

IBEW Local 1600 Unit Meeting Minutes

Month _____ Unit Number _____

Unit Chair/s _____

Unit Recorder/s _____ Phone # _____

Unit Recorder/s _____ Phone # _____

Business Rep/Officer attending meeting _____

1. ROLL CALL OF OFFICERS: Please list reason for non-attendance

Executive Board Members:

Other Officers:

2. REVIEW OF IBEW LOCAL 1600 MONTHLY MINUTES:

3. COMMUNICATIONS AND REPORTS:

4. PRESIDENT'S REPORT:

5. REPORTS OF EXECUTIVE BOARD AND OFFICERS:

6. RECEIPTS AND EXPENSES:

7. VOTE ON MOTIONS FROM THE EXECUTIVE BOARD MINUTES (Attach results)

MOTION TO APPROVE RECEIPTS AND EXPENSES AND EXECUTIVE BOARD MINUTES

FIRST: _____

SECOND: _____

VOTE ON RECEIPTS AND EXPENSES AND EXECUTIVE BOARD MINUTES

YES _____ **NO** _____ **ABSTAIN** _____

8. SWORN IN AS NEW MEMBERS: List name/work location/job title

9. NEW MOTIONS FROM THE UNITS (Attach motions)

10. VOTE ON MOTIONS FROM THE UNITS (Attach results

11. CHIEF STEWARDS REPORTS (List each name of Chief Steward and designate if report attached)

12. ACCIDENTS/SICKNESS/DEATHS (Use previous month's list to make changes and attach to this report)

13. REPORTS OF DELEGATES AND COMMITTEES:

14. UNFINISHED BUSINESS:

15. NEW BUSINESS (Also, use this category for matters relating to any election and installation of officers)

16. GOOD IF THE UNION:

LOCAL 1600 BUILDING CORPORATION MEETING:

MOTION TO APPROVE RECEIPTS AND EXPENSES AND ADJORN LOCAL 1600 BUILDING CORPORATION MEETING:

FIRST: _____

SECOND: _____

VOTE ON MOTION

YES _____ **NO** _____ **ABSTAIN** _____