

IBEW Local 1600 Unit Meeting Minutes



Unit # 1600- _____ **Date** _____

Unit Recorder _____

Contact Phone Number _____

Business Representative/Officer attending meeting _____

1. Review of IBEW Local 1600 Monthly Minutes – Comments and Corrections

2. Communications and Reports

3. President's Report

4. Executive Board Minutes

5. Report of Receipts and Expenses

If there are not further questions or discussions, the report will stand as read.

6. Vote on Executive Board Motions

Attach a copy of the Executive Board Motion(s) with vote results.

7. Vote on Motions from the Units

Attach a copy of the motions(s) with vote results.

8. Chief Steward Report

List all Chief Stewards. Denote whether report attached, no report (if Chief is in attendance) or No submission (if Chief is not present at the meeting and no report was provided).

9. Accidents/Sickness/Death

Use prior month's minutes and make appropriate changes, then attach to this report.

10. Delegates and Committees

11. Unfinished Business

12. New Members – Sworn In

13. Motions and New Business

14. Good of the Union

15. IBEW 1600 Building Corporation

If there are no further questions or discussion, this report stands as read.

Meeting Adjourned:

At the end of the meeting, give the minutes to the business representative attending your meeting or email to caslocal1600@aol.com. If you do not have access to email, send to the Local 1600 office to the Recording Secretary's attention.

To have your report included in the monthly minutes for the next unit meeting, it must be submitted by the next Friday the week following your unit meeting.

