

SHOP STEWARD'S MEETING

**Norwood Legion
11150 – 82 Street
February 19, 2008**

A G E N D A

1. **CALL TO ORDER** at
2. **WELCOME** to all Shop Stewards, members and guests. Members and Guests **MUST FIRST** notify and receive permission from the Presiding Chair prior to attending a Shop Steward Meeting. Members and Guests **CANNOT** vote on Shop Steward matters.
3. **CORRESPONDENCE POLICY – SHOP STEWARD ASSEMBLY**
 - a) **The Chair should always have prior knowledge and see the correspondence.**
 - b) **The Chair should never be surprised by any correspondence or contents of the correspondence.**
 - c) **If there are any questions or discrepancies regarding the contents of the correspondence then the following should always apply:**
 - 1) **Contents of correspondence should be investigated.**
 - 2) **Correspondence referred to Executive Board for their perusal and action.**
 - 3) **Correspondence referred to appropriate area(s).**
 - 4) **If contents or correspondence refers to a person(s), the named person or person(s) in the correspondence should be made aware of the correspondence and its contents and be given an opportunity to respond.**
 - 5) **After items 1 to 4 have been completed, then the correspondence if required can be dealt with and put over to future meetings.**
 - d) **Correspondence that is of a General Benefit or a Benefit to the General Membership should **ONLY BE READ** and attached to the minutes for circulation.**
 - e) **Correspondence will not be read or attached to the minutes if the Correspondence bears no signature.**
4. **ADDITIONS OR CORRECTIONS TO THE AGENDA**
5. **ADOPTION OF THE AGENDA**
6. **SHOP STEWARD TRAINING**
Roundtable discussions.

7. **CONSIDERATION OF THE MINUTES OF** January 22, 2008.
8. **ADOPTION OF THE MINUTES OF** January 22, 2008
9. **BUSINESS ARISING OUT OF THE MINUTES**
10. **CORRESPONDENCE**
11. **NEW BUSINESS**
12. **REPORTS**
 - 12.1 **Sergeant-at-Arms Report**
13. **COMMITTEE OF THE WHOLE**
14. **GOOD AND WELFARE**
 - 14.1 The next Shop Steward Meeting will be March 18, 2008.
15. **ADJOURNMENT**

Zonia Wuschenny, Chief Shop Steward

Agenda Subject to Change