and staffing numbers.
5. Compile the feedback and relay it to the MEC.
6. Use domicile feedback to work with the company to resolve the Union's problems and concerns.
8. The MEC PBS Planning Chair will report to the MEC President

**Note-** This Committee will go to the MEC President for questions or concerns.

**O. MEC RESERVE CHAIRPERSON**

**Purpose and Scope:**

This chairperson is responsible for monitoring all problems specific to Flight Attendants on reserve status. He/she is responsible for assisting with reserve contract interpretation and facilitating reserve's interaction with crew scheduling, and with educating the reserves on the reserve system. It is recommended that the committee be comprised of reserves.

**Duties:** To monitor all reserve concerns. To coordinate with the MEC Bid Planning Chairperson regarding any reserve scheduling issues and the MEC Grievance Chairperson any grievances which should be filed on behalf of reserves.

**New Hires:** The reserve committee shall develop and implement a system to assist the integration of new hires into the membership of the union. This may include a "buddy system" pairing new hires with present flight Attendants that can answer questions concerning the union and the reserve system and the contract in a satisfactory manner.

**Note** - This Committee will go to the MEC Vice President for questions or concerns.

P. MEC MEMBERSHIP CHAIRPERSON

Purpose and Scope:

This position is responsible for the tracking and updating of membership, addresses and status changes. Personal address, phone numbers and membership status changes to which AFA has access are considered confidential and should be surrendered at the end of the chair's term or resignation.

Duties:

1. To receive and review AFA's records whenever they are mailed to the chair.
2. To reconcile such records with the most recent records of Envoy management.
3. To ensure that new members receive the AFA new hire packets when they become employees and sign a membership and complete a dues check-off form.
4. Send Presidents a list of transfers, change of any information and transfers (including new hires) into the domicile.
5. The MEC Membership Chair will provide monthly statements to the MEC President of Members whom are in Bad Standing and/or in dues arrears.
6. Will monitor Membership Rosters and Seniority Lists.
7. The MEC Membership Chair will report directly to the MEC Vice President.

**Note** - This Committee will go to the MEC Vice President for questions or concerns.

#### Q. MEC GOVERNMENT AFFAIRS CHAIRPERSON

##### Purpose and Scope:

This position is responsible for assisting in the communication and implementation of AFA's Legislative Program. This committee shall monitor the political environment, system wide, as it pertains to the well being of the Envoy Air Flight Attendant.

##### Duties:

1. Report to the MEC on all AFA Legislative activities and programs.
2. Coordinate all FLIGHT-PAC activities.
3. Coordinate all AFA Legislative training for the membership.
4. Provide a course of Legislative Action and support of said action to the MEC.
5. Interface with all LEC and MEC Reps and Chairs
6. The MEC Legislative Affairs Chair will report to the MEC Vice President.

**Note** - This Committee will go to the MEC Vice President for questions or concerns.

#### R. MEC NEGOTIATING COMMITTEE

##### Purpose and Scope:

This committee shall negotiate and institute the needs and desires of the flight Attendants into an effective collective bargaining agreement.

1. The committee size shall be determined by AFA's Constitution and Bylaws.
2. This committee should have a good working knowledge of the current contract and policies and be willing to devote their full time to this committee during negotiations.
3. The MEC President is responsible for the conduct of negotiations and the committee shall report to the MEC President.

##### Election:

1. Any person seeking a position on the negotiating committee shall submit a resume to the MEC by the date announced for election of the committee.
2. This committee shall function until an agreement is concluded.

3. The MEC President shall serve as the spokesperson for the committee unless the committee elects another committee member to this role.

**Duties:**

1. Review flight attendant contracts throughout the industry.
2. Determine training needs.
3. Provide information to and take direction from the MEC.
4. Assess the priorities and needs of the members.
5. Establish goals and translate them into the opener.
6. Communicate objectives to the MEC as part of the presentation of the opener and present opener for approval by MEC.
7. Communicate objectives to the membership.
8. Determine individual responsibilities; i.e., note taker, etc.
9. Update the members and the MEC throughout negotiations.
10. Maintain contact, through the MEC President, with other unions on the property.
11. Proof contract language and agree with the company on implementation and effective dates.
12. Review the tentative with the MEC.
13. Prepare membership summary package and road show schedule.
14. Present tentative to the members.
15. Proof printed agreement and prepare index.
16. Compile notes, opener and proposals for the MEC and for future reference.
17. Remain available as a resource for interpretation.
18. Coordinate with MEC Communication Chairperson For Information Distribution

**Note** - This Committee will go to the MEC President for questions or concerns.

#### S. MEC MOBILIZATION COMMITTEE

1. Collect and maintain a master list of Mobilization Reps from all domiciles.
2. Schedule, coordinate and attend all Mobilization trainings and meetings.
3. Set and maintain all forms of communications to and from Mobilization Reps, Negotiating Committee & LEC Presidents (IE: Hotline, issue cards, etc).
4. Keep the MEC and LEC President(s) informed first on the progress of the Mobilization committee.
5. Computer skills helpful.

Tasks:

The MEC Chair for the Mobilization Committee is responsible for:

1. Receiving information (including text for Issue Cards) from the negotiating committee. They should clarify with each other over any ambiguous communication. Selecting color, numbering, printing and distributing Issue Cards to the Base Chairs.
2. Plan and coordinate with the MEC Vice President all MEC sanctioned Mobilization events including protests, rallies, fundraisers and mobilization activities.
3. Communicate with the LEC Mobilization Chairs at least once a month.
4. Ensure LEC Chairs have materials needed, i.e., cards, pens, etc., and are receiving feedback from the Mobilization Reps.
5. Provide feedback from the LEC Mobilization Chairs to the negotiating committee, making them aware of member concerns.
6. Ensure that LEC Presidents receive all appropriate information concurrent with LEC Mobilization Chairs.
7. Obtain the approval of the MEC President before initiating any planned Mobilization Command activities.
8. The MEC President shall be the officer to whom this committee directly reports to, however the MEC Vice President will provide direct support to the Mobilization Chair.
9. Collect and maintain a Master List of Mobilization Reps from all domiciles via a computer database.



This includes names, domiciles, address/phone numbers and e-mail addresses as well as the Base Coordinator info for that location. This list will be distributed to everyone on the Mobilization Committee and LEC Presidents so they all know who is part of the committee. Everyone who has the list will sign a confidentiality agreement that states the list is the sole property of the AFA Envoy Air MEC and will be used for that purpose only.

10. Schedule and coordinate all Mobilization trainings and meetings.

At each base, the Mobilization Chairs will check with the LEC President to see if the LEC President wants to be responsible for scheduling a Mobilization Committee member training. If the LEC President wants the responsibility, the LEC President will set up all training, pull flight Attendants off of schedules and notify the flight attendant volunteers in advance of the times and location. The LEC President will also coordinate Hotel space with the International Office, ensuring that they get reservation numbers from the International Office as soon as possible. The Mobilization Chair will give the dates for the Mobilization training to the LEC President after consulting with the ISRs.

If the LEC President does not want the responsibility, the MEC Mobilization Chair will coordinate all of the above.

The Mobilization Chair will keep the MEC President and Vice President advised on the progress of all Mobilization trainings.

If an LEC President wants to attend the Mobilization training, they must notify the Mobilization Chair. The flight pay loss for the LEC President will come out of the Negotiations budget. The LEC President will be responsible for removing themselves from trips to attend.

Once the Mobilization Chair and the ISRs feel that the Mobilization Chair is prepared to perform Mobilization Committee Member training on his/her own (without the ISRs present), the MEC Mobilization Chairperson will be allowed to conduct all further training on their own.

If less than five (5) flight Attendants confirm participation in the training, the MEC Mobilization Chair will coordinate with both the MEC President and the respective LEC Presidents to determine if the training session should be rescheduled.

11. Setup and maintain all forms of communications to and from the Mobilization Committee, Negotiating Committee & LEC Presidents (hotlines, issues cards, etc.):

The Mobilization Chair will set up communications as mentioned above with the assistance of the MEC Officers. The

Negotiating Committee will select a point person to interact with the Mobilization Chair. The Mobilization Chair and the Negotiating Committee point person will keep all LEC Presidents informed of Mobilization progress. The Negotiating Committee point person will notify the Mobilization Chair of all communications that will go out to the flight Attendants in written form. This information will not be altered in anyway. If a question or concern about the information arises, the Mobilization Chair and/or LEC Presidents will notify the Negotiating Committee point person.

12. Keep the MEC & LEC President(s) informed on the progress of the Mobilization Program.

The Mobilization Chair will also keep the MEC & LEC Presidents informed on all issues, as well as provide a monthly report on progress.

13. The Mobilization Chair will inform the MEC President, MEC Vice President and MEC Secretary/Treasurer a list of all trip drops for the Mobilization Committee.

The Mobilization Chair will also notify the LEC Presidents of all Flight Pay Loss taken by CHAOS Command Committee members at their base.

**Note** - This Committee will report to the MEC President, however, this Committee will go to the MEC Vice President for questions or concerns.

## T. MEC HOTEL CHAIRPERSON

### Purpose and Scope:

The MEC Chair shall work with the company on matters pertaining to hotels. The Hotel Chairperson shall be the primary contact with the Company, and the MEC Officers.

1. The Hotel Chair will also keep the MEC & LEC Presidents informed on all issues, as well as provide a monthly report on progress.
2. The Hotel Chair will monitor membership complaints and concerns.
3. Will be responsible for discussing hotel problems with the company and will report such problems and solutions to the MEC.
4. Attend quarterly company meetings to discuss Hotel issues.
5. Prepare and present reports at MEC meetings.
6. Review material, handle correspondence and keep the MEC members well informed of current hotel activities.
7. Study Hotel problems and prepare recommendations to be presented to the MEC for consideration.

### Chairperson Duties and Responsibilities

1. An MEC Committee Chairperson cannot change MEC policy.
2. The MEC Committee Chairpersons represent the MEC.
3. An MEC Committee Chairperson will support an MEC position when dealing with the Company.
4. Committee Chairpersons will communicate with their Local Committees at least once a month.
5. Committee Chairpersons will communicate with the MEC Officers at least once a week at a time determined by the Officers. This can be accomplished via E-Mail.
6. Committee Chairpersons shall submit a quality 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. Training
  - f. Actions/Resolutions (If a Committee Chairperson has a resolution or an agenda item to submit to the MEC, she/he should contact the MEC Officers for assistance).
7. The Committee Chairpersons shall maintain files and transfer them to her/his successor.
  8. Each month, the MEC Committee Chairperson will submit a written activity report no later than the 7<sup>th</sup> of the following month. The report should include any meetings attended, conference calls, and general tasks performed for the month previous. All activity reports will be sent to the MEC Officers and LEC Presidents, not on the website.
  9. MEC Committee Chairpersons will provide the MEC Officers with written notices of their unavailable time and the name and telephone number of the individual who will be representing their Committee in their absence.
  10. If an MEC Chair cannot attend a meeting that they were scheduled to attend, they will first; notify the MEC President. The MEC President will then make a decision as to whether another representative should be sent.

**Note** - This Committee will go to the MEC Vice President for questions or concerns.

#### U. C.S.A.P/ ERC CHAIRPERSON

Purpose and Scope:

The MEC CSAP/ERC Chairperson shall work with the company and the FAA Event Review Committee (ERC) on matters pertaining to the Confidential Safety Action Program (CSAP) .

Duties:

1. Attends ERC meetings each month or more frequently based upon volume or emergency situations.
2. Reviews event reports prior to ERC meetings making recommendations on each event that will expedite.
3. Review daily operational reports and refer back to the CSAP manager those reports that should be CSAP so the Flight Attendants can be contacted to submit the CSAP report.

4. Attends MEC meetings to provide updates on the program to MEC members/officers.
5. Work with the ERC members on completion of the monthly CSAP newsletter.
6. As requested, attends CSAP training and related conferences.
7. Provide CSAP training to Flight Attendants as needed.
8. As necessary, discuss CSAP events with the alternate.
9. Maintain open communication with MEC ASHS chairperson.
10. The MEC CSAP/ERC chairperson shall report to the MEC President.
11. Contact Flight attendants to review procedures after ERC meetings.

**Note** - This Committee will go to the MEC President for questions or concerns.

## V. MEC COMMUNICATIONS CHAIRPERSON

### Purpose and Scope:

The Communications Chair will provide the MEC with a unified voice across several communications platforms. The Communications Committee Chair is responsible for developing and maintaining a program of activities that will keep the members and the outside public aware of the activities of the MEC and of standing committee's significant progress and achievements. The Chair must possess and be prepared to utilize creative skills within electronic media such as website design, email campaigns, social media outreach, etc. Proficiency with web authoring tools is required, as is familiarity with print and video software. The position will often require work to be performed within a deadline, so the candidate will need to be able to work efficiently given the time allotted for a given project.

### Duties:

1. The Communications Chair will be responsible for developing and executing an outreach plan that involves communicating with the union membership, the media and AFA International using tools such as websites, print media, blogs, email and electronic outlets, informational video presentations, presentation materials, press releases in conjunction with AFA International, etc.

2. The Communications Chair will create and execute communication strategies as directed by the MEC which are necessary to increase awareness of AFA issues, accomplishments, and actions, and to more directly involve the membership in the workings of AFA.
3. An effective Communications Chair will interact with MEC Officers, Local Presidents, Committee Chairs and AFA International to present a unified and effective voice for AFA.

#### Chair Duties and Responsibilities:

An effective Communications Chair will interact with MEC Officers, Local Presidents, Committee Chairs and AFA International to present a unified and effective voice for AFA. Candidates should possess and be prepared to utilize creative skills within electronic media such as website design, email campaigns, social media outreach, etc. Proficiency with web authoring tools is required, as is familiarity with print and video software. The position will often require work to be performed within a deadline, so the candidate will need to be able to work efficiently given the time allotted for a given project.

**Note** - This Committee will go to the MEC Vice President for questions or concerns.

#### W. CONTRACT IMPLEMENTATION COMMITTEE (CIC)

##### A. COMPOSITION

1. The Contract Interpretation Committee (CIC) will be comprised of at least three (3) members. The members must include participants involved in the direct discussions during the negotiating period. AFA Staff or other representatives may also participate.

##### B. SCOPE

1. The jurisdiction of the CIC will be limited to resolving implementation issues and those issues concerning any new side letters, and new or amended provisions of the collective bargaining agreement.
2. The CIC will select a Chairperson from amongst the members of the committee.
3. The Committee will meet as necessary, commencing with the ratification of the Agreement.
4. Matters submitted to the CIC and which remain unresolved, may be pursued through the Grievance Procedure as set forth under Sections 21 and 22 of the Collective Bargaining agreement.

##### C. Responsibilities

1. The Committee shall provide to the Master Executive Council 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.
2. The CIC Chairperson will be responsible for submitting a quality written report to the MEC before any regular MEC Meeting, provided the committee is still conducting sessions with the Company.
3. The CIC Chairperson will be responsible for submitting a quality written report the MEC following each session of a meeting of the CIC.
4. Upon resolution of a matter, the CIC will communicate the outcome to the MEC and the Membership as applicable.
5. The CIC Chairperson will maintain files and documentation relating to the matters discussed during meetings of the CIC.

## **X. MEC FATIGUE CHAIRPERSON**

### **Purpose and Scope:**

The Fatigue Chair works as a member of the Fatigue Review Committee (FRC) whose primary goal is to identify fatigue hazards, and to implement corrective measures to improve system safety. In order to facilitate safety analysis and corrective action, AFA and Envoy have implemented an FRMP for Flight Attendants, which is intended to improve safety through self-reporting, cooperative follow-up, and appropriate corrective action.

### **Duties:**

1. Attends FRC meetings each month or more frequently based upon volume or emergency situations.
2. Reviews event reports prior to FRC meetings making recommendations on each event that will expedite.
3. Attends MEC meetings to provide updates on the program to MEC members/officers.
4. Work with the FRC on completion of the monthly FRC newsletter and updates to the membership.
5. As requested, attends Fatigue training and related conferences.
6. Maintain open communication with MEC ASHS chairperson.

7. The MEC FRC chairperson shall report to the MEC President.
8. Contact Flight attendants to review procedures after FRC meetings.

**Note** - This Committee will go to the MEC President for questions or concerns.

## **Y. Human Rights and Equity Committee**

### **Scope**

The committee is charged with responsibility for ongoing study of matters related to the strengthening of our union through the promotion of and support for economic, racial and social justice equity for all workers.

### **Duties**

1. Recommendations for participation with our MECs and LECs in their community, minority and women's organizations and coalitions which aim to eliminate discrimination and racism.
2. Recommendations related to the support for work on union campaigns and programs to include the following: collective bargaining, organizing, voter registration information and get out the vote drives, informing members on legislation that impacts working men and women, and community service and outreach programs.
3. Recommendations for creating safe spaces within our union for people to share their personal experiences in relation to age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, gender identity, gender, gender expression and political orientation so that we better understand each other and build our union through our common struggles and goals, rather than allowing union busters to divide us by differences.
4. Recommendations for educational materials relevant to civil and human rights issues that affect our members and communities.
5. Recommendations on how to facilitate training around issues of Human Rights and Equity.

**Note-** This Committee will go to the MEC Vice-President for questions or concerns.



## Z. MEC PAY CHAIRPERSON

### Purpose and Scope:

This position is responsible for assisting the members in understanding and learning the Payroll and Paycomp systems. Is responsible for assisting members in tracking pay discrepancies and any Payroll and Paycomp records available to the member and AFA.

### Duties:

1. To assist AFA members in reviewing their pay records.
2. To engage Envoy management when pay discrepancies are found in member's pay records.
3. To maintain accurate records of pay-related issues reported by AFA members.
4. To send Presidents a quarterly report of all pay-related issues.
5. To ensure that all payroll schedules and adjustments comply with contractual agreements.
6. To assist new hires in understanding the paycomp and payroll procedures.
7. The MEC Pay Chair will report directly to the MEC Vice President.

**Note** - This Committee will go to the MEC Vice President for questions or concerns.

## AA. TRIP DROP REQUESTS

In the event that a Committee Chairperson or MEC Officer requires a Trip Drop to perform a function of union activity, they shall submit the request in a timely manner.

All Trip Drops will contain the following information:

- Name
- Subject line ex. Union – Barrow, R 572270 (PU-NEG-OCT)
- Employee Number
- Domicile
- Date Of Trip Sequence

- Trip Sequence Number
- (Flight Numbers if Partial Trip)
- Total amount of Hours being removed

Regardless of which committee or office you represent, all drop requests should include all three MEC Officers. The MEC Secretary / Treasurer will submit the drop requests to the company. If the MEC Secretary / Treasurer is unavailable, She/he will notify the MEC Vice President to process Trip Drop Requests. If the MEC Vice President is unavailable, she/he will notify the MEC President to process Trip Drop Requests.

## **Article VII - LEC COMMITTEE GUIDELINES**

### **A. INTRODUCTION**

All Committees on a Local Level will report directly to the LEC President or their designee.

Local Committee Chairperson's should report their activity on a monthly basis to their respective MEC Committee Chairperson.

The LEC President or designee is the only member of the local council that can authorize a trip-drop. All requests must be made directly to the LEC President for Union Drops.

It is the responsibility of the Local Committee Chair to ask for assistance when needed. Following is the hierarchy when requesting assistance:

1. LEC Vice President
2. LEC President
3. MEC Chairperson
4. MEC Vice President
5. MEC President

**Note**– Questions regarding Budget criteria should be directed to the LEC President or their designee.

### **B. LEC GRIEVANCE CHAIRPERSON**

Purpose and Scope:

The local Grievance Chair is the primary manager of local grievances. This individual will work closely with the AFA staff attorney assigned to Envoy Air. Grievance work is “deadline work.”

There are no set hours. Depending on the deadline, at times this will necessitate extremely long workdays; other times the workday will be of normal duration.

The duties of the office include both clerical functions as well as an active role LEC grievance resolution. The Grievance Chair will have as their primary objective the protection of all Flight Attendants against arbitrary and unjust disciplinary action. The Grievance Chair shall uphold, defend and enforce the collective bargaining agreement, side letters of agreement, grievance and any other settlements, MEC policy and the AFA Constitution and Bylaws.

The Grievance Chair shall act to secure the fastest possible procedure for all Flight Attendants in the arbitration of their grievance for disciplinary action.

The Chair will report to the LEC President and the MEC Grievance Chair.

Duties:

1. File all local grievances.
2. Prepare and assemble files
3. Collect evidence and establish that the alleged violation has occurred. This will normally include soliciting documentation for each grievance.
4. Assist the MEC Grievance Chair in preparation for System Board hearings.
5. Ensure that time limits are met for filings, appeals and petitions.
6. Prepare grievance reports to present to the LEC President.
7. Review material, handle correspondence and keep the LEC well informed of current grievance development and write grievance articles for local newsletter upon request by the LEC President.
8. Be a representative for Members when meeting with the company.

**NOTE** – Each LEC Committee Chairperson should also report their monthly activity to their respective MEC Chairperson.

#### C. LEC AIR SAFETY, HEALTH, AND SECURITY CHAIRPERSON

Purpose and Scope:

The LEC Chair shall work with local management on matters pertaining to cabin and Flight attendant safety and health.

The Local Chair will report to the LEC President and the MEC Chair.

Duties:

1. Be available on call 24 hours in the event of an accident. (Must have cell phone)
2. Act in an advisory role to the LEC President on safety matters.
3. Study air safety and health problems and prepare recommendations to be presented to the LEC for consideration.
4. Review material, handle correspondence and keep the LEC well informed of safety developments and prepare articles for the LEC newsletters.
5. Attend company debriefings when safety related issues are discussed.
6. Report to the MEC Air Safety, Health, and Security Chair on a monthly basis.

**NOTE** – Each LEC Committee Chairperson should also report their monthly activity to their respective MEC Chairperson.

#### **D. LEC EMPLOYEE ASSISTANCE PROGRAM (EAP) CHAIRPERSON**

Purpose and Scope:

This position is responsible for the coordination of EAP/PS functions in the airline. The LEC EAP Chair shall coordinate with the AFA International EAP Department and the MEC EAP/PS chairs. In the event of an accident or incident the LEC Chair should be available on a 24-hour basis. The EAP is a support service provided by Flight Attendants for Flight Attendants, their families and partners. EAP Peer Representatives are trained to provide three distinct, but interrelated, services, which include Assessment, Support and Referral Services.

Professional Standards

EAP offers a range of conflict resolution strategies, skills and support to help co-workers resolve disputes among themselves without the need for management intervention.

Critical Incident Response

EAP offers and/or coordinates a range of critical incident stress management services to promote and accelerate recovery in the aftermath of traumatic and/or critical incidents, both on and off the job.

The LEC EAP Chair will report to the MEC EAP Chair and the LEC President.

Duties:

1. EAP Reps assist members in identifying and developing an action plan to address personal and work related concerns.
2. EAP provides support to a troubled Flight attendant (TFA) during the problem resolution process.
3. When professional services or resources are required, the EAP identifies an appropriate referral(s) and facilitates the TFA's successful linkage to it.
4. Should be able to be contacted 24 hours a day. (Should have cell phone)
5. Report to the MEC EAP Chair on a monthly basis.

NOTE – Each LEC Committee Chairperson should also report their monthly activity to their respective MEC Chairperson.

#### E. LEC BID PLANNING CHAIRPERSON

Purpose and Scope:

This chairperson must have knowledge of the contract, FARs, flight time-duty time-crew rest-guidelines and have computer competency. This committee supports the building of lines in each domicile to assure the highest quality of life for the Flight attendant membership.

The Chair will report to the MEC Bid Planning Chair and the LEC President.

Duties:

1. Shall work with the local scheduling department on the construction of monthly lines of flying.
2. Will be responsible for discussing scheduling problems with the company and will report such problems and solutions to the MEC Bid Planning Chair and the LEC President.
3. Monitor the company throughout the scheduling process for any perceived or potential violations of the agreement and identify these violations to the LEC and MEC Chair.
4. Establish history of schedules, save monthly schedules, bid awards and staff numbers.
5. Request feedback on flights where service, staffing or flight time prevents Flight Attendants from maintaining acceptable standards of performance.

6. Compile the feedback and relay it to the MEC Bid Planning Chair on a monthly basis.
7. Use domicile feedback to work with the company to resolve the union's problems and concerns.

**NOTE** – Each LEC Committee Chairperson should also report their monthly activity to their respective MEC Chairperson.

#### F. LEC RESERVE CHAIRPERSON

##### Purpose and Scope:

This chairperson is responsible for monitoring all problems specific to Flight Attendants on reserve status. He/she is responsible for assisting with reserve contract interpretation and facilitating reserve's interaction with crew scheduling, and with educating the reserves as to contract provisions applicable to reserve Flight attendants. It is recommended that the committee be comprised of reserves.

The LEC Reserve Chair will report to the MEC Reserve Chair and LEC President.

##### Duties:

The committee will monitor all reserve concerns on a local basis. The LEC President shall coordinate with the LEC Bid Planning Chairperson regarding any reserve scheduling issues, and the LEC Grievance Chairperson any grievances which should be filed on behalf of reserves.

##### New Hires:

The reserve committee shall develop and implement a system to assist the integration of new hires into the membership of the Union. This may include a "buddy system" pairing new hires with present Flight attendants who can answer questions concerning the Union and the reserve system and the contract in a satisfactory manner. The reserve chairperson should coordinate with the LEC President when the opportunity to speak to new classes arises. These should be a portion of the union presentation devoted to the reserve section.

1. Communicate with the LEC Bid Planning Chairperson on a weekly basis.

**NOTE** – Each LEC Committee Chairperson should also report their monthly activity to their respective MEC Chairperson.

#### G. LEC MEMBERSHIP CHAIRPERSON

##### Purpose and Scope:

This position is responsible for the tracking and updating of membership, addresses and status changes. Personal address(es), phone numbers, e-mails if any, and membership status changes to which AFA has access are considered confidential and should be surrendered at the end of the chair's term or resignation.

Duties:

1. To receive and review AFA's records whenever they are mailed to the chair. This should be obtained by the LEC President.
2. To reconcile such records with the most recent records of AMR management.
3. To ensure that new members receive the AFA new hire packets when they become employees and sign a membership and complete a dues check-off form.
4. Send Presidents a list of transfers, change of any information and transfers (including new hires) into the domicile.
5. Send Transfer Information monthly to the MEC Membership Chair.
6. Obtain E-mail Addresses for all Flight Attendants in the respective Domicile and provide them to the LEC President.

**NOTE** – Each LEC Committee Chairperson should also report their monthly activity to their respective MEC Chairperson.

#### H. LEC MOBILIZATION CHAIRPERSON

The following guidelines are to inform the LEC Chairs as to their duties and responsibilities.

AFA Mobilization Committee LEC Chair Guidelines:

1. LEC Chairs are responsible for overseeing the local base Mobilization Committee Members and ensuring that all members of the committee have adequate materials to distribute to the Flight Attendants; this would include AFA pins, AFA bag tags, Issue Cards, etc.
2. LEC Chairs can request extra supplies for the Flight Attendants through their MEC Mobilization Chair. These items would include: AFA pins, AFA bag tags, colored ribbons or other negotiations support materials.
3. LEC Chairs will receive Issue Cards, along with any other talking points and information from the MEC Mobilization Chair. This will be done on a monthly schedule however time frames may change.

4. LEC Chairs are responsible to make sure that the program is working properly in their local bases, i.e., the Flight Attendants are talking with the Mobilization Committee Members, the Flight Attendants are getting the Issue Cards while at work and that the Mobilization Committee Members are sending in their monthly reports with feedback from the Flight Attendants.

LEC Chairs should keep track of the Mobilization Committee Members who will be on vacation so that the Issue Cards are distributed properly and evenly among the rest of the committee.

5. LEC Chairs should be contacting the members of their local Mobilization Committee at least monthly. If someone does not report in, the LEC Chair needs to follow up and find out why. If a member of the committee is not doing their job, this needs to be brought to the attention of our MEC Mobilization Chair. In turn, they will bring this to the attention of the respective LEC President to address.
6. LEC Chairs should ensure that their local base Mobilization Committee Members always wear their AFA pins, have their AFA bag tags on their luggage/purse and always carry their AFA contract with them. It is helpful that the Mobilization Committee members are somewhat proficient in understanding their contractual rights and can articulate that information with the Flight Attendant group. Please know that help is only a phone call away.

LEC Chairs should report any problems they encounter with the Program as soon as possible to the MEC Mobilization Chair.

7. Provide Monthly Updates to The LEC Membership Chair for changes in contact information. (e.g. Address, Phone, e-mail)
8. LEC Chair Requirements:

Each LEC Chair must be ready, willing and able to do the following:

- a. Give negotiating committee and MEC Mobilization Chair your cell phone/pager numbers.
- b. Have access to personal email, and be willing to check messages daily while at home and as often as possible while away.
- c. Give Union permission to check your work schedules.
- d. Be willing (in critical situations only), to receive phone calls during rest periods at layover hotels.



If you do not agree with any part of these requirements, you must contact your MEC Mobilization Chair immediately!

**NOTE** – Each LEC Committee Chairperson should also report their monthly activity to their respective MEC Chairperson.

## **I. LEC HOTEL CHAIRPERSON**

### **Purpose and Scope:**

This person must have knowledge of the contract, understand the hotel contract negotiations and be computer competent. This committee supports the contracting of hotels that satisfy safety and security guidelines, comfortable and provide the highest quality layover experience for the Flight Attendant membership.

The Chair will report to the MEC Hotel Chair and the LEC President.

### **Duties:**

1. Shall work with the Crew Hotel Coordinator and MEC Chairperson in all aspects of hotel quality.
2. Will be responsible for discussing local hotel problems with the company and will report such problems and solutions to the MEC Hotel Chair and the LEC President.
3. Monitor the company through the established communication process for any perceived or potential violations of the agreement and identify these violations to the LEC and MEC Chair.
4. Review and maintain reports of specific issues for local base (via the established communication process) as well as directly from Flight Attendants.
5. Conduct site visits and complete reports for those visits for the MEC Chairperson.
6. Send a written report monthly to the MEC Chair outlining activities and base specific issues.
7. Use Flight Attendant feedback to work with the Company to resolve the Union's problems and concerns.
8. Participate in quarterly roundtable meetings with the Company.

## Article VIII - MEC MEETINGS

### A. FREQUENCY

1. The MEC President shall call meetings or conference calls as necessary for the efficient handling of Union business in accordance with the AFA Constitution and Bylaws. In no case are there to be less than two meetings a year.
2. The MEC shall have the right to request the MEC President to conduct a conference call at any time by a majority vote.

### 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.
3. MEC Committee Chairpersons, Negotiations Committee members and System Board members will receive notification of MEC meetings. If their attendance is required, their expenses will come out of the designated MEC budget.
4. Advance notice of MEC meetings with date and location will be communicated to the membership via MEC E-Communication bulletin board posting, web sites, and newsletters. Members are encouraged to attend at their own expenses.
5. The MEC will determine MEC Meeting locations; Exceptions will be determined by the MEC when petitioned by members for a specific domicile. Special Meetings are subject to Constitutional provisions and; therefore, are not included in this schedule.
6. The MEC shall strive to limit its meetings to a period of three (3) days which does not include a travel day in the front and back of the meeting. On occasion the MEC meeting agenda will allow for travel on the last day of the scheduled meeting.

### C. AGENDA

1. The MEC President shall place any item submitted by an MEC member on the agenda.

2. Agenda items submitted by the MEC shall be in writing and signed. (Please refer to “MEC AGENDA FORMS on Article X”).
3. Agenda items must be submitted in time to become part of the meeting notification.
4. The MEC President will determine the time frame for agenda items and the acceptance of late agenda items during the meeting.
5. Any/all late agenda items will require a majority vote of the MEC for acceptance.
6. The MEC President may submit an agenda item at any time during the MEC meeting. These agenda items will not require a vote of the MEC for acceptance.
7. Reports from Executive Board Sessions will be placed on the agenda of the MEC meeting following an Executive Board Meeting.
8. The MEC Meeting Agendas will include a travel day in the front and back of the actual MEC Meeting. On occasion the MEC meeting agenda will allow for travel on the last day of the scheduled meeting.
9. The MEC Agenda before the Board Of Directors Meeting will include one day off between the MEC Meeting and the Commencement of the B.O.D. Meeting.
10. During scheduled MEC Meetings, a 10 minute break will be given every 90 minutes or when motioned by any member of the MEC

D. ATTENDANCE

1. The MEC Secretary/Treasurer shall act as the Credentials/Certification Committee and certify the legality of each representative or observer.
2. Each Council will be represented under the AFA 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. An MEC member may designate any other member of the MEC or another officer of the Local Executive Council, 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. LEC Presidents attending MEC meetings will have their flight pay loss covered by the Master Executive Council.
  - 7. An invitation shall be extended to the International President to AFA or another International Officer, once yearly, to attend an Envoy Air 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 Envoy Air MEC.

#### E. PROCEDURE

- 1. The MEC may conduct its meetings under the rules of order provided that:
  - a. Each member of the MEC shall be allowed the privilege of fully expressing her/his 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; Third Edition", unless the question is specifically provided for in the AFA Constitution.
- 2. Individuals that return late from any scheduled break time or cell phone disturbances will be encouraged to place \$ 2.00 into the James Morris and Carl Gautreaux memorial Fund.
- 3. Action Items are to be derived from Motions put forward and voted on by the body of the MEC. A time line could be required for action Item(s) to be completed (when possible).

#### F. SPECIAL MEETINGS

- 1. A special meeting may be called in accordance with the AFA Constitution and Bylaws.
- 2. Notification of such a meeting must be sent at least twenty-four hours in advance and shall include the agenda.

3. No business other than specified in the written notice shall be conducted except with a three-fourths (3/4) majority approval, and then only if all MEC members of their legal proxies are present.

G. MEETING RECORDS

1. The MEC Secretary/Treasurer shall be responsible for the recording of the minutes for each MEC meeting. The Completed MEC minutes will be available to any member in good standing.
2. The MEC Secretary/Treasurer will prepare a synopsis of the MEC meeting minutes.
3. The MEC Vice President shall be responsible for recording all motions using the “Motion Form”.
4. MEC minutes shall include the names of all those present.
5. The MEC Meeting minutes will be forwarded to the International Office, each MEC Officer and all LEC Presidents within 30 days of the conclusion of the meeting.
6. The MEC Secretary/Treasurer shall send the LEC Presidents and MEC Committee Chairpersons the MEC minutes “synopsis.” The LEC President will make MEC Meeting Minutes available to all local officers.
7. All money’s collected for the James Morris and Carl Gautreaux memorial Fund will be recorded into the MEC Minutes.

## **Article IX – ENVOY SYSTEM BOARD OF ADJUSTMENT LIST**

### **A. POLICY**

1. It is the policy of the Envoy Air Master Executive Council to process grievances submitted to the System Board of Adjustment in the following order:
  - a. Two (2) “Termination” grievances;
  - b. One (1) “Contract” or “Discipline other than Discharge” grievance.
2. Within each category, grievances will be arranged by the date of the initial filing. Any grievances may be processed out of order at the discretion of the MEC.

### **B. RESOLUTION OF GRIEVANCES**

The authority to approve resolutions of all grievances rests with the MEC. Any resolution of a grievance filed prior to the implementation of the single merged Envoy Air Flight Attendant Agreement may only be made after consulting with the applicable LEC President and the AFA Legal Department.

### **C. SYSTEM BOARD OF ADJUSTMENT**

#### **Purpose and Scope**

Members serve on the System Board of Adjustment for the purpose of arbitrating disputes and/or grievances which may arise under the terms of the Agreement between Envoy Air Airlines and its Flight Attendants.

1. There will be one (1) Permanent Member and one (1) Alternate Member elected to represent the Association.
2. 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 Envoy Air Airlines.
3. There will be no separate budget administered by the System Board of Adjustment. Flight Pay Loss and expenses incurred in the discharge of the System Board member(s)’ duties will be borne out of the System Board of Adjustment budget administered by the Chairperson of the MEC Grievance Committee.

#### **Selection**

1. System Board members will be elected by a majority vote of the MEC from the active members in good standing.

2. System Board members will be elected for a two (2) year term of office. One Union member will be elected each year to ensure, insofar as possible, that both Union members will not at any time be new.
3. The Permanent Member will serve a two (2) year term.
4. The Alternate Member will initially serve a one (1) year term. Thereafter, the Alternate Member will serve two (2) year terms.
5. The MEC President will 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 the Permanent or the Alternate member be unavailable.
6. The MEC on an ad hoc basis, by majority vote, may appoint an expert as a substitute for a member of the System Board of Adjustment.

#### Duties

1. The System Board members will serve as the AFA-appointee on the Envoy Air Airlines Flight Attendants System Board of Adjustment (“the Board”) for the purpose of gathering evidence, testimony and argument, whether written or oral, whenever the Board convenes to arbitrate disputes and/or grievances which may arise under the terms of the Agreement between Envoy Air Airlines and its Flight Attendants.
2. The System Board member(s) selected to serve on a specific Board will apprise themselves of the issue(s) involved in the dispute(s) to be arbitrated, as well as the Union’s theory and arguments of the case(s).
3. The System Board member(s) selected to serve on a specific Board will attend the entirety of the arbitration, whether conducted in person, telephonically or by other electronic communication.
4. The System Board member(s) selected to serve on a specific Board will attend any Executive Session(s) called by the neutral member of the Board, the Company appointee(s) to the Board or the Union appointee(s) to the Board.
5. Draft Decisions of the System Board of Adjustment will be considered to be “confidential” until such time as the decision has been signed by a majority of the Board members comprised of the Union-appointee, the Company-appointee and the neutral member of the Board.

**Article X –MEC FORMS**

A:

<b>Association of Flight Attendants Envoy Air Airlines MEC Agenda Item Form</b>
<b><u>SUBJECT:</u></b>
<b><u>STATEMENT OF QUESTION:</u></b>
<b><u>SOURCE AND DATE SUBMITTED:</u></b>
<b><u>BACKGROUND INFORMATION:</u></b>
<b><u>PROPOSED RESOLUTION:</u></b>
<b><u>WHEREAS,</u></b>
<b><u>THEREFORE BE IT RESOLVED</u></b>

Agenda Item #: \_\_\_\_\_



B:

<div><div>Association of Flight Attendants Envoy Air Airlines MEC</div><div>Action Item Form</div></div> <div><div>Assigned To:</div><div>Date Assigned:</div><div>Assigned From:</div><div>Special Instructions:</div><div>Time Limit:</div><div>Report To:</div><div>Date Completed:</div><div>MEC Officer:</div></div>
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