

SHOP STEWARD'S MEETING

Norwood Legion

11150 – 82 Street

January 22, 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
7. CONSIDERATION OF THE MINUTES OF December 4, 2007.
8. ADOPTION OF THE MINUTES OF December 4, 2007
9. BUSINESS ARISING OUT OF THE MINUTES
10. CORRESPONDENCE
11. NEW BUSINESS
12. REPORTS
 - 12.1 Sergeant-at-Arms Report – Carrie Coffin
13. COMMITTEE OF THE WHOLE
14. GOOD AND WELFARE
 - 14.1 The next Shop Steward Meeting will be February 19, 2008
15. ADJOURNMENT

Zonia Wuschenny, Chief Shop Steward

Agenda Subject to Change