

## **SHOP STEWARD'S MEETING**

**Norwood Legion**

**11150 – 82 Street**

**June 17, 2008**

### **A G E N D A**

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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**

**6.1** The Shop Steward Assembly will go into roundtable discussion groups.

**7. CONSIDERATION OF THE MINUTES OF May 20, 2008.**

**8. ADOPTION OF THE MINUTES OF May 20, 2008.**

**9. BUSINESS ARISING OUT OF THE MINUTES**

**10. CORRESPONDENCE**

**11. NEW BUSINESS**

**11.1 Motion to Cancel the July and August 2008 Shop Steward Meetings**

**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 September 16, 2008 at the Norwood Legion.

**15. ADJOURNMENT**

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**Zonia Wuschenny, Chief Shop Steward**

**Agenda Subject to Change**