



# General Meeting Agenda guideline for Unit Chairs

The hour of the meeting having arrived, ask all members to stand and call the meeting to order with the following:

1. **OPENING** – “The time for opening this meeting having arrived, I declare this meeting duly convened and qualified to consider measures tending to conserve the best interest of this Unit, and the United Steelworkers.”  
USW Constitution, p. 75
2. **ROLL CALL OF OFFICIALS** – Unit Secretary
3. **READING OF MINUTES** of the last General Meeting of “DATE” – “Are there any errors or omissions”?

After the minutes have been circulated by the Unit Secretary, a motion must be made and seconded that the minutes be “accepted” (or adopted) as read. Such a motion means that in the opinion of the members, the Secretary has recorded the minutes of the previous meeting correctly. Should the reading reveal any errors or omissions, a member may move to correct the minutes. If this motion is carried, another motion should follow that the minutes “as corrected” now be approved.

- MOTION to accept the minutes as “circulated” or “corrected”(whichever is appropriate)?
- Second?
- All in Favour?
- Any opposed?
- Motion is “carried” or “defeated”.

4. **READING OF COMMUNICATIONS** - Unit Secretary

The Unit Secretary reads the letters which require attention. Those which do not require much discussion may be dealt with immediately; others may be laid over to “New Business” or referred to a standing committee. If no action is required or desired, the communications may be read and, upon a motion, “received” and filed.

MOTION to     a)       Refer to new business, or  
                  b)       Receive and file.

Second?  
All in Favour?  
Any opposed?  
Motion is “carried” or “defeated”.

5. **REPORTS OF OFFICIALS**

- Unit Chair
- Unit Vice-Chair
- Unit Secretary

MOTION to accept the reports?  
Second?  
All in favour?  
Opposed?  
Motion is “carried” or “defeated”.

6. **REPORT OF THE LOCAL UNION REPRESENTATIVE**

MOTION to accept the report?  
Second?  
All in favour?  
Opposed?  
Motion is "carried" or "defeated".

7. **REPORT OF COUNSELLORS**

MOTION to accept the report(s)?  
Second?  
All in favour?  
Opposed?  
Motion is "carried" or "defeated".

8. **REPORT OF DELEGATES**

Labour Council?  
Local Union Delegated Meeting?

MOTION to accept the report(s)?  
Second?  
All in favour?  
Opposed?  
Motion is "carried" or "defeated".

9. **INITIATION OF NEW MEMBERS** – "Are there any new members who have never been to any USW Local 1944 meeting before here?"

If so, these members may be brought to the front of the meeting and be asked by the Unit Chair to raise their right hand. The Unit Chair may then read the following initiation, which is repeated by the new members (USW Constitution p.79):

"Recognizing that the United Steelworkers is a strong labour organization dedicated to the advancement of my interests and the interests of all working men and women and that the strength of the Union depends on the commitment which its members make to it and to each other, I do sincerely promise, of my own free will, to abide by the laws of this Union; to bear true allegiance to, and keep inviolate the principles of the United Steelworkers; never to discriminate against a fellow worker on account of creed, colour, sex, or nationality; to defend freedom of thought, whether expressed by tongue or pen, to defend on all occasions and to the extent of my ability the members of our organization, and never to reveal to any employers or their agent a member's name without proper authorization. I will cease work when authorized and approved by the organization to do so.

That I will look upon my fellow members of this Union as my brothers and sisters and will never knowingly wrong a member or see a member wronged if I can prevent it. That I will assist all members of our organization to obtain the highest wages possible for their work; that I will not accept a member's job who is idle for advancing the interests of the Union or seeking better remuneration for the member's labour; and, as the workers of the entire country are competitors in the labour world, I promise to provide my solidarity and support whenever I am called upon by the organization to do so. And I further promise to help and assist all members in adversity, and encourage all workers to organize and join our Union in order to enjoy more fully the fruits of their labour.

To all this I pledge my honour and I further pledge that at every opportunity I shall 'Say A Good Word About My Union."

10. **REPORTS OF COMMITTEE REPRESENTATIVES**

Grievance Committee?  
Workplace Health and Safety?

MOTION to accept the report(s)?  
Second?  
All in favour?  
Opposed?  
Motion is "carried" or "defeated".

11. **UNFINISHED BUSINESS** - "Does any member have anything to bring up here?"

These matters are those remaining over from previous meetings. They are usually recorded in the minutes of the previous meeting. The Unit Secretary should inform the Unit Chair of any unfinished business so it may be included in the order of business in this section.

12. **NEW BUSINESS** - "Does any member have anything new to bring up here?"

These are matters which have been laid aside earlier in the meeting or which have come up since the last meeting. Any correspondence referred to new business requires "motion" to do "something" with the correspondence.

13. **GOOD AND WELFARE** - "Does any member have anything to bring up?"

All miscellaneous matters for the good of the Union which should be brought to the attention of the meeting should come to the floor at this time. These matters usually do not require any action by the meeting. They are simply matters of information and education.

"The next meeting will be the General Meeting to be held on "DATE" at the "LOCATION" in "CITY" at "TIME" unless specially called."

MOTION to adjourn.  
Second?  
All in favour?  
Any opposed?  
Motion is "carried" or "defeated".

14. **CLOSING (All Stand)** - "The business of this meeting having been duly transacted, I declare it adjourned until our next regular session, unless you are especially called together, when I hope to see all members present."