



POLICY AND PROCEDURE MANUAL

of the

**ALASKA AIRLINES MASTER EXECUTIVE COUNCIL
ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO**

As Amended February 12, 2018

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ARTICLE I

MEC RULES OF PROCEDURE and POLICY

A. DEFINITIONS

1. AFA and AFA-CWA refer to the Association of Flight Attendants-CWA, AFL-CIO, headquartered in Washington, DC
2. MEC and Master Executive Council refer to the Alaska Airlines Master Executive Council of the Association of Flight Attendants-CWA, AFL-CIO, representing the Flight Attendants in the service of Alaska Airlines, Inc.
3. MEC Officers refer to the elected Master Executive Council President, Vice President, and Secretary-Treasurer
4. Local Council refers to the Local Councils that comprise the Alaska Airlines Master Executive Council, currently located in:
 - a. Council 15 in San Diego, CA representing Alaska Airlines Flight Attendants domiciled at San Diego International Airport (SAN)
 - b. Council 18 in Los Angeles, CA representing Alaska Airlines Flight Attendants domiciled at Los Angeles International Airport (LAX), Hollywood Burbank Airport (BUR), Long Beach Airport (LGB), Ontario International Airport (ONT), and Orange County-John Wayne Airport (SNA)
 - c. Council 19 in Seattle, WA representing Alaska Airlines Flight Attendants domiciled at Seattle-Tacoma International Airport (SEA)
 - d. Council 30 in Anchorage, AK representing Alaska Airlines Flight Attendants domiciled at Anchorage-Ted Stevens international Airport (ANC)
 - e. Council 35 in San Francisco, CA representing Virgin America Flight Attendants domiciled at San Francisco International Airport (SFO) and Los Angeles International Airport (LAX)
 - f. Council 39 in Portland, OR representing Alaska Airlines Flight Attendants domiciled at Portland International Airport (PDX)
5. LEC and Local Executive Council refer to the elected Local Executive Council Officers whom are elected by and represent the members of each Local Council

6. Company and The Company refer to Alaska Airlines, Inc and its parent companies.
7. Management refers to the employees, boards, bodies, and designated representatives of Alaska Airlines, Inc and its parent companies whom are either directly or indirectly responsible for managing or supervising the Flight Attendants in the service of Alaska Airlines, Inc.
8. CBA and Contract refer to the collective bargaining agreement between Alaska Airlines, Inc. and the Flight Attendants in the service of Alaska Airlines, Inc. as represented by the Association of Flight Attendants-CWA, AFL-CIO

B. SCOPE

1. The Rules of Procedure and Policy (Policy Manual) of the Master Executive Council (MEC) shall in no way conflict with the AFA-CWA Constitution and Bylaws, but shall augment, where necessary, for the clarification of the role of the Alaska MEC, its Officers and Committee Chairpersons.

C. PURPOSE

1. The purpose of the MEC Rules of Procedure and Policy are to provide rules and procedures for the MEC and its Officers and Committee Members. The MEC acts as a coordinating council for all Alaska Flight Attendants, to maintain continuity amongst the membership and each council. This policy provides background information to assist the MEC in fulfilling its duties as an AFA representative in order to provide the membership with a strong, progressive union.

D. FORM

1. The Policy Manual will be on the MEC website in electronic file format
2. The original electronic file containing the MEC Policy Manual will be maintained as an editable document and will be stored online in a secure storage platform accessible to all members of the MEC. This electronic file will be protected to allow read only access upon opening the file to prevent accidental modifications to the document.

E. RESPONSIBILITY

1. The members of the MEC shall be responsible for periodically reviewing and recommending updates and amendments to the MEC Rules of Procedure and Policy. Such review will take place as needed but no less than annually at the next regularly scheduled MEC meeting following the AFA-CWA Board of Directors meeting.
2. The MEC Secretary/Treasurer shall have ownership of the original Policy Manual electronic file and shall be responsible for:
 - a. Maintaining the original electronic file with amendments and updates as approved by the MEC;
 - b. Posting the updated electronic file to the MEC website within seven (7) days of any amendment or update approved by the MEC; and
 - c. Electronically distributing updates to all members of the MEC prior within seven (7) days of any amendment or update approved by the MEC.
3. In the absence of the MEC Secretary/Treasurer, the responsibilities listed in Article I.D.2 shall be the responsibility of the MEC Vice President.

F. AMENDMENT

1. The Rules of Procedure and Policy may be amended at any regular or special meeting of the MEC by a majority vote and will be amended as necessary to keep the language in agreement with the AFA-CWA Constitution and Bylaws.
2. The proper form for a resolution to change the Policy Manual is: “BE IT RESOLVED that Article____, Paragraph____ of the AFA-CWA Alaska Airlines MEC Policy Manual be revised to read...”

ARTICLE II MASTER EXECUTIVE COUNCIL

A. SCOPE

1. The MEC is the coordinating council for the Alaska Airlines Flight Attendants, as represented by AFA-CWA.
2. The voting members of the MEC will consist of the Presidents of each Alaska Airlines Local Executive Council.
3. The MEC shall have the following officers elected by the Local Executive Council Presidents: President, Vice President, and Secretary/Treasurer. These officers shall serve in an ex-officio capacity. The MEC President shall vote only to break a tie.
4. The MEC is empowered to establish and implement MEC policy deemed necessary to conduct MEC business and further the goals of AFA-CWA.

B. DUTIES

1. The MEC will provide a forum for the LEC Presidents to discuss plans and problems.
2. The MEC will act on behalf of the concerns of the membership through local business conducted by the Local Councils.
3. The MEC will pursue all courses of action with the best interests of the membership in mind.
4. All actions of the MEC shall be consistent with the AFA-CWA Constitution and Bylaws and the MEC Policy Manual
5. The MEC may delegate duties, as it becomes necessary, to specific individuals or committees. The delegation of duties does not relieve the MEC of responsibility for the action or lack of action taken.
6. The MEC will consistently mentor new leaders.
7. The MEC will support the interests of the Association of Flight Attendants, the Communication Workers of America, the AFL-CIO, and the greater labor movement.

C. RESPONSIBILITIES

1. MEC members shall be present at each meeting of the MEC or shall provide for the next elected officer in succession from their Local Council to be present. If an MEC member is unable to arrange for an elected officer from their Local Council to be present, he/she shall proxy their vote to another MEC member as provided for in the AFA-CWA Constitution and Bylaws.
2. MEC members are responsible for those they represent and shall present those views on each item of business brought before the MEC
3. The MEC will provide direction to and assist the MEC Officers
4. The MEC members will send Local Council meeting minutes, newsletters, bulk electronic communications and meeting notices to the MEC Secretary/Treasurer, the International Secretary/Treasurer, and the International Staff Representative assigned to the MEC. Such information will be posted to the appropriate section or page of the MEC website.
5. The MEC shall maintain an office in the city where Alaska Airlines maintains the headquarters for the Inflight Department, currently Seattle.

ARTICLE III MEC OFFICERS

A. ORGANIZATION

1. The MEC Officers shall consist of a President, Vice President and Secretary/Treasurer.
2. Each MEC Officers shall abide by the MEC Rules of Procedure and Policy and the AFA-CWA Constitution and Bylaws.

B. ELIGIBILITY

1. The MEC President, Vice President and Secretary/Treasurer must be active members in good standing.

C. ELECTIONS

1. The MEC Secretary/Treasurer shall be responsible for communicating notice of the upcoming election for MEC Officers. Such notice shall be given by bulk email communication to the membership, by posting on the MEC website, and by posting on the AFA-CWA bulletin board within each domicile. All notices will include the date of the election, requirements for seeking office, deadline for submitting intention to seek office, and date of the election. Notices shall be posted at least sixty (60) days prior to the scheduled election date.
2. Any person seeking an MEC Office must submit a resume and a signed willingness-to-serve statement. Willingness-to-serve statements will be available electronically on the MEC website at least sixty (60) days prior to the scheduled election date. All completed documentation must be submitted to the MEC Secretary/Treasurer at least ten (10) days prior to the scheduled election date.

3. Any candidate who meets all requirements as specified in paragraph 2 of this section shall be considered an eligible candidate. The MEC Secretary/Treasurer shall be responsible for communicating notice of these eligible candidates for MEC office. Such notice shall be given by bulk email communication to the membership, by posting on the MEC website, and by posting on the AFA-CWA bulletin board within each domicile. All notices will include the name of each candidate, office(s) sought, and a copy of the candidate's resume and willingness-to-serve statement. Notice shall be posted at least seven (7) days prior to the scheduled election date.
4. A candidate who wishes to appear before the MEC prior to the election may do so at her/his own expense. The candidate must contact the MEC Secretary/Treasurer to coordinate an interview time on the meeting agenda.
5. Elections shall be conducted as prescribed in Article IX.B of the AFA-CWA Constitution and Bylaws.
6. In the event of a tie on the first ballot, a run-off ballot will be conducted between the two candidates receiving the highest number of votes.

D. TERM OF OFFICE

1. The regular term of office of the MEC Officers shall be three (3) years from the date elected.
2. In the event an MEC Officer is elected as a result of a vacancy in office, such term shall run until the next regularly scheduled election.

E. VACANCIES IN OFFICE

1. Vacancies in MEC Office will be handled as prescribed in Article VII.B.3 of the AFA-CWA Constitution and Bylaws.

F. RECALL

1. Any MEC Officer may be removed from office by a majority vote of the MEC, with such vote being on a roll call basis.
2. A removal from office shall not remove the individual from MEC membership if s/he is still an LEC President

ARTICLE IV MEC ADMINISTRATION

A. FINANCE

1. The MEC Secretary/Treasurer will present to the MEC a budget progress report for the MEC operation on a quarterly basis. This report will indicate budget status for each allocated budget category.
2. The MEC will allocate budget resources for the upcoming year at the first meeting following the annual AFA-CWA Board of Directors meeting.
3. Release for union business (UB) schedule drops must be authorized by an MEC Officer, LEC President, MEC Employee Assistance Program Chairperson, or MEC Grievance Chairperson.
4. Transition costs for MEC Officers shall be included in the MEC budget during regularly scheduled election years.
5. The MEC will make every effort to remain within the approved budget. Upon request, any member in good standing may review the LEC or MEC budget. Budget reviews must be conducted in person with an elected LEC or MEC Officer. Budget materials may not leave the custody of the LEC or MEC Officer.

B. ALLOWABLE EXPENSES

1. MEC Officer and MEC Committee Chairperson expenses shall be consistent with those allowed in Section IV of the AFA-CWA Policy Manual except that allowable meal expenses as listed in Section IV.A.1.c shall not be claimed by MEC Officers or members at their home domicile, unless in conjunction with a meeting.
2. Allowable expenses shall be charged to a recognized budget category, such as "MEC Administration." or a sub-category.
3. Upon the approval of an MEC Officer or LEC President, a Flight Attendant conducting union business may expense childcare in accordance with section IV.A.1.h. Appropriate receipts must be attached to any expense request.
4. With the exception of the MEC Officers, LEC Presidents, or MEC Committee Chairpersons with an existing MEC budget, a member of the MEC must preapprove MEC expenses, such as hotels.

5. Whenever possible, members traveling on union business shall use the most cost effective means possible, keeping in mind their fiduciary responsibilities.
6. In conjunction with MEC meetings, the MEC will provide meal, travel and hotel expenses to MEC Officers, LEC Presidents, and members invited by a member of the MEC to attend said meeting.
7. MEC expenses are subject to the following approval guidelines:
 - a. Any MEC expense over \$250 must be pre-approved by at least two (2) members of the MEC.
 - b. Any MEC expense over \$500 must be approved by a majority of the voting members of the MEC.
8. Automobile expenses will be reimbursed according to the AFA-CWA Constitution & Bylaws Article IV.B when travel expenses incurred are greater than those that would normally be incurred

C. FLIGHT PAY LOSS

1. Whenever possible meetings shall be planned in advance so members can bid the time off accordingly. When this is not possible requests for a trip drop will be made to an MEC Officer or LEC President. Trips will be dropped without pay.
2. If pre-approved for flight pay loss, union business will be paid at the rate of 6 TFP for 8 hours of work, with a minimum of 4 TFP per day.
3. FPL will not be paid for days used solely for travel to or from approved meetings or activities
4. No MEC Committee Chairperson or Committee Member will request or receive more than 100 TFP of flight pay loss in her/his capacity in an MEC position in a given month without the advance approval of an MEC Officer. This also applies to flight pay loss paid by the company for work performed as an AFA representative.
5. The MEC Secretary-Treasurer will notify the MEC of any MEC Committee Chairperson or Committee Member who submits for more than 100 TFP of flight pay loss in a given month.

D. COMMUNICATION

1. All MEC Officers, LEC Presidents, and MEC Committee Chairpersons will advise the MEC President of scheduled vacation dates.

2. Each LEC President shall provide a Local Council report at each MEC meeting. Each MEC Officer will provide an officer report at each MEC meeting.
3. Each LEC Presidents shall keep a current list of Local Committee Chairpersons and Committee Members and provide that list to the MEC Communications Chairperson for posting on the appropriate section(s) of the MEC website.
4. Each LEC President shall provide notice of Local Council Meetings to all other LEC Presidents and to the MEC Communications Chairperson for posting on the appropriate section(s) of the MEC website.
5. MEC bulk email communications will be produced and distributed as needed by the MEC Communications Chairperson. The MEC Officers and LEC Presidents must approve any such communications prior to distribution. At minimum, one communication will be distributed each calendar month.
6. The content of any MEC bulk email communication will also be posted to the appropriate section(s) of the MEC website.
7. The MEC bulk email communication system and any other electronic communication platforms maintained by the MEC will not be used for the purpose of soliciting financial support for an individual member.

E. APPLICATION FOR MANAGEMENT POSITIONS

1. Any MEC Officer, LEC Officer, MEC Committee Chairperson (including Vice Chairpersons and Co-Chairpersons), MEC Committee Members or Representatives, or other position appointed by the MEC (including, but not limited to, Negotiating Committee Members and System Board of Adjustment Members) will disclose any intention to apply for a supervisory or management position at least ninety (90) days prior to making any such application. Notification will be in writing and addressed to the MEC Officers.
2. The MEC reserves the right to provide notice to the membership if made aware that anyone holding one of the positions mentioned in subparagraph 1 above has applied for a supervisory or management position and there has been less than a ninety (90) day break in service between AFA work related to her/his position and such application.

F. CONFIDENTIALITY

1. In order to protect AFA member information and other proprietary data pertaining to the business of the Union, AFA leaders that have access to such information will be asked to sign a confidentiality agreement.
2. All MEC Officers will be required to sign the confidentiality agreement within 30 days of being elected.
3. All MEC Committee Chairpersons (including Vice Chairpersons and Co-Chairpersons), MEC Committee Members or Representatives, or other position appointed by the MEC (including, but not limited to, Negotiating Committee Members and System Board of Adjustment Members) will be required to sign the confidentiality agreement within 14 days of being elected or appointed.
4. All LEC Officers will be asked to sign the confidentiality agreement within 30 days being elected. If an LEC Officer declines to sign the AFA confidentiality agreement, the MEC reserves the right to provide notice of such declination to the membership. Failure to sign the agreement within 30 days of assuming office or being presented with the agreement, whichever comes last, will be considered to be a declination to sign by the LEC Officer.

ARTICLE V MEC MEETINGS

A. FREQUENCY

1. The MEC President shall call meetings as necessary for the efficient handling of Union business in accordance with the AFA-CWA Constitution and Bylaws. It is recommended that these meetings be conducted monthly, but in no case are there to be less than four (4) meetings per year.

B. NOTIFICATION

1. Written notices of all regular MEC meetings shall be sent to each member of the MEC in accordance with the timeline set forth in the AFA Constitution and Bylaws.
2. Advance notice of MEC meetings including date and location will be communicated to the membership via posting on the MEC website. The MEC Secretary/Treasurer will be responsible for ensuring the information is provided to the MEC Communications Chairperson, who shall in turn be responsible for ensuring the information is posted to the MEC website at least thirty (30) days in advance.
3. MEC meetings will be held in the city where the MEC Office is located, currently Seattle. Exceptions will be determined by the MEC when establishing the yearly schedule.

C. AGENDA

1. The MEC Secretary/Treasurer shall be responsible for keeping and preparing the agenda for all MEC meetings
2. The MEC Secretary/Treasurer shall place any item submitted by an MEC member on the agenda.
3. Agenda items submitted after the meeting notice has been given will be accepted at the discretion of the MEC President as a late agenda item. Items not accepted will be automatically included on the agenda for the next regular meeting.
4. The voting members of the MEC may, by two-thirds majority vote, override the ruling of the MEC President as specified above and accept an item to the agenda after the meeting notice has been given.

5. Agenda items submitted by the MEC shall be in writing and signed. Agenda items submitted by electronic means shall be considered to bear an electronic signature from the submitter.
6. The agenda of the MEC meeting scheduled immediately prior to the election of the Negotiating Committee will include a review of the bargaining process. A review of the qualifications necessary for Negotiating Committee Members will also be included.
7. Reports from Executive Board Sessions will be placed on the agenda of the MEC meeting following an Executive Board meeting.

D. ATTENDANCE

1. The MEC Secretary/Treasurer shall act as the certification committee and certify the legality of each representative or observer present.
2. Each council will be represented under the AFA-CWA Constitution and Bylaws at each meeting of the MEC.
3. All meetings of the MEC shall be considered open unless directed to be closed by majority vote of the MEC.
4. Members attending an MEC meeting will do so at their own expense
5. Observers may be given floor privileges by a majority vote of the MEC.
6. An MEC member may designate any other member of the MEC to act fully on that member's behalf as that member's proxy, however:
 - a. MEC Officers may only proxy to other MEC Officers.
 - b. LEC Presidents may only proxy to another LEC President or an elected LEC Officer from their own Local Council.
 - c. If another elected LEC Officer from the Local Council which the LEC President represents is present, he/she must first be given proxy.
 - d. A proxy must be given in order of succession.
 - e. A proxy may not be transferred.
 - f. A proxy should contain the date and time it was given and be included in the meeting minutes.
 - g. Should the original representative return to the meeting, s/he resumes all of the rights and privileges and the transference of the proxy becomes null and void.

7. The MEC will invite newly elected, but not yet installed, LEC Presidents to MEC meetings and the AFA Board of Directors Meeting as observers at MEC expense. The MEC meeting during which the review of the bargaining process and Negotiating Committee qualifications is scheduled should be attended by the newly elected, not yet installed, LEC Presidents. Each LEC President is encouraged to invite, at one time or another, every elected officer from the council.
8. LEC Officers attending MEC meetings and all other scheduled meetings will cover their own Flight Pay Loss.
9. Flight pay loss for MEC Committee Chairpersons required to attend MEC meetings will be charged to the MEC budget.

E. PROCEDURE

1. The MEC may conduct its meetings under rules of order it wishes provided that:
 - a. Each member of the MEC shall be allowed the privilege of fully expressing her/his views and/or views of her/his constituency on each item of business.
 - b. The MEC President or any MEC member may call for a return to the rules of order at any time. When this is called for, the MEC President shall immediately conduct the meeting according to the principles laid down in "The Standard Code of Parliamentary Procedure," unless the question is specifically provided for in the AFA-CWA Constitution.
2. The MEC will conduct its business as a "committee of the whole."

F. SPECIAL MEETINGS

1. A special meeting may be called in accordance with the AFA-CWA Constitution and Bylaws.
2. Notification of such a meeting must be sent at least forty-eight (48) hours in advance by telephone and electronic mail and shall include the agenda.
3. No business other than that specified in the written notice shall be conducted except with a three-fourths (3/4) majority approval, and then only if all MEC members or their legal proxies are present.

G. MEETING RECORDS

1. The MEC President shall make suitable arrangements for the recording of the minutes of each meeting and conference call, with the approval of the MEC. The completed minutes will be available to any members in good standing through their LEC President.
2. MEC meeting minutes shall include the names of all those present.
3. The MEC Secretary/Treasurer shall send the LEC Presidents and MEC Officers all approved MEC meeting minutes. The LEC Presidents will make the MEC meeting minutes available to all Local Officers.
4. The MEC Vice President shall send each MEC Committee Chairperson a summarized version of all MEC meeting minutes containing information that pertains to the business of the Committees.

ARTICLE VI MEC COMMITTEE ADMINISTRATION

A. SCOPE

1. The MEC shall establish the necessary committees for conducting MEC business, consistent with AFA-CWA and MEC policy.
2. Any committee may be dissolved, condensed, or divided at any time by a majority vote of the MEC.
3. All committees shall support and follow the AFA-CWA Constitution and Bylaws and Policy Manual, as well as the MEC Rules of Procedure and Policy. Copies of both documents shall be available for loan from the MEC office and will be posted electronically to MEC website.
4. Insofar as practical, committees should include one member with previous experience

B. SELECTION OF COMMITTEE MEMBERS

1. All MEC Committee Chairpersons will be selected by the MEC from active members in good standing.
2. MEC Committee Chairperson positions may be split into multiple Co-Chairperson positions by majority vote of the MEC. The purpose of Co-Chairperson positions is to share the normal full scope of Chairperson responsibilities among multiple members.
3. The MEC, by majority vote, may also designate a Vice Chairperson of each MEC Committee. The purpose of a Vice Chairperson is to assist the MEC Committee Chairperson in the execution of their responsibilities and serve as MEC Committee Chairperson in his/her absence.
4. Any person seeking a position as a Negotiating Committee Member must submit a resume. Candidates for the Negotiating Committee must interview with the MEC.
5. Upon appointment, any person selected to serve as an MEC Committee Chairperson or Negotiating Committee Member must sign a commitment to serve statement. The MEC Vice President will provide this statement electronically.
6. Local Committee Chairpersons who are members of the corresponding MEC Committee will be selected by a process established by the corresponding Local Executive Council Officers.

C. APPOINTMENT PERIOD

1. All MEC Committees and Committee Chairpersons will have appointment periods that coincide with that of the MEC Officers, except that the Negotiating Committee shall remain an active committee until the next Negotiating Committee is selected.

D. MEC RESPONSIBILITY

1. It is the responsibility of the MEC to notify each committee of its duties, term of appointment and purpose.
2. The MEC assumes responsibility for ensuring that committees perform their duties.
3. MEC Committees will be the responsibility of the MEC Vice President for the purpose of reporting committee activities at MEC meetings on a quarterly basis. The MEC Vice President is responsible to communicate with Committee Chairpersons to report:
 - a. Committee activities
 - b. Problems encountered
 - c. Trends
 - d. Suggestions
 - e. Actions/Resolutions for submission to the MEC
4. The MEC Secretary/Treasurer shall provide a copy of appropriate budget information from the Budget and Expense Report on a monthly basis to those Committee Chairpersons who are allocated a budget.

E. CHAIRPERSON RESPONSIBILITY

1. An MEC Committee Chairperson shall:
 - a. Represent the MEC and support an MEC position when dealing with the Company.
 - b. Take direction from the Master Executive Council through the MEC Vice President
 - c. Coordinate committee activities with the MEC Officers, LEC Presidents, and (if applicable) the AFA-CWA International Office.

- d. Identify needs for additional committee members and communicate to the MEC Vice President and corresponding LEC Presidents. Assist in recruiting and interviewing new Committee Members if requested by the LEC President. Provide selection recommendations to the LEC Presidents.
- e. Schedule, plan, and conduct meetings of the committee as necessary
- f. Communicate all meeting notices and minutes to the MEC Officers and LEC Presidents
- g. Attend MEC Committee Chairperson meetings as scheduled
- h. Attend Local Council Meetings at the request of the LEC Presidents
- i. Attend MEC Meetings at the request of the MEC Officers or LEC Presidents
- j. Develop and maintain a program of work for the MEC Committee
- k. Work with each Local Committee Chairperson to develop goals and a Program of Work for each Local Committee. Maintain records of Local Committee programs of work for review by the MEC.
- l. Show initiative in seeking out the issues particular to the committee
- m. Once issues are identified, decide who on the committee should be asked to pursue them. Give Local Committee Chairs clear direction and any possible benchmarks for completion
- n. Within a reasonable time, follow up with the Local Committee Chairs on the assigned task
- o. If the task has not been completed, decide whether to assign it to someone else or ask the Local Committee Chair what assistance is needed
- p. Mentor the committee, provide training (if applicable), contact them regularly, give them the opportunity to ask questions and, if mistakes are made, help them learn through these mistakes
- q. Provide assistance to Local Committees in handling issues, concerns, or other items of business as requested by a Local Committee Chairperson or LEC Officer. Take ownership of issues that have been escalated and require resolution at the MEC level.

- r. Provide feedback, rewards, and appreciation for committee members
 - s. Report progress and/or needs to the MEC Vice President on a regular basis, no less than monthly
 - t. Request approval for expenses prior to incurring the expense from the MEC Vice President. Provide expense receipts and complete an AFA-CWA Part-Time Expense Voucher (PTEV) within forty-five (45) days of incurring the expense and submit to the MEC Vice President.
 - u. Maintain files for the committee and transfer them to his/her successor
2. An MEC Committee Chairperson cannot change MEC policy.
 3. Any significant discussion with the Company shall be reported to the MEC Vice President.

F. COMMITTEE RESPONSIBILITY

1. MEC Committees shall:
 - a. Act as liaisons between the membership, the MEC and the Company.
 - b. Report to the MEC Vice President on any discussions with the Company. Any significant discussions should be reported to the MEC Chairperson.
 - c. Support MEC policies and positions when dealing with the Company.
 - d. Work together with other committees on a specific project or as needed.
2. All Committee Member recommendations will be submitted in writing through the MEC Chairperson to the MEC Vice President to be discussed at an MEC meeting.

G. GENERAL

1. Vacancies occurring on any MEC Committee will be filled as expeditiously as possible.
2. All Committee Chairpersons should be fiscally responsible in the management of the Committee budget, including the use of Flight Pay Loss.

3. When it is necessary to utilize Flight Attendants from Local Councils on MEC projects, the LEC President will be solicited for recommendations and notified of a selection prior to an appointment.

ARTICLE VII MEC COMMITTEES

A. AIR SAFETY, HEALTHY, & SECURITY COMMITTEE

1. SCOPE
 - a. The Air Safety, Health, & Security Committee (ASHSC) shall work with the Company on matters pertaining to cabin and Flight Attendant safety and health.
2. POLICY/RESPONSIBILITIES
 - a. The MEC ASHSC shall consist of the MEC ASHSC Chairperson, MEC ASHSC Vice Chairperson—Air Quality, and the Local ASHSC Chairperson from each council.
 - b. The MEC ASHSC Chairperson is the primary contact with the Company, the FAA and the International office, regarding Flight Attendant safety and health issues.
 - c. The MEC Chairperson shall:
 - (i) Attend any safety meetings with the company.
 - (ii) Attend FAA/Alaska Airlines safety meetings.
 - (iii) Attend AFA-CWA Air Safety Department training seminars.
 - (iv) In conjunction with the International Office, develop and conduct initial and ongoing local Safety/Health training, including NTSB accident investigation procedures.
 - (v) Communicate with the AFA-CWA Air Safety Department.
 - (vi) Communicate with other airline safety representatives, as appropriate.
 - (vii) Participate in accident investigation, hijacking, sabotage, etc., as directed.
 - (viii) Communicate with the Alaska ALPA MEC Safety Chairperson as appropriate.
 - (ix) Attend and participate in Congressional hearings dealing with cabin safety, as directed.

- (x) Assign special safety assignments to local Air Safety, Health, & Security Safety/Health Chairpersons as appropriate. The MEC officers and appropriate LEC President shall be advised of these special assignments.
 - (xi) Handle safety incidents, i.e. equipment problems, occupational injuries, as they arise.
 - (xii) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website.
 - (xiii) Be on a 24-hour call-out in the event of an accident.
- d. The MEC Vice Chairperson shall:
- (i) Perform the duties of the MEC Chairperson in her/his absence.
 - (ii) Assist the MEC Chairperson as needed.
 - (iii) Regularly communicate with and provide updates to the MEC ASHSC Chairperson on all activities, meetings, and work being performed.
 - (iv) Work on all matters pertaining to the quality of air onboard the aircraft. Coordinate ASHSC response to any incidents or complaints involving air quality, specifically:
 - (A) Handle any air quality or contamination issues as they arise.
 - (B) Work with the company to investigate and address the source of air quality or contamination when it occurs.
 - (C) Assist Flight Attendants in obtaining proper care, treatment, and testing when involved in an air quality or contamination incident.
 - (D) Follow up with the Flight Attendant(s) involved to ensure they have received proper care, treatment, and testing.
 - (E) Keep members informed of air quality incidents and developments through the MEC Communications Committee.
 - (F) Attend Cabin Air Review Team (CART) meetings and other air quality-related meetings.

- (G) Develop, distribute, maintain, and update membership education materials about air quality, contamination, symptoms, and follow up procedures.
 - (H) In conjunction with the International Office, develop and provide initial and ongoing training to the ASHSC of each Local Council.
- e. The committee shall:
- (i) Participate in programs concerned with air safety, health and security.
 - (ii) Act in an advisory role to the MEC on safety and health matters.
 - (iii) Study safety and health problems and prepare recommendations to be presented to the MEC for consideration.
 - (iv) Review material, handle correspondence and keep members informed of safety and health developments through the Communications Committee and/or reports at Local Council meetings.
 - (v) Attend company debriefings after an accident or incident or when pertinent issues are discussed.

B. BENEFITS COMMITTEE

1. SCOPE

- a. The MEC Benefits Committee shall be knowledgeable in current contractually provided insurance programs, leaves of absence, and occupational benefits. In addition, the committee shall have a working knowledge of the state worker's compensation laws of the states in which there are domicile locations.
- b. The committee shall be responsible for researching and recommending improvements in present programs through collective bargaining, legislation and any other means.

2. POLICY/RESPONSIBILITIES

- a. The MEC Benefits Committee shall consist of the MEC Benefits Committee Chairperson and the Local Benefits Committee Chairperson from each council.
- b. While this committee may provide general information with regard to worker's compensation laws, committee members will encourage Flight Attendants who have sustained a work-related injury or illness to utilize the resources available to them within their domicile and state.
- c. The MEC Chairperson shall:
 - (i) Be responsible for being knowledgeable about all present contract provisions with respect to occupational benefits.
 - (ii) Research and have knowledge of state worker's compensation benefits for at least the states in which Alaska Airlines maintains domiciles
 - (iii) Keep the membership informed of all benefits and any changes in Company, Legislative or Judicial policy regarding occupational injuries or illnesses. He/she will compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website.
- d. The committee shall:
 - (i) Be responsible for being knowledgeable about the Flight Attendant Short and Long Term Disability Policies and how they integrate with other occupational benefits.

- (ii) Be responsible for being knowledgeable about the benefits associated with permanent disabilities.
- (iii) Be responsible for being knowledgeable about leaves of absence available to Flight Attendants including medical, personal, educational, and leave under the Family Medical Leave Act (FMLA).
- (iv) Assist Flight Attendants with problems that may be encountered with their claims by making referrals to worker's compensation legal resources that the Union shall research.
- (v) Develop and maintain education and reference materials for Flight Attendants regarding topics within the scope of the committee
- (vi) Work to see that occupational benefits at Alaska are equivalent or better than the rest of the industry.
- (vii) Work to improve state worker's compensation laws within the appropriate state agencies

C. COMMUNICATIONS COMMITTEE

1. SCOPE

- a. The Communications Committee shall be responsible for all bulk communications to the membership and maintaining the Internet and social media presence of the MEC.

2. POLICY/RESPONSIBILITIES

- a. The MEC Communications Committee shall consist of the MEC Communications Committee Chairperson and the Local Communications Committee Chairperson from each council.
- b. The MEC Chairperson shall:
 - (i) Be responsible for maintaining all systems used for sending bulk email communications to the members. He/she will update the system with changes to email addresses, base assignments, and reserve status as needed but no less than monthly.
 - (ii) Prepare, format, and distribute all bulk email communications or blasts to the members at the direction of the MEC

- (iii) Prepare, format, and distribute any print communications at the direction of the MEC
- (iv) Compile information of interest to the members from other media sources, labor unions, and industry sources to be included in MEC communications
- (v) Maintain the MEC website, updating regularly with content provided from the MEC, LECs, other committees, and with content developed by the Committee itself
- (vi) Maintain the social media presence of the MEC, updating regularly but no less than weekly
- (vii) Monitor social media for compliance with social media guidelines and moderate content as appropriate
- (viii) Ensure that all communications sent on behalf of the MEC are in compliance with the MEC Brand and Communications Style Guide

D. EMPLOYEE ASSISTANCE PROGRAM (EAP)/PROFESSIONAL STANDARDS

1. SCOPE

- a. The Committee exists to assist any Flight Attendant in any area that affects professional performance by means of a personal discussion, and has a responsibility to those submitting reports, those voluntarily seeking assistance and those brought to their attention by their peers.
- b. The Committee will assist members experiencing emotional / psychological, marital/family, alcohol/other drug related, legal or financial problems which are affecting their health and well-being on and off the job.
- c. The EAP committee will also address the maintenance of Professional Standards of the airline and serve in an advisory capacity in handling all career-related problems of a professional and ethical nature. The Committee shall understand Company procedures and encourage people to work through AFA-CWA channels. The Committee will conduct investigation of problems brought to the Committee and recommend a course of action for the disposition of cases as required.

2. POLICY AND RESPONSIBILITIES

- a. The MEC EAP/Professional Standards Committee shall consist of the MEC EAP/Professional Standards Committee Chairperson and the Local EAP/Professional Standards Committee Chairperson from each council.
- b. EAP/Professional Standards Committee members will function in accordance with International EAP/PS Committee guidelines.
- c. The EAP Resource Manual and EAP Handbook are the written guidelines for Committee structure and functioning.
- d. All matters brought to the Committee's attention will be handled with utmost confidentiality.
- e. AFA-CWA EAP/PS will coordinate and promote cooperation with other employee-represented groups in attempting to resolve conflicts that may arise out of working relationships.
- f. EAP/PS will be available to assist any Flight Attendant prior to, or following, a disciplinary process. The MEC and International EAP/PS discourage a Committee member from being present in any grievance hearing.
- g. EAP/PS does not evaluate performance, accuse or judge, punish, preach nor threaten.
- h. EAP/PS will help troubled Flight Attendants when problems affect their personal and professional lives, including referral to appropriate treatment resource or self-help group, and assistance in gaining necessary leave of absence.
- i. EAP members are knowledgeable of health and welfare plans as pertains to medical and psychiatric benefits as well as substance abuse issues.
- j. EAP members participate in CIRP crew debriefings and operational debriefings when EAP issues are involved.
- k. The committee will conduct ongoing education of the membership as to the function, scope and operation of the committee.
- l. Each Flight Attendant has a responsibility to exercise reasonable personal efforts to resolve a problem prior to contacting this committee for assistance.
- m. Flight Attendants are expected and encouraged to go to EAP/PS to attempt resolution of a conflict through peer efforts, rather than to request action from management.

E. GOVERNMENT AFFAIRS COMMITTEE

1. SCOPE

- a. The Government Affairs Committee will keep members informed of legislative actions that could affect Flight Attendant income, working conditions, job security and safety.
- b. The MEC Government Affairs Chairperson coordinates activity on all legislative issues with the MEC and AFA-CWA International, and shall interact with local, state and national legislatures, as appropriate, to advocate for AFA-CWA positions on relevant issues.

2. POLICY/RESPONSIBILITIES

- a. The MEC Government Affairs Committee shall consist of the MEC Government Affairs Committee Chairperson and the Local Government Affairs Committee Chairperson from each council.
- b. Committee Members should be registered to vote.
- c. The MEC Chairperson shall:
 - (i) Administer the Committee and conduct activities to further the stated objectives of the AFA-CWA International Legislative Policy Committee
 - (ii) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website
- d. The Committee shall:
 - (i) Act in an advisory role to the MEC on political matters.
 - (ii) Maintain an involvement in the political activities sponsored by local and central Labor Councils with which the MEC is affiliated

F. GRIEVANCE COMMITTEE

1. SCOPE

- a. The Grievance Committee will have as its primary objective the protection of all Flight Attendants against arbitrary and unjust disciplinary action.

- b. The Grievance Committee shall uphold the current agreement, MEC policy and the AFA-CWA Constitution and Bylaws.
- c. The Grievance Committee shall act to secure the fastest possible procedures for all Flight Attendants in the arbitration of their grievances for disciplinary action.
- d. The Grievance Committee shall follow the direction of the Grievance Screening Panel.

2. POLICY/RESPONSIBILITIES

- a. The MEC Grievance Committee shall consist of the MEC Chairperson and the Local Grievance Committee Chairperson from each council. The MEC may also appoint MEC Vice Chairpersons and MEC Grievance Representatives to the MEC Grievance Committee on an as needed basis.
- b. The committee will assist AFA-CWA attorneys in the preparation of all ALA Flight Attendant grievances.
- c. Proposed settlements of disputes between the Union and the Company shall be presented to the MEC President.
- d. Priority at the System Board shall be given to Flight Attendants who have been terminated by the Company. Issues of sufficient importance to the collective interest can be scheduled ahead of termination grievances with the MEC President's concurrence.
- e. If any dispute arises regarding the merits of a contract grievance, the MEC will have the authority to terminate or continue the grievance process.
- f. Grievant will be advised, via Certified Mail, of any Grievance Screening Panel determination.
- g. The MEC Chairperson shall:
 - (i) Serve as a member of the Grievance Screening Panel
 - (ii) Attend all discussions of contract items at all regularly scheduled MEC meetings.

- (iii) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website. This will include the minutes of all Alternate Dispute Resolution (ADR) meeting minutes.

3. GRIEVANCE SCREENING PANEL

- a. The Grievance Screening Panel will consist of the MEC President, the MEC Grievance Chairperson, the grievant's LEC President, and an AFA-CWA attorney. This panel shall determine if a grievant's case has merit and should be scheduled at the System Board of Adjustment.
- b. Any member of the MEC, the Grievance Committee, or the MEC President may request that the Grievance Screening Panel review a grievance to determine if it should be scheduled at the System Board of Adjustment.

4. GRIEVANCE SCREENING PROCESS

- a. Under its duty of fair representation, a union cannot display arbitrary, discriminatory or unfair conduct or personal animosity. However, a union can act in the best interests of its members. With this in mind, the MEC has established a grievance screening process.
- b. The Grievance Screening Panel ("Panel") is comprised of the MEC President, the grievant's LEC President, the MEC Grievance Chair and the AFA-CWA staff attorney.
- c. The Panel is charged with determining whether a grievant's case has merit and should be scheduled for hearing at the System Board of Adjustment. A decision *not* to take a case forward to arbitration will be by majority vote of the Panel. The criteria to be used by the Panel in making its determination are described below.
- d. The Panel will meet and decide within 45 working days of a case being submitted to the System Board. The committee may also choose to establish a regular monthly meeting to review grievances, or it may meet on an *ad hoc* basis as the need arises. Prior to the full Committee convening, the MEC Grievance Chair and the staff attorney will meet with respective grievants and review all terminations.

- e. The Committee may meet either in person at the MEC office or at any other mutually agreed location, by telephone conference call, or by other electronic means of communication.
- f. If the Panel determines that the grievance lacks merit, the grievant will be notified by certified mail within 10 working days that AFA-CWA will not represent him or her at System Board. The letter will also include information about what other remedies are available to the grievant.
- g. The Panel shall determine whether to represent a grievant at System Board based on the following overall criteria:
 - (i) Evidence in the file;
 - (ii) Any additional investigation the committee deems necessary; and
 - (iii) The likelihood of success at arbitration on the merits of the grievance
- h. To determine the likelihood of success at arbitration, and whether a particular grievance has merit, the following factors will be considered. These factors are by no means inclusive or exhaustive. Nor will the committee necessarily review *all* of the following factors in making its decision; they are merely guideposts the committee may take into consideration when evaluating a case.
 - (i) System Board precedent: Is there unfavorable or conflicting System Board precedent?
 - (ii) The collective-bargaining agreement: Is there a contract violation or infringement? If so, this would weigh against screening a case from arbitration.
 - (iii) Previous discipline: Where is the grievant in the progressive discipline system? For example, is s/he at a suspension or on a last-chance agreement? What kind of disciplinary “involvement” with the Company has the grievant had in the past?
 - (iv) Work history: What types of infractions have been voted over the years? When did they occur and how close together or far apart in time are they? How many commendations (including comment cards) are in the grievant’s record? Is anything out of the ordinary or does anything point to inappropriateness by the Company?

- (v) Timeliness: How close was the grievant to being discipline-free under 21.D (18 months)? How much time elapsed between the triggering infraction and the issuance of the I-6 and/or the notice of investigation?
- (vi) Due process considerations: Was there adequate notice to all Flight Attendants about the infraction(s) at issue? Have there been retroactive charges?
- (vii) Evidence of accelerated discipline: Did the Company accelerate discipline (i.e., skip a stage in the disciplinary process or bring charges without giving the grievant a chance to improve after a previous stage of discipline?)
- (viii) Plausibility of grievant's story: Is the grievant credible? Does his/her story appear truthful?
- (ix) Factual landscape: Taken as a whole, do the facts weigh in favor of the grievant? Consider the following points:
 - (A) Witnesses
 - (B) Evidence of wrongdoing
 - (C) Validity of grievant's excuse (see above)
 - (D) Any technical violation by the Company (contract/due process)
 - (E) Disputed facts
 - (F) Adequacy of documentation
 - (G) Disparate treatment defense (were similarly situated Flight Attendants treated the same/given the same discipline)
 - (H) Past practice contradicting the Company's assertion of a rule violation
- (x) Company behavior: Have the Company's actions been arbitrary, capricious or discriminatory?
- (xi) Interpersonal factors: Is there evidence of a personality conflict between the grievant and supervisor or base manager?
- (xii) Effect of state or federal law: Does the grievant have a viable claim under a law such as the ADA, FMLA or civil rights act?

(xiii) Mitigating factors: Has the grievant suffered from any serious “hardship” such as illness, death in the family, or other difficulty that would explain and/or mitigate the Company’s charge?

(xiv) Effect of outcome on prior or future cases: Is this a case of first impression? Is there a possibility of setting bad precedent or carving away good language in previous cases?

(xv) Seniority of grievant: Goes to mitigation. (See above)

G. HOTEL COMMITTEE

1. SCOPE

- a. The Hotel Committee shall act to investigate Flight Attendants’ complaints on current layover facilities and transportation providers, and also to follow up on Flight Attendant reports on decline in facility or transportation quality.
- b. The Hotel Committee shall act to survey potential facilities and attempt to eliminate or avoid any possible problems involving transportation or layover facilities.
- c. The Hotel Committee will comply with the provisions of the Letter of Agreement regarding the Hotel Charter.

2. POLICY/RESPONSIBILITIES

- a. The MEC Hotel Committee shall consist of the MEC Hotel Committee Chairperson and the Local Hotel Committee Chairperson from each council.
- b. A standard inspection form provided by AFA-CWA will be used when evaluating facilities. Completed inspection forms will be maintained electronically by the Chairperson, provided to the MEC and given to successor.
- c. Whenever practical and possible, other Committee Members will be actively involved in the hotel selections and/or changes that pertain to his/her domicile.
- d. The MEC Chairperson shall:
 - (i) Coordinate regularly with the ALPA Hotel Committee

- (ii) Immediately notify the MEC President so that appropriate action can be taken against the Company should the Company override his/her objections and proceed to use any facility that comprises the safety or implied contractual standards guaranteed to each Flight Attendant
 - (iii) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website.
- e. The Committee shall:
- (i) Serve as a liaison between the Flight Attendants and the Company should any hotel or transportation facilities prove inconvenient or unacceptable.
 - (ii) Have regular meetings with the Company.
 - (iii) Establish a list of contingency hotels for use only during emergency overflow at a regular hotel.
 - (iv) Act to assure Flight Attendants that any hotel facility they occupy is suitable and provides for safety, cleanliness, appropriate eating establishments, and convenient access to/from the airport.

H. INFLIGHT SERVICE COMMITTEE

1. SCOPE

- a. The Inflight Service Committee shall act to support the Union's interest with respect to inflight service and sales onboard flights. The Committee shall meet with the Company to discuss any change in inflight service or sales, procedures to be followed and other pertinent matters prior to the implementation of such service

2. POLICY/RESPONSIBILITIES

- a. The MEC Inflight Service Committee shall consist of the MEC Inflight Service Committee Chairperson and the Local Inflight Service Committee Chairperson from each council.

- b. It shall be the policy of the Union to make any significant change in inflight service or sales subject to negotiations between the parties. The Union shall always place Flight Attendants' health and safety as its first priority when considering the feasibility of any inflight service or sales change and the location of inflight service or sales items in galleys or other stowage locations.
- c. The MEC Chairperson shall:
 - (i) Immediately contact the MEC President should the Company override his/her objections and proceed to implement changes in inflight service or sales against his/her recommendation
 - (ii) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website.
- d. The Committee shall:
 - (i) Represent the Flight Attendant point of view to the Company in all matters pertaining to onboard sales and service policies, procedures, and practices
 - (ii) Work with the Scheduling Committee to determine available service time, projected loads and staffing when the Company determines a certain service is required on a flight
 - (iii) Monitor feedback from all domiciles on flights where services, load, staffing, or flight time cause the Flight Attendants difficulty in completing the standards of performance

I. INFLIGHT TRAINING COMMITTEE

1. SCOPE

- a. The MEC Inflight Training Committee will be responsible for representing the unique needs and interests of Flight Attendants who are involved in Flight Attendant Initial and/or Recurrent Training (hereafter referred to as the "Inflight Training Department").
- b. The Committee will advocate for Flight Attendant interests in all matters pertaining to Flight Attendant training programs, curriculum, materials, and activities.

2. POLICY/RESPONSIBILITIES

- a. The MEC Inflight Training Committee shall consist of the MEC Inflight Training Committee Chairperson and two additional members-at-large selected by the MEC.
- b. The MEC Chairperson shall:
 - (i) Be an active member in good standing who is currently and regularly assigned to Inflight Training Department responsibilities.
 - (ii) Meet regularly, but no less than monthly, with the MEC Vice President to discuss the needs, interests, challenges, and other matters of interests to members assigned to Inflight Training Department responsibilities.
 - (iii) Represent the Flight Attendant point of view to the Company in all matters pertaining to Flight Attendant Initial and Recurrent Training programs, curriculum, and other materials as well as supplemental required and optional training activities.
 - (iv) Work with the Air Safety, Health, & Security Committee (ASHSC) to review all Flight Attendant training activities and materials
 - (v) Work with other AFA Committees as needed to accomplish assigned tasks and responsibilities
 - (vi) Participate in AFA presentations to Flight Attendant Initial Training (IT) classes
 - (vii) Keep the membership informed of items of interest pertaining to members assigned to Inflight Training Department responsibilities. He/she will compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website

J. MOBILIZATION COMMITTEE

1. SCOPE

- a. This committee is only active during the negotiations process. It shall be called to service by the MEC upon the selection of a Negotiating Committee and will be disbanded by the MEC upon the achievement of a tentative agreement approved by the membership.

- b. This committee exists as a conduit to facilitate two-way communication from the membership to the MEC and Negotiating Committee where applicable and back through the membership.
- c. The MEC President is responsible for providing necessary and topical information to the MEC Mobilization Committee Chairperson.
- d. The MEC Mobilization Committee Chairperson will be responsible for the successful transfer of that information to the membership and reporting back how established goals are being met to the MEC President.

2. POLICY/RESPONSIBILITIES

- a. The MEC Mobilization Committee shall consist of the MEC Mobilization Committee Chairperson and the Local Mobilization Committee Chairperson from each council.
- b. Committee Chairs must complete mobilization training and agree to the mobilization protocol prior to being actively appointed to the committee.
- c. Local Mobilization Volunteers must agree to the mobilization protocol prior to being assigned to a volunteer role. It is recommended that Mobilization Volunteers complete mobilization training prior to participating in volunteer assignments.
- d. Local Mobilization Volunteers are not considered to be Committee Members.
- e. The Local Committee Chairperson is the liaison between Local Mobilization Volunteers and the MEC Committee Chairperson. They will also coordinate as needed with their LEC President.
- f. The MEC Mobilization Committee should meet within three (3) business days of the conclusion of a negotiations session. It is recommended that this be accomplished by electronic means
- g. The MEC Chairperson shall:
 - (i) Take direction from the MEC President.
 - (ii) Coordinate the distribution of communication to the membership via the Local Mobilization Committee Chairpersons. The MEC Chair will collect membership feedback via the Local Committee Chairpersons and report back to the MEC President.

- (iii) Ensure responsibilities of the Local Committee Chairpersons are being fulfilled.
- (iv) Ensure continuity of information throughout the committee.
- (v) Represent the MEC and advocate its message when acting in the committee role.
- (vi) Coordinate mobilization activities as directed by the MEC including volunteer recruitment and organization, development and procurement of materials, necessary permitting, etc.
- (vii) Be responsible for developing content and presentation materials for Negotiations Road Shows.
- (viii) Distribute Road Show materials to each Local Mobilization Committee Chairperson.
- (ix) Ensure that each Local Committee has the tools necessary to present a successful Negotiations Road Show
- (x) Provide a weekly email report to the MEC President regarding activities of the committee and membership feedback
- (xi) Manage the social media presence of the Negotiating Committee.
 - (A) Coordinate with the MEC President and Negotiating Committee to address feedback, comments, and concerns in a consistent and unified manner.
 - (B) Work with the MEC Communications Chairperson to administer all social media and online platforms
- (xii) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website

K. NEGOTIATING COMMITTEE

1. SCOPE

- a. The Negotiating Committee shall negotiate and institute the needs and desires of the Flight Attendants into an effective collective bargaining agreement (CBA).

2. POLICY

- a. The Negotiating Committee shall consist of no fewer than four members, including the MEC President.
- b. The Committee should have a good working knowledge of the CBA and be willing to devote their full time to the Committee during negotiations
- c. The members of this Committee shall serve as the CBA Interpretation Committee until a new agreement is completed
- d. All notes and documents shall be considered the property of the MEC, and shall be maintained in the AFA-CWA office.
- e. At the onset of negotiations, the MEC President will be an active and participating member of the Negotiating Committee with the flexibility that the MEC President can elect that negotiations continue in her/his absence. The MEC President is responsible for the conduct of the negotiations.

3. SELECTION

- a. Any person seeking a position on the Negotiating Committee must submit a resume to the MEC
- b. Committee Members will be selected at least six (6) months prior to the serving of a Section 6 notice and shall function until a new Committee is selected.
- c. The Chairperson of the Negotiating Committee will be the MEC President or her/his designee.

4. RESPONSIBILITIES

- a. The Committee shall:
 - (i) Update with previous Negotiating Committee members and review history of negotiations on the property
 - (ii) Attend training
 - (iii) Provide information to and take direction from the MEC
 - (iv) Assess the priorities and needs of the members
 - (A) Meet with MEC Committee Chairpersons
 - (B) Gather information for and write the survey
 - (C) Review grievances, arbitrations and mediation settlements

- (v) Establish goals and translate them into the Opening Proposal
- (vi) Communicate objectives to the MEC as part of the presentation of the Opening Proposal
- (vii) Communicate objectives to the members through the Roadshow Opening Proposal presentation
- (viii) Determine individual responsibilities, i.e. note taker, spokesperson
- (ix) Keep the members and the MEC informed in a timely fashion throughout the bargaining
- (x) Maintain contact, through the MEC President, with IAM, ALPA, TWU, AMFA, and other applicable labor unions on property
- (xi) Proof CBA language and agree with the Company on implementation and effective dates
- (xii) Review tentative agreement with the MEC
- (xiii) Prepare membership summary package and Roadshow schedule
- (xiv) Present the complete proposed agreement to the members. The committee will ensure that there are no missing or incomplete sections prior to distribution to the members.
- (xv) Proof printed agreement and prepare CBA index
- (xvi) Collate notes, opener and proposal books for MEC office files
- (xvii) Prepare CBA interpretations for new concepts
- (xviii) Remain available as a resource for interpretations

5. GENERAL

- a. Should a vacancy on the Negotiating Committee exist, the MEC will determine if and in what manner the vacancy will be filled. The recommendations of the Negotiating Committee will be taken into consideration.
- b. The Committee will communicate with the MEC prior to negotiating any Side Letter of Agreement.
- c. The Committee will present all Letters of Agreement to the MEC for ratification prior to signing any such agreement.

- d. A running file of problems to be corrected and goals to be negotiated will be kept by the MEC and these items will be used in conjunction with membership surveys to establish priorities in negotiations.
- e. Every effort will be made to have the Negotiating Committee travel as a whole for roadshows.
- f. Communications from the Negotiating Committee to the membership may be contained in the Local Council communications and highlighted as a Negotiations Update. This would not preclude the use of communications to the membership exclusively from the Negotiating Committee.
- g. As soon as a tentative agreement has been reached, a special MEC meeting shall be called to review the agreement prior to submission to the membership for ratification.
- h. Each LEC President shall receive a minimum of three complete copies of the tentative agreement at the MEC meeting and additional copies of the summary as soon as possible.
- i. Each LEC President shall be provided with three complete CBAs immediately after CBA ratification.
- j. All pre-negotiations conferences with the company shall be attended by at least two members of the Committee.
- k. All communications to the MEC, LECs or membership pertaining to negotiations are to be conducted through this Committee

L. RESERVE COMMITTEE

1. SCOPE

- a. The Reserve Committee shall be responsible to monitor all problems specific to Flight Attendants holding a reserve schedule. The committee shall assist with contract interpretation of the reserve section(s) of the contract, facilitating Reserve Flight Attendant interaction with Crew Scheduling, and with educating Reserve Flight Attendants as to applicable contract provisions.

2. POLICY/RESPONSIBILITIES

- a. The MEC Reserve Committee shall consist of the MEC Reserve Committee Chairperson and the Local Reserve Committee Chairperson from each council.

- b. The MEC Chairperson shall:
 - (i) Solicit and review input from Local Reserve Committees
 - (ii) Assist Local Reserve Committees in resolving problems
 - (iii) Work through the MEC Grievance Chairperson to resolve system wide violations involving the reserve portion(s) of the contract.
 - (iv) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website
- c. The Committee shall:
 - (i) Monitor all reserve concerns on a system wide basis

M. RETIREMENT COMMITTEE

1. SCOPE

- a. The MEC Retirement Committee shall be knowledgeable about and assist members with questions regarding retirement, 401(k) plans, and other investment vehicles that may become available and keep members up-to-date and educated about these programs

2. POLICY/RESPONSIBILITIES

- a. The MEC Retirement Committee shall consist of the MEC Retirement Committee Chairperson and the Local Retirement Committee Chairperson from each council.
- b. The MEC Chairperson shall:
 - (i) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website
 - (ii) Serve as a member of the Flight Attendant Retirement Board
- c. The Committee shall:
 - (i) Act in an advisory role to the MEC regarding retirement issues

- (ii) Encourage full participation of the Flight Attendants in available retirement benefit plans. Assist Flight Attendants with plan enrollment as needed.
- (iii) Answer questions about retirement, applicable procedures, contractual language, 401(k) plans, and other related topics
- (iv) Monitor compliance of the retirement plan with contractual language and the federal law to the extent possible
- (v) Remain up-to-date on changes to the retirement plan, plan vendor, and applicable government regulations

N. SCHEDULING COMMITTEE

1. SCOPE

- a. The Scheduling Committee is responsible for the following:
 - (i) The committee will recommend and assist in constructing pairings and building sequences of trips and days off into monthly lines of time.
 - (ii) The committee will work to monitor company compliance with all scheduling-related provisions of the collective bargaining agreement and take necessary steps to correct violations

2. POLICY/RESPONSIBILITIES

- a. The MEC Scheduling Committee shall consist of the MEC Scheduling Committee Chairperson, the MEC Scheduling Committee Vice Chairperson—PBS, the MEC Scheduling Committee Vice Chairperson—Pairing Construction, and the Local Scheduling Committee Chairperson from each council.
- b. The MEC Chairperson shall:
 - (i) Provide clear direction and coordination to Local Scheduling Committees and each MEC Subcommittee
 - (ii) Communicate with the Local Scheduling Committee Chairpersons, LEC Presidents, and MEC Officers on a daily basis on his/her activities and matters requiring attention, follow up, or escalation

- (iii) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website
- c. Flight Attendant Schedules
 - (i) Discuss scheduling problems with the company and will report such problems and resultant discussions to the MEC
 - (ii) Maintain written records of agreed upon standards and procedures and shall report to the MEC any proposed or imposed modifications to such practices.
 - (iii) Monitor the company throughout the scheduling process for any perceived or potential violations of the Agreement and shall identify these violations to the LEC President of the domicile affected.
 - (iv) Comply at all times with the applicable provisions of the current collective bargaining agreement.
- d. Staffing
 - (i) Monitor monthly staffing reports and make recommendations to the company for appropriate resolution.
 - (ii) Monitor placement of flying and provide the MEC with evaluations of such placement and its justification.
 - (iii) Compile feedback and relay it to the MEC
 - (iv) Use domicile feedback to work with the company in resolving the Union's problems and concerns.
 - (v) Monitor staffing statistics and, where appropriate, establish trends of chronic understaffing for current and future use. Use all information available to eliminate understaffing.
- e. Placement of Flying
 - (i) The MEC Scheduling Committee in conjunction with the MEC Reserve Committee Chairperson will review placement of flying with the intent of resolving the problems that generate such placement.

- (ii) Should specific causes be established, the MEC Scheduling Committee shall work with the company to resolve the Union's concerns provided that such action does not otherwise negatively impact the Flight Attendants, i.e. surplus, or excessively low block time.

3. PREFERENTIAL BIDDING SYSTEM (PBS) SUBCOMMITTEE

a. Scope

- (i) The PBS Subcommittee will work with the company and the Inflight Crew Planning Department to maintain the company's preferential bidding system and oversee the bidding and bid award processes
- (ii) The Subcommittee will represent and advocate for the MEC position in matters pertaining to bidding and the preferential bidding system

b. Policy/Responsibilities

- (i) The PBS Subcommittee shall consist of the MEC Scheduling Committee Vice Chairperson—PBS and two additional members-at-large selected by the MEC.
- (ii) The Subcommittee shall:
 - (A) Regularly communicate with and provide updates to the MEC Scheduling Chairperson on the activities of the subcommittee
 - (B) In advance of the bidding period each month, communicate with the MEC Scheduling Committee Vice Chairperson—Pairing Construction to understand changes in pairings for upcoming months and how Flight Attendant bids might be affected
 - (C) Keep members knowledgeable about changes to the preferential bidding system, common mistakes and errors, misunderstandings about the system, and other topics of interest through the MEC Communications Chairperson
 - (D) Provide assistance to Flight Attendants through base sits, one-on-one training sessions, and telephone support during the monthly bidding window and as requested by the MEC or LECs

- (E) Communicate with the MEC Reserve Chairperson to understand the needs and challenges of Flight Attendants holding reserve schedules and provide bid assistance

4. PAIRING CONSTRUCTION SUBCOMMITTEE

a. Scope

- (i) The Pairing Construction Subcommittee will work with the company and the Inflight Crew Planning Department to build Flight Attendant pairings

b. Policy/Responsibilities

- (i) The Pairing Construction Subcommittee shall consist of the MEC Scheduling Committee Vice Chairperson—Pairing Construction.
- (ii) The Subcommittee shall:
 - (A) Regularly communicate with and provide updates to the MEC Scheduling Chairperson on the activities of the subcommittee
 - (B) Meet on a monthly basis with the company and the Inflight Crew Planning Department to review problems and suggested resolutions regarding construction of Flight Attendant pairings and monthly lines of flying.
 - (C) Maintain a permanent file for all local schedules for the use of the MEC Scheduling Committee.
 - (D) Keep the MEC informed on all activities relating to the pairing construction process. When meetings or communications are due to unusual scheduling activities, a written report will be made.
 - (E) Keep the membership informed of the results of the pairing construction process on a monthly basis through the MEC Communications Committee Chairperson.
 - (F) Solicit feedback from the membership regarding desired pairings, trip lengths, and types of flying through Local Scheduling Committees and advocate for such during the pairing construction process.

- (G) Discuss any problems occurring within the pairing construction process with the Local Scheduling Committee Chairpersons on a monthly basis and will provide any suggestions for remedy of problems to the MEC.

5. SCHEDULING REVIEW BOARD

- a. The Scheduling Review Board (“Board”) shall consist of the MEC President (or designee), MEC Scheduling Committee Chairperson (or designee with the concurrence of the MEC), and Director of Inflight Crew Scheduling (or designee). Additional guests may be invited and participate as needed.
- b. The Board shall meet at least every two weeks to address and resolve disagreements between the union and the company pertaining to any subject relating to Flight Attendant schedules or actions of the Inflight Crew Scheduling Department.
- c. The Board may meet either in person or at a mutually agreed location, by telephone conference call, or by other electronic means of communication.
- d. Items for inclusion in the agenda shall be provided to all members of the Board at least twenty four (24) hours in advance of the scheduled meeting to allow time for proper research and preparation. Items submitted within 24 hours of the scheduled meeting will be placed on the agenda of the following meeting, except by mutual agreement.
- e. Any item that cannot be resolved to the satisfaction of the members of the Board will be forwarded to the MEC Grievance Committee for escalation

O. UNIFORM COMMITTEE

1. SCOPE

- a. The Uniform Committee is responsible for the following:
 - (i) The committee will work with the company during uniform development and changeover.
 - (ii) The committee will coordinate with the Air Safety, Health, & Security Committee regarding appropriate fabrics and styles.

- (iii) The committee will keep informed of all work on proposed uniforms and make recommendations to the company on behalf of the membership.
- (iv) The committee will monitor the Alaska Airlines Flight Attendant Manual and its revisions in the areas of appearance and uniforms.

2. POLICY/RESPONSIBILITIES

- a. The MEC Uniform Committee shall consist of the MEC Uniform Committee Chairperson and the Local Uniform Committee Chairperson from each council.
- b. The MEC Chairperson shall:
 - (i) Compose informational and educational articles of interest to the membership and provide them to the MEC Communications Chairperson to be included in MEC communications and posted to the MEC website
- c. The Committee shall:
 - (i) Establish proposals for consistent appearance standards to be considered by the company and will work to abolish any standard which is discriminatory, demeaning or unreasonable.
 - (ii) Bring to the company's attention any uniform material or component known to be highly flammable, uncomfortable, impractical or unsafe. It shall request that the dangerous material or component be replaced

ARTICLE VIII SYSTEM BOARD OF ADJUSTMENT

A. SCOPE

1. Members are to serve on the System Board of Adjustment for the purpose of arbitrating any disputes or grievances that may arise under the terms of the Agreement between Alaska Airlines and its Flight Attendants.

B. POLICY/RESPONSIBILITIES

1. There shall be two members and at least one alternate selected by the MEC from active members in good standing to represent the Association. Members will be selected at-large without regard to Local Council or domicile.
2. Any person seeking a position as a System Board of Adjustment Member must submit a resume. Candidates must interview with the MEC.
3. System Board Members shall be selected for a two (2) year appointment period in accordance with the AFA Constitution and Bylaws. At least one appointment will be reviewed in June of each year. Selection shall be made, insofar as possible, to ensure that both members will not be new at the same time.
4. The System Board Members will act in the best interest of the membership and the Association and will be consistent with the Agreement between the Flight Attendants and Alaska Airlines.
5. The MEC President shall have the ability, in the event of an emergency, to appoint a qualified member in good standing to fill an ad hoc position on the Board, should the alternate not be available.
6. The MEC on an ad hoc basis, by majority vote, may appoint an expert as a substitute for one member of the System Board of Adjustment.

C. ADMINISTRATIVE POLICY

1. Subsequent to the Union's receipt of the Arbitrator's written final decision, copies of the System Board of Adjustment transcripts, if they exist and have been ordered by AFA-CWA, will only be provided to the individual grievant(s), upon request, and after payment of the cost of copying and shipping.

2. Subsequent to the Union's receipt of the Arbitrator's written final decision, AFA-CWA representatives may be able to review transcripts at the MEC office, if the transcripts have been ordered by AFA-CWA and if the representative can adequately demonstrate an administrative need to do so.
3. Members of the System Board involved in the case will be provided two copies of the transcripts prior to the Executive session.

ARTICLE IX FLIGHT ATTENDANT RETIREMENT BOARD

A. SCOPE

1. AFA-CWA members or their alternate are to serve on the Flight Attendant Retirement Board for the purpose of resolving disputes of active Flight Attendants, retired Flight Attendants and their beneficiaries regarding Flight Attendant retirement benefits (all plans) and 401 (k) hardship withdrawals.
2. AFA-CWA members and their alternate to the Board shall be knowledgeable in present contractual retirement programs.
3. AFA-CWA members and their alternate to the Board will be responsible for assisting in the research and recommendation of improvements in present programs.

B. POLICY/RESPONSIBILITIES

1. Two members and one alternate from AFA-CWA will serve with two members and one alternate from Alaska Airlines.
2. AFA-CWA members or their alternate to the Board will hear, as a four member Board, disputes of Flight Attendants, retired Flight Attendants and their beneficiaries regarding Flight Attendant retirement benefits (all plans) and 401(k) hardship withdrawals.
3. AFA-CWA members or their alternate to the Board will sit as board members with an impartial referee on any dispute deadlocked at the four-member step.
4. AFA-CWA members or their alternate to the board will revise all necessary and pertinent retirement data, i.e. Plan Documents, investment performance data.
5. AFA-CWA members will report their activities to the ALA MEC and coordinate information with the AFA-CWA International Research Department.
6. The board will have no authority to select, appoint, replace, or deal with and direct trustees, insurance companies, investment managers, actuaries, etc.

C. SELECTION

1. The MEC Retirement Committee Chairperson will serve as the first Flight Attendant Retirement Board Member
2. The MEC will select the second Flight Attendant Retirement Board Member and Flight Attendant Retirement Board Alternate from amongst the members of the MEC Retirement Committee.
3. Terms will be concurrent with the term of office of the MEC Officers.

D. GENERAL

1. AFA-CWA members of the Board will act in the best interest of the membership and the Association, and will be consistent with the Agreement between the Flight Attendants and Alaska Airlines.
2. The Retirement Board shall function in accordance with the Retirement Board side letter.
3. Investment input to the Board as a whole shall be done in consultation with the MEC. Prior to any decision by the Board as a whole, the AFA-CWA members of the Board shall request and abide by the direction of the MEC.

ARTICLE X MISCELLANEOUS

A. GENERAL

1. The MEC shall not initiate any action that is inconsistent with the AFA-CWA Constitution and Bylaws or with the best interests of the Union or the general membership
2. The MEC shall act immediately and take any necessary legal action required to prevent interference of communication between the Union and the membership at any time.
3. Litigation or other legal action filed on behalf of the MEC shall not be withdrawn without the concurrence of the MEC.

B. MEC POSITIONS

1. The MEC is opposed to Flight Attendants searching an aircraft for bombs or hazardous materials when the aircraft is on the ground.
2. The MEC supports Company legal intervention whenever any Flight Attendant is assaulted or abused during the performance of her/his job.
3. The MEC opposes any delineation between crewmembers that would result in one Flight Attendant being responsible for any other Flight Attendants' behavior, actions or work product.
4. The MEC is opposed to any publicity that demeans Flight Attendants, and will take appropriate action to show its disapproval of innuendoes implied through airline advertising.
5. The MEC will continue the line of communication with the IAM, ALPA, TWU, AMFA, and other labor unions on property in order to strengthen the goals of labor groups on the Alaska property.
6. The MEC supports a policy of prohibiting the use of Alaska Airlines Flight Attendant mail files for the distribution of AFA-CWA campaign literature.
7. The MEC is opposed to the detrimental exportation of Flight Attendant jobs to locations outside the United States.
8. The MEC believes it is not possible for a Flight Attendant to perform "light duty" in the normal activities of the Flight Attendant job.

9. The MEC supports certification/licensing of the Flight Attendant position.

C. NEW DOMICILES AND LOCAL COUNCILS

1. Upon the opening of a new domicile, the MEC shall assign union representation responsibilities for that domicile to a currently existing Local Council. The following factors shall be taken into consideration when assigning interim responsibility:
 - a. Physical proximity of the domicile
 - b. Current workload of other LEC Officers and Local Council Committees and their ability to take on additional representation duties
 - c. Ability of LEC Officers to travel to the domicile either by ground transportation or on-line travel privileges
2. It is recommended that the LEC President of the responsible Local Council shall select and appoint Base Representatives among the Flight Attendants based in the new domicile. The Base Representatives shall serve as the on-site representative of the Local Executive Council in the new domicile. Base Representatives are not elected officers.
 - a. If no elected members of the responsible LEC are based in the new domicile, the LEC President should select at least two (2) Base Representatives
 - b. If at least one elected member of the responsible LEC is based in the new domicile, the LEC President should select at least one (1) Base Representative
 - c. If two (2) or more elected members of the responsible LEC are based in the new domicile, the LEC President should not be obligated to appoint any Base Representatives
3. It is the opinion of the MEC that each domicile should be its own Local Council and be represented by its own Local Executive Council Officers upon the first instance that is so qualifies in accordance with the AFA-CWA Constitution & Bylaws
4. Upon the first instance that a newly opened or created domicile meets the criteria to form a Local Council in accordance with the AFA-CWA Constitution & Bylaws, the MEC shall petition the Executive Board to begin the process of creating a new Council to represent said domicile.