



# **AIR LINE PILOTS ASSOCIATION, INTERNATIONAL**

## **PIEDMONT MASTER EXECUTIVE COUNCIL**

### ***POLICY MANUAL***

**REVISED: 18 November 2023**



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**A. SCOPE**

The Piedmont MEC Policy Manual shall in no way conflict with the Constitution and By-Laws of ALPA; it shall merely augment Article IV where necessary for the clarification of the role of the MEC, its officers, and committees.

**B. FOCUS**

The purpose of the Piedmont MEC Policy Manual is to provide rules and procedures for the MEC, its officers and committees, and to assist them in carrying out the primary duty of the MEC as a coordinating council for all the pilots of Piedmont Airlines.

**C. GENERAL**

1. Piedmont MEC Policy Manual

This Policy Manual shall be located in Section 30 of the ALPA Administrative Manual and shall be the approved Policy Manual of the Piedmont Airlines Master Executive Council.

2. Piedmont MEC Policy Manual Routine Changes

- a. The MEC Secretary/Treasurer or his/her designee will distribute to MEC members and post on the Piedmont MEC website all changes to the Piedmont MEC Policy Manual prior to the next regularly scheduled meeting after the meeting at which the changes were approved.
- b. The Piedmont MEC members shall review any changes and additions. Any deletions or corrections will be duly noted and corrected by the Secretary/Treasurer of the MEC.

**D. AMENDMENT**

- 1. Any amendment to, partial or total repeal of, or modification of the Piedmont MEC Policy Manual will require a two-thirds (2/3) majority vote, subject to a two-thirds (2/3) majority roll call vote.
- 2. The Piedmont MEC Policy Manual will be amended as necessary to keep the language in agreement with the ALPA Constitution and By-Laws and the ALPA Administrative Manual.



**A. COMPOSITION**

The MEC shall consist of the Captain and First Officer Representatives of each Local Council at Piedmont Airlines.

**B. DUTIES AND JURISDICTION**

The duties and jurisdiction of the MEC shall be as set forth in Article IV, Section 2, and other provisions of the ALPA Constitution and By-Laws and ALPA policy. It shall include the following:

1. The MEC shall function as coordinating council for all the pilots of Piedmont Airlines. All normal or routine local Association business shall be conducted by the individual Local Councils.
2. The MEC shall make the final decision on any problem or problems of the ALPA membership of Piedmont Airlines, except as provided elsewhere in the ALPA Constitution and By-Laws and ALPA policy.
3. All actions of the Piedmont MEC shall be consistent with the Constitution and By-Laws of ALPA and with the best interest of the general membership thereof.

**C. DELEGATION OF AUTHORITY**

1. The MEC may delegate such authority as is appropriate to specific individuals or committees. Such delegation must be in writing and must clearly delineate the scope of such delegation and the period during which such delegation is to be effective.
2. The delegation of authority to an individual or committee does not relieve the MEC of responsibility for authorized action thus taken in its behalf.

**D. MEC MEETING ATTENDANCE REQUIREMENTS**

1. Each MEC member shall be present at each regular or special meeting of the MEC, or shall provide for a legal representative as provided in the Constitution and By-Laws of ALPA.
2. Whenever a member of the MEC is unable to attend a meeting, he is encouraged to use his duly elected successor in office, the Secretary/Treasurer at his council, or a fellow member of the MEC, as his proxy.
3. LEC Secretary/Treasurers are guests of the MEC. All expenses associated with their attendance at the MEC meetings will be at the discretion of the MEC. The MEC shall determine from the MEC Secretary/Treasurer if there is adequate funding. In the event of inadequate MEC funding, the individual LEC's, at the discretion of the Local Council Chairmen, may cover the expenses to include their individual Secretary/Treasurers.
4. The days preceding and following a regularly scheduled MEC meeting will be considered as travel days.



**A. NUMBER**

There shall be a Chairman, Vice Chairman, Secretary/Treasurer, and, at the MEC's option, an Executive Administrator, of the Piedmont MEC.

**B. ELIGIBILITY FOR OFFICE AND TERM OF OFFICE**

1. Eligibility for office and term of office for the Chairman, Vice Chairman, and Secretary/Treasurer will be as prescribed by the Constitution and By-Laws of ALPA. The term of office for the Vice Chairman and Secretary/Treasurer shall run concurrently with that of the MEC Chairman. The election term will run for twenty-four (24) months and will commence at midnight February 23. The term of office for the Executive Administrator will run concurrently with that of the MEC Chairman.
2. There shall be no term limitations for the Chairman, Vice Chairman, and Secretary/Treasurer.

**C. ELECTIONS**

1. All officers of the MEC shall be elected by separate secret ballot of the MEC using the procedures of Section 4, Paragraph C, of this manual.
2. Prior to the regular meeting of MEC officers, the MEC Chairman shall utilize appropriate MEC publications to inform the membership of the election process and the positions to be filled.

**D. DUTIES AND RESPONSIBILITIES**

1. MEC Chairman

The MEC Chairman shall carry out the duties and responsibilities as prescribed by the Constitution and By-Laws of ALPA.

2. MEC Vice Chairman

- a. The MEC Vice Chairman shall, when requested, assist the Chairman in the performance of his duties, or carry out any assignment directed to him by the MEC.
- b. The MEC Vice Chairman shall perform the duties of the Chairman during any absence of the MEC Chairman.
- c. The MEC Vice Chairman shall become acting Chairman in the event the Chairman vacates his office for any reason, and shall call a meeting of the MEC within sixty (60) days for the purpose of electing a new Master Chairman.

3. MEC Secretary/Treasurer

- a. The MEC Secretary/Treasurer shall perform whatever organizational or representational duties as may be delegated to him by the MEC Chairman.
- b. The MEC Secretary/Treasurer shall be charged with keeping the meeting and financial records of the MEC.
- c. The MEC Secretary/Treasurer shall be charged with formulating policy regarding all MEC assets. However, the policy will require the approval of the MEC.
- d. The MEC Secretary/Treasurer shall, in the event of simultaneous vacancy in the offices of the Chairman and the Vice Chairman, become acting Chairman and shall call a special MEC meeting within ten (10) days for the purpose of electing such officers. The Secretary/Treasurer will preside at such meeting until the election of a Chairman.



4. MEC Executive Administrator (EA)
  - a. The MEC Chairman may appoint an Executive Administrator, subject to confirmation by the MEC to assist the MEC.
  - b. The MEC Executive Administrator shall assist the Chairman, Vice Chairman, and Secretary/Treasurer in the performance of their duties, with the exception of disciplinary representation.

**E. RECALL**

1. Any MEC officer may be removed from office at any time, either with or without cause, in accordance with the Constitution and By-Laws of ALPA.
2. If the subject of recall of an officer is not on the advance agenda for a regular meeting, the provisions of the Piedmont MEC Policy Manual for submission of late agenda items shall govern.
3. If the subject of recall of an officer is not on the written notice of the agenda for a special meeting, the provisions of submitting agenda items at a special meeting shall prevail. This requires attendance of all MEC members or their legal proxies, and a three-fourths (3/4) majority vote of the MEC.

**F. VACANCY IN OFFICE**

1. Any vacancy in office shall be handled as prescribed in the Constitution and By-Laws of ALPA.
2. If an MEC officer position becomes vacant for any reason, the members of the MEC will elect a new MEC officer to fill out the remaining portion of the term.



**A. FREQUENCY**

1. The MEC Chairman shall call three (3) regular meetings annually for the efficient handling of MEC and/or Association business. When appropriate, an MEC meeting shall be held in conjunction with the ALPA Board of Directors meeting. Additional regular or special meetings shall be called as required.
2. The tentative date and location of each regular meeting for the following year will be scheduled at the second regular meeting. Meetings shall not be scheduled to conflict with national holidays.
3. The required regular meetings shall be scheduled for a duration that is realistic in its time frame to adequately deal with all agenda items.
4. Regular meetings shall normally be scheduled to convene at 0900 on the first day and adjourn at 1700 on the last day. Adjustments shall be at the discretion of the MEC Chairman.

**B. SPECIAL MEETINGS**

1. A special meeting of the Master Executive Council may be called at any time by the MEC Chairman.
2. A special meeting shall be called by the MEC Chairman upon the written request of forty percent (40%) of the members of the Master Executive Council. Such written request to the MEC Chairman for a special meeting shall list the time, place, and items to be discussed at the meeting.
3. The MEC Chairman and all members of the Master Executive Council shall be in receipt of written and/or electronic notice at least twenty-four (24) hours in advance of such special meeting, and the notice shall set forth the agenda for the meeting.
4. No business other than that specified in the written notice shall be conducted at any special meeting of the Master Executive Council, except that when all members, or their legal proxies, are present, any business may be conducted with at least a three-fourths (3/4) majority approval.
5. All meetings of the Master Executive Council shall be open meetings unless declared closed by the Master Executive Council.

**C. SPECIAL MEETINGS BY CONFERENCE CALL**

1. A special meeting by conference call for the purpose of conducting business shall be considered appropriate only if such business requires the deliberation of the MEC on such an immediate basis that failure to do so would result in imminent undesirable impact upon the economic interests or working conditions of the Piedmont pilot group.
2. The MEC Chairman may, at his discretion, schedule a conference call meeting for the purpose of the discussion of issues and the exchange of information. The conference call will be scheduled so as to include as many MEC members as possible without incurring flight pay loss. No formal MEC business or votes will be conducted during these calls, although straw polls and "sense of the body" surveys may be taken. An advance agenda will be provided to all MEC members in a timely fashion.
3. The MEC Secretary/Treasurer or his designee shall keep "minutes" of all conference calls conducted by the Piedmont MEC, including a complete list of those participating.
4. These "minutes" shall be distributed to the MEC and kept on file by the MEC Secretary/Treasurer in the same manner as minutes of regular and special MEC meetings.
5. All votes taken during the course of the conference call shall be recorded.
6. Any item of business to be conducted on a conference call without prior notice will require a three-fourths (3/4) majority vote of all MEC members or their legal proxies in order to be considered.



7. Conference Call Meeting Proxies:
  - a. Any MEC member who is unable to participate in a conference call for the purpose of conducting official business for which prior notice has been given may designate a proxy as specified for representation at MEC meetings by the ALPA Constitution and By-Laws.
  - b. Such proxy must be received by the MEC prior to the start of the conference call in question. An acceptable means of transmitting a proxy would be ASPEN, e-mail, FAX, US Mail, or any electronic medium.
  - c. If any MEC voting member must leave a conference call, he may verbally designate his proxy prior to hanging up.
8. Unless the provisions of Article IV, Section 3, Paragraph D.(5) of the ALPA Constitution and By-Laws are invoked on a conference call, it is understood that all conference calls shall be open.
9. During roll call of conference call meetings, all MEC officers and members shall announce any guests in attendance.
10. At least a twenty-four (24) hour prior notification will be given for any conference call that will require MEC action. This notification will include a list of the agenda items to be considered.
11. Only matters that cannot be deferred to the next MEC meeting will normally be considered on a conference call.
12. The provisions of Section 3, Paragraph H.7. of the Piedmont MEC Policy Manual regarding recording devices shall apply to conference call meetings.
13. Initiating Conference Calls

An MEC conference call can be initiated by:

  - a. The President of the Association.
  - b. The MEC Chairman.
  - c. A request by forty percent (40%) of the individual members of the MEC.

**D. NOTIFICATION**

1. Each member of the MEC shall be notified of the exact date(s) established for the required regular MEC meeting(s) prior to the schedule bid closing date for the meeting month. Such notification shall also include the place and tentative agenda for the meeting.
2. The tentative meeting schedule will be distributed to the MEC and committee members seven (7) days prior to the first day of the meeting and will include the advanced agenda items.
3. No required regular meetings will be canceled until every effort has been made to contact each MEC member, and unless the concurrence of the majority of the MEC is obtained.
4. The MEC Chairman shall make available the location, the proposed agenda, and a list of advanced agenda items on the Piedmont MEC website at least one (1) week prior to a scheduled MEC meeting.
5. Once Piedmont MEC regular meeting dates are approved (by acceptance of the Piedmont MEC Secretary/Treasurer's report or other such resolution), the Piedmont MEC meeting dates shall not be changed without concurrence of a two-thirds (2/3) majority vote of the MEC.



6. Starting at least one month prior to a regular MEC meeting, the MEC will state in its code-a-phone message the final location, date, etc., of the upcoming regular meeting.

**E. AGENDA**

1. Agenda submissions will be made in accordance with the Constitution and By-Laws of ALPA.
2. The MEC Chairman shall place on the agenda any item submitted by a Local Council representative, or chairman of a standing or special committee of the MEC.
3. The advanced agenda (including committee reports) will close fourteen (14) days prior to the meeting. Those agenda items resulting from formal Local Council meetings after this closing date will be included on the agenda as late agenda items.
  - a. All agenda items are to be submitted to the Piedmont MEC Chairman, suitable for duplication upon receipt.
  - b. The agenda items will be referred to MEC committees for research prior to the meeting, when appropriate.
  - c. Written or oral MEC committee reports will be given an individual item number.
  - d. A request to add a late agenda item to the agenda of a regular MEC meeting may be made at any time prior to the end of day two of the regular MEC meeting. A two-thirds (2/3) majority vote of the MEC is required to include any addition (other than formal LEC recommendations in Paragraph C, above). Items submitted should be of a nature that precludes them from being identifiable prior to the published agenda deadline.
4. The MEC Chairman's report will be given during the first day of each MEC meeting and it shall contain an outline of the MEC Chairman's activities regarding action items passed at the previous MEC meeting.
5. The MEC Secretary/Treasurer will include realistic times on the agenda for all committee reports and guest speakers. Such time allotted will include time for questions and answers. The time limits of the agenda will be adjusted at the discretion of the MEC Chairman.
6. At a meeting called for, or for among other things the recall of an MEC officer, any item of business may be acted upon, provided that at that time all members of the MEC or their personal representatives are still present and requisite agenda submission procedure is followed.
7. During an MEC meeting, floor resolutions are in order if they comply with the following:
  - a. The floor resolution must be related to new information provided to the MEC through an oral report.
  - b. The floor resolution must be presented during or at the completion of the subject oral report.
  - c. The resolution shall comply with all other policies relating to late agenda items, i.e. two-thirds (2/3) majority vote of the MEC, etc.
8. All agenda items before the Piedmont MEC meeting shall be acted upon by the body or automatically deferred to the next regular meeting.

**F. GUESTS AND VISITORS**

1. Guest speakers, including Company officers and industry spokesmen, who appear before the MEC in regular session, do so at the invitation and the discretion of the MEC Chairman.
2. A thirty (30) minute period shall be scheduled during each regularly scheduled MEC meeting during which any Piedmont pilot in good standing may be allowed to address the MEC. The time shall be divided equally



among the speakers but may not exceed ten (10) minutes per speaker. This time may be extended at the discretion of the MEC Chairman. Flight pay loss and expenses will not be authorized.

3. No guest will be invited to appear at meetings of the Piedmont MEC to promote MEC endorsement of an issue involving the area of endeavor of an MEC committee without first receiving a recommendation from the appropriate committee.
4. Other than that specified in Paragraph F.2., above, visitors to the MEC meeting may be given the privilege of the floor by a majority vote of the MEC.

**G. VOTING**

1. All matters brought before the MEC will be determined by the voting procedures of the ALPA Constitution and By-Laws, National ALPA Policies, the Piedmont MEC Policy Manual, and Robert's Rules of Order, in that order of precedence, except that when voting by roll call the secret ballot provisions shall not apply.
2. The record of individual votes on matters before the MEC will be recorded in the MEC minutes.
3. Voting in elections shall be in accordance with Section 4, Paragraph C, of this manual.

**H. MEETING RECORDS**

1. The MEC Chairman shall make suitable arrangements for the recording of the minutes of each meeting. Completed and approved minutes of the MEC meetings will be available to any member in good standing, and will be posted to the Piedmont MEC website.
2. Distribution of the unapproved minutes to the MEC will be made within fourteen (14) calendar days after the close of each meeting. All unapproved minutes shall be reviewed and approved prior to any other business at the next regular MEC meeting. To expedite the approval process, facsimile or email can be used for a vote of acceptance. If approved prior to the regular MEC meeting, each representative's vote shall be recorded and submitted as part of the minutes of the next regular MEC meeting.
3. If revisions are made to the Piedmont MEC Policy Manual, the revised portions of the manual will be provided to each MEC/LEC officer in electronic format within fourteen (14) days following the adjournment of the regular, special, or conference call MEC meeting at which the changes were made. Hard copies of said revisions shall be provided to each MEC/LEC officer at the next regular MEC meeting.
4. The items which will be recorded are:
  - a. Roll call.
  - b. Actions and rulings of the MEC Chairman.
  - c. All voting and elections results.
  - d. Motions and resolutions, including amendments and substitutes to said motions and resolutions.
  - e. When a resolution is enacted and so recorded, the Chairman's statements to the MEC expressing what the MEC Chairman has perceived as being the apparent intent of the body.
  - f. Statements of the Chairman concerning how a matter will be handled. For example: when the MEC Chairman will be taking action in lieu of an MEC resolution.
  - g. Any comments made by any member of the MEC relative to the stated intent behind or handling of any resolution.



- h. Other than the above items to be recorded as close to verbatim as possible, the Secretary will keep “General Minutes” of the meeting to indicate the character of the business being conducted at any given point in time.
- 5. The maker of all resolutions and amendments, which are passed at the MEC meeting, shall submit a legible copy suitable for copying to the recording secretary. Copies of these resolutions shall be given to the MEC as soon as possible.
- 6. The results of all MEC mail ballots shall be recorded and kept. The results of such ballots shall be communicated to the MEC.
- 7. The use of recording devices during open and closed sessions of the Piedmont MEC is prohibited and such devices shall be banned from meeting rooms, unless approved by special resolution of the MEC.

**I. MEETING FACILITIES**

All hotel accommodations for MEC meetings will be of at least the same quality as those expected for Piedmont pilots.

**J. MEC RECEPTIONS**

The Piedmont MEC finds it convenient, at times, to hold receptions during the course of their regular meetings as a means of welcoming and introducing its colleagues, guests, and members. The associated expenses shall be funded at the discretion of the MEC Chairman and with the approval of the MEC.



**A. NOMINATIONS**

1. General

- a. When more than one office or vacancy is to be filled, the MEC Chairman will submit an agenda item that includes all known elections and the identity of individuals that have indicated a willingness to serve. All nominations for each vacancy will be made prior to proceeding with the election process for any related vacancy. Nominations will not be declared closed for any vacancy until the start of the election process for that vacancy.
- b. Each member of the MEC has the privilege of nominating one qualified candidate for each office or position to be filled.
- c. The MEC member making the nomination has the responsibility to assure the willingness to serve of his nominee.
- d. The MEC member making the nomination for an MEC officer or standing committee position shall be allowed to make a nominating speech not to exceed three (3) minutes.
- e. Subsequent to the close of nominations, each candidate for an MEC officer position shall be allowed one (1) seconding speech by a member of the MEC not to exceed two (2) minutes. There shall be no seconding speeches for standing committee positions.
- f. Subsequent to nomination and seconding speeches, each candidate for an MEC officer position shall be afforded a five (5) minute period to address the MEC. The order of appearance shall be determined by the MEC Chairman. Following such presentation, there will be a ten (10) minute period for questions and answers.

2. Appearance of Candidates for MEC Officer(s)

- a. Whenever possible, the election of an MEC officer(s) shall be announced and scheduled so as to provide a reasonable opportunity for the members of the MEC to seek out potential candidates and to provide said candidates with a reasonable opportunity to appear before the MEC prior to the conduct of the election.
- b. Prior to nominations for MEC officer(s), each candidate shall be allowed a five (5) minute period to make whatever presentation or speech that he/she desires. An additional ten (10) minutes shall be provided for questions and answers.
- c. Should more than one candidate for an office wish to appear before the MEC, the order of appearance shall be determined by either mutual agreement or drawing of straws.
- d. Following nominations, each candidate shall be afforded a five (5) minute period to address the MEC. Questions and answers shall not be allowed following this address.

**B. MEC OFFICER ELECTIONS**

- 1. All officers shall be elected at the same meeting insofar as it is possible.
- 2. The office of MEC Chairman shall always be filled first, then the office of Vice Chairman and lastly, the office of Secretary/Treasurer.
- 3. Election shall be by secret ballot. Each member of the MEC has one (1) vote, with no recourse to a roll call vote.
- 4. The election procedures in Paragraph C, 1 through 8 below, shall govern.

**C. ELECTION PROCEDURES**

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1. A Ballot Certification Committee, normally including the Secretary/Treasurer, shall be formed from among the committee members or member guests of the MEC who are in attendance whenever there is a requirement or a request for a secret ballot.
2. The Secretary/Treasurer shall normally be the Teller for each secret ballot. The Teller shall determine that there is a ballot for each voting member prior to proceeding with the tally.
3. A nominee must receive a majority of the total vote of the MEC for election.
4. Any member of the MEC may request a recess for a reasonable period at any time a ballot is not actually in progress.
5. In the event there is no election on the first ballot, the slate of candidates for that position shall be reduced to the three (3) candidates receiving the highest vote on the first ballot.
6. In the event there is no election on the second ballot, the slate of candidates shall be reduced to the two (2) candidates receiving the highest vote on the second ballot.
7. In the event of no election on the third ballot, balloting shall continue until there is an election.
8. Each member of the MEC shall have one vote. There shall be no recourse to a roll call vote.



**A. PARLIAMENTARY PROCEDURE**

MEC meetings shall be conducted in accordance with the ALPA Constitution and By-Laws, the ALPA Administrative Manual, and the Piedmont MEC Policy Manual, and, as to questions not provided for in the foregoing, Robert's Rules of Order - Newly Revised.

**B. CONDENSED ROBERTS RULES OF ORDER**

1. General Order and Procedure

- a. When a member wishes to speak, he shall raise his hand and respectfully address the Chair, and if recognized by the Chair, he shall be entitled to the floor.
- b. A motion to be entertained by the presiding officer must be seconded, and the mover, as well as the seconder, must raise their hand and be recognized by the Chair.
- c. Any member having made a motion can withdraw it by consent of his second and the body.
- d. At the request of any member, the mover of a motion shall be required to reduce it to writing.
- e. A motion shall not be subject to debate until it has been stated by the Chair.
- f. Before putting a question to vote, the presiding officer shall ask, "Are you ready for the question?" Then it shall be open for debate. If no member raises his hand to speak, the presiding officer shall then put the question in this form: "All in favor of the motion say 'Aye'," and an affirmative vote is expressed. The Chair will then say, "All those opposed say 'No'," and a negative vote is expressed. The Chair will then ask for abstentions.
- g. Before the presiding officer declares the vote on any question, any member may ask for a division of the house, and it is mandatory for the Chair to grant such request by ordering a standing or roll call vote, whichever is requested.
- h. After the vote is taken, he shall announce the result in this manner, "It is carried (or lost) and so ordered."
- i. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.
- j. If a question has been amended, the question on the amendment shall be put first. If more than one amendment has been offered, the question shall be put as follows:
  - (1) Amendment to the amendment
  - (2) Amendment
  - (3) Original proposition
- k. A motion to adjourn shall always be in order, except:
  - (1) When a member has the floor
  - (2) When members are voting
- l. A motion to reconsider must be made by a member who voted with the majority. Anyone can second.
- m. On motion, the regular order of business may be suspended by two-thirds vote of the meeting at any time to dispose of anything deemed urgent.



- n. A motion to “Take From The Table” may be made at any time that there is no other motion before the meeting.
- o. All questions, unless otherwise provided, shall be decided as a majority vote may direct.

**2. Special Motions and Their Order of Precedence**

When a question is before the house, no motion shall be in order, except:

- a. To adjourn
- b. To lay on the table (not debatable)
- c. To move to the previous question (not debatable) – two-thirds (2/3) vote required
- d. To postpone definitely, or to a given time
- e. To refer, commit, or recommit
- f. To amend
- g. To postpone indefinitely and these motions shall have the precedence in order herein arranged.

**3. Points of Order and Decorum**

- a. No member shall interrupt another while speaking, except in accordance with Roberts’ Rules of Order.
- b. If a member, while speaking, is called to order, he shall take his seat until the point of order is decided. If the Chair rules against the raised point of order he may proceed.
- c. No member shall speak more than once on the same subject until all the members desiring the floor shall have spoken, nor more than twice without unanimous consent, nor more than five minutes at any one time without a two-thirds vote of the members present.
- d. If two or more members rise to speak at the same time, the Chair shall decide which is entitled to the floor.
- e. Each member, when speaking, shall confine himself to the question under debate, and avoid all personal, indecorous, or sarcastic language.
- f. Sectarian discussions shall not be permitted in meetings under any circumstances.
- g. Any conversation by whispering or otherwise that is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.
- h. A member being ordered to take his seat three times by the Chair, without heeding, shall be debarred from participating in any further business at that session.
- i. The MEC officer conducting the meeting will normally appoint a volunteer from the MEC or audience to perform the duties of monitoring time, facilitating the administrative duties, and monitoring policy limits.



**A. FLIGHT PAY LOSS**

1. General

- a. Flight pay loss is one of the largest expenses in the conduct of business for the MEC and its membership. The requirement for fair and equitable compensation for MEC business is necessary to continue to attract qualified and motivated volunteers.
- b. The purpose of the Piedmont MEC flight pay loss policy is to ensure that members are not penalized for dropping trips to perform ALPA work, nor are they enriched by this policy. ALPA encourages members to volunteer their time to perform ALPA work to the maximum extent possible. The Piedmont MEC flight pay loss policy shall not be less restrictive than the ALPA Administrative Manual, Section 60.M.
- c. Each ALPA volunteer who is assigned flight pay loss will make every effort to prudently control the resultant expenses incurred to the MEC or ALPA National. Trips dropped to perform ALPA work should not exceed the amount of time required to perform ALPA work. Travel time is included as part of ALPA work.
- d. Flight pay loss is subject to the following:
  - (1) Members will not request trip removal directly from the Company. All trip drop requests will be made to the MEC Chairman, or his designee, who will then notify the Chief Pilot's Office of the required particulars of the trip drop.
  - (2) It is the responsibility of the MEC Chairman, or his designee, to review and approve all trip removal requests.
  - (3) For MEC committee members, the MEC Committee Chairman must approve and submit the request to the MEC Chairman or his designee.
  - (4) Self-authorization of trip removal is not authorized.
- e. For any committee that has exceeded its budget for the year, the MEC Secretary/Treasurer will conduct a budgetary review of that committee to determine the needs of the MEC prior to considering any flight pay loss requests from that committee.
- f. After a trip/reserve day has been removed from a member's line for ALPA business, flying done within the footprint of the dropped trips must be disclosed to the MEC Secretary/Treasurer within five days of the completion of the trip.
- g. Members will submit known required ALPA days for the scheduled bid month prior to the close of the bid period to the MEC Chairman or his designee.
- h. No flight pay loss shall be authorized for members while on sick leave exceeding 90 days, medical leave, or disability status except that the MEC, by resolution, may approve a pilot to receive full flight pay loss or some combination of flight pay loss or other compensation for performance of authorized union assignments.
- i. The MEC Secretary/Treasurer shall, on a quarterly basis, make a year-to-date budget report presentation to the MEC. This report shall include flight pay loss/compensation received by members and shall be made available to the membership.
- j. The MEC policy on flight pay loss, compensation, and expenses shall be posted on the MEC website. Posting of the MEC Policy Manual shall satisfy this requirement.
- k. An LEC may fund up to three (3) days of flight pay loss per year for each LEC officer position to allow the LEC to plan for the attendance of key personnel at scheduled activities, in accordance with national



policy. The MEC Secretary-Treasurer will have final approval, which will not be unreasonably withheld. LEC funds must be sufficient for the request being made, as well as for any future expenses anticipated by the LEC remaining in that year. The burden rests on the LEC Secretary-Treasurer to demonstrate such sufficiency to the MEC Secretary-Treasurer. If the request is denied by the MEC Secretary-Treasurer, that decision may be appealed by the LEC officer requesting the flight pay loss. An appeal shall not require a special meeting, and the request shall be considered denied unless overturned by the appeal board. The appeal board shall consist of the MEC Chair and MEC Vice Chair (or the MEC Chair's designee, if vacant) and will convene in a timely manner after receiving an appeal with the written positions of both parties. The board shall consider the positions of both parties and will attempt to act by consensus. In the event consensus is not reached, the decision of the MEC Secretary-Treasurer shall stand.

2. Part Time Compensation

- a. Members are encouraged to drop a minimum amount of time to perform ALPA work.
- b. Members removed for ALPA work shall receive the full value of the trip, or any portion thereof, at their current hourly rate for all scheduled equipment. Flight Pay Loss for a reserve day will be paid the modified minimum day as per the Collective Bargaining Agreement.
- c. The authorizing MEC Officer or Committee Chairman may require pilots to perform additional ALPA work, or return to duty, when trips dropped exceed the time required to perform the ALPA work that caused the original trip drop.
- d. Performance of ALPA work during the pilot's vacation is generally prohibited unless prior approval has been received from an MEC Officer. Members performing ALPA work on their vacation days will be paid in accordance with the ALPA Administrative Manual.
- e. Pilots may be required to fly-back trips or split trips to reduce Flight Pay Loss when trips dropped exceed the time required to perform ALPA work.
- f. Pilots are permitted to pick-up, trade, or drop trips providing that, had all the trips in the original bid line been flown, such action is consistent with the rights and restrictions of the Collective Bargaining Agreement, and if flown would not violate any FAR's.
- g. Pilots are prohibited from receiving multiple forms of compensation (e.g. Flight Pay Loss and Vacation Pay or Sick Leave Pay) for any day.
- h. The Officers of the MEC reserve the right to limit a pilot from receiving more than a reasonable equivalent of monthly pay hours that could be earned, when combined with the Pilot's Flight Pay Hours and Flight Pay Loss for the month or applicable pay period.

3. Full Time Compensation

- a. Full Time Flight Pay Loss may be authorized by the MEC for MEC Officers assigned to full time duty with the Association if the MEC budget can support such an expense.
- b. Full Time Flight Pay Loss may be authorized by the MEC Chairman, or his designee who must be another MEC Officer, for any member of the Association (except for MEC Officers) assigned to full time duty with the Association if the MEC budget can support such an expense.
- c. A member assigned to full time duty with the Association and receiving Full Time Flight Pay Loss may, from time to time, fly-back dropped trips or pick up trips, provided that there is an equivalent reduction in Flight Pay Loss received by the member.
- d. Full Time Flight Pay Loss shall be paid as follows:
  - (1) Full-time MEC Chairman: One hundred five (105) hours per month.



- (2) All other full-time members: One hundred (100) hours per month.
- e. The hourly rate shall be the Member's hourly rate. If staffed in equipment with multiple pay categories, that rate will be established by a ratio of the current number of aircraft at the highest rate of pay and the lowest rate of pay that he has been awarded and qualified in. For example, with a fleet consisting of fifty five (55) Dash 8 aircraft, nineteen (19) of which are Dash 8-300's, would result in a calculation of  $19/55=.345$  or 34.5% of the hours to be paid at Dash-8-300 rates and 65.5% at Dash-8-100/200 rates.
  - f. In determining Full Time Flight Pay Loss a member must be current and qualified in status, unless his/her union obligations prohibit timely training, in which case the MEC by resolution may approve the staffed position for Full Time Flight Pay Loss. However, it is not the intent of this policy to carry a



member at the rates of an untrained staffed position for a significant time period, and training shall occur as soon as practicable consistent with the performance of necessary Association obligations.

- g. The MEC may provide Flight Pay Loss/Compensation for a reasonable transition time for return to the line of a member who has been assigned to full time duty with the Association.
- h. Compensation paid by the Carrier without ALPA reimbursement shall be reported by the MEC Secretary/Treasurer to the Vice President – Finance/Treasurer on a quarterly basis. If such data is included in other reports received by the Vice President – Finance/Treasurer (or ALPA Finance Department) during each quarter, the MEC Secretary/Treasurer may request that it be extracted from such reports and furnished to the MEC Secretary/Treasurer for confirmation, in lieu of making a separate report.

**4. Vacation Utilization Policy**

- a. The MEC Chairman will publish policies and procedures whereby a member will be properly compensated for time lost performing authorized Association business during his Company vacation period. The MEC Secretary/Treasurer will administer this system. Vacation credits will mirror the contractual vacation system in accordance with the current Working Agreement.
- b. The Piedmont MEC does not maintain a vacation bank or offer conventional flight pay loss in return for vacation periods used for Association business. It is the policy of the Piedmont MEC that vacation loss will be compensated by direct payment (Vacation Activity Report) of the applicable number of credit hours to which the affected member is entitled, based on the provisions of the current Working Agreement.
- c. Any person eligible to receive compensation for lost vacation time must receive prior approval from the MEC Chairman or his designee.
- d. Vacation loss will be claimed directly by the filing of a Vacation Activity Report form (ALPA Form # 0007 - 1/74) with ALPA National Accounting Department, through the MEC office. The MEC Chairman or MEC Vice Chairman shall be the authorizing authority. The MEC Chairman will communicate the vacation credit procedures to all affected members.

**5. Deferral of Training**

- a. ALPA members who defer training at ALPA's request shall be paid at the rate they would have been paid had they not deferred training.
- b. ALPA members who defer training under this section shall commence training at the next available training slot after the completion of their ALPA work that required a deferral.

**6. Sick Leave Pay**

No flight pay loss shall be authorized for members while on sick leave exceeding thirty (30) days, medical leave, or disability status with the following exceptions:

- a. Short-term sick leave utilization will be on a day-for-day basis.
- b. Long-term sick leave/disability will be defined as "unable to perform office duty for a month or more," and it will be handled on a case-by-case basis at the discretion of the MEC. If an officer utilizes a month or more of sick leave, the Piedmont MEC will notify the Company, the officer's sick leave balance will be deducted accordingly, and the Piedmont MEC will not be charged.
- c. If the officer is medically grounded but able to perform office duties, he will continue to be paid up to the standard one-hundred (100) or one-hundred-five (105) hours per month, as applicable, and be governed by the applicable work requirements.



**B. MEC EXPENSE BILLING**

1. The term "direct billing" refers to the procedure of billing ALPA - Herndon directly for expenses without having to complete an ALPA expense report for reimbursement. Direct billing of hotel and rental car expenses will be the preferred method of billing these expenses for all members performing union business.
2. Direct billing of expenses, except as provided above, will not be authorized unless the individual submitting these expenses has received prior written approval from the MEC Secretary/Treasurer. Examples of these expenses include, but are not limited to, local phone lines, cell phones, and credit cards.
3. All other expenses will be reimbursed via ALPA expense report procedures.

**C. REVIEWS AND BUDGETARY CONTROL**

1. Reviews of MEC finances shall be conducted in accordance with the ALPA Administrative Manual.
2. Each review conducted for the MEC will include all accounts of the MEC. Accounts will only be maintained in those institutions approved by resolution of the MEC.
3. Any time a committee's actual expenditures are in excess of one hundred ten percent (110%) of its quarterly budget, the MEC Secretary/Treasurer will advise the Committee Chairman and brief the MEC at the next regular meeting.
4. Any time a committee's actual expenditures are in excess of one hundred twenty percent (120%) of its quarterly budget, the MEC Secretary/Treasurer will immediately advise the full MEC and institute appropriate budgetary controls on that committee.
5. Extraordinary budgeted and approved expenditures (e.g. training seminars, national conferences, etc.) will be amortized over the entire year to prevent institution of budgetary controls on a committee's budget.

**D. MEAL EXPENSES**

1. The MEC will reimburse pilots for meal expenses when they are performing union work in accordance with ALPA International Meal and Incidental Expense Policy.
2. Due to IRS rules, pilots who receive meal expenses in the city of their council affiliation will be required to pay taxes on meal reimbursements. Reimbursement checks may or may not have taxes withheld. In the case where taxes are not withheld, the pilot will receive a 1099-Miscellaneous Form, processed by ALPA International, which will be mailed by January 31 the ensuing year.

**E. PURCHASE APPROVAL AND SIGNATURE REQUIREMENTS**

1. All MEC purchases over \$100.00 require written approval by the MEC Secretary/Treasurer.
2. Committee Chairmen may authorize purchases up to \$100.00. All purchases over \$100.00 require written approval by the Committee Chairman and the MEC Secretary/Treasurer. This \$100.00 limit is a per project limit.
3. All purchases must be in accordance with ALPA policy.

**F. REQUIRED MEC EQUIPMENT**

1. LEC Base Service Package: Computers, cell phones, and other office equipment will be obtained in accordance with ALPA policy as provided for in Section 60 of the ALPA Administrative Manual.
2. Other individuals required to maintain any such equipment will be supplied in accordance with ALPA policy and/or as directed by the authorizing MEC resolution.



3. Individuals may utilize their own personal equipment in lieu of receiving Association property.

**G. MEC USE OF CONSULTANTS**

1. Use of ALPA resources is strongly encouraged if available.
2. If needed resources are not available, the MEC shall work with the ALPA General Manager to identify and negotiate terms with potential outside consultants.
3. An MEC resolution and approval by ALPA, in accordance with Part 60 of the ALPA Administrative Manual, is required to hire a consultant consistent with ALPA policy.

**H. PIEDMONT PILOT FUND**

1. All contributions to the Piedmont Pilot Fund will remain voluntary, and a concerted effort will be made by the MEC to achieve 100% participation by the pilots of Piedmont Airlines.
2. Expenditures from the fund will require a three-fourths (3/4) majority vote of the MEC.
3. All expenditures from the fund are designed to pay for items that cannot or may not be paid via normal ALPA project codes.
4. Other than honoraria, monies from the fund may not benefit an individual pilot, i.e. flight pay loss, per diem, hotels, etc.
5. Pilot Fund Administrators

Two (2) Piedmont pilots will be selected by the MEC to serve as Pilot Fund Administrators, with authority to jointly authorize expenditures from the fund at the direction of the MEC.

6. Dissolution of the Fund

In the event Piedmont Airlines or its successor airline ceases to exist, or by vote of the Piedmont MEC to dissolve the Pilot Fund, the Pilot Fund Administrators will transfer the residual amount contained in the fund, after all costs and expenses have been paid, to the ALPA Emergency Relief Fund or such other person or entity as the Piedmont MEC may by resolution direct at that time. The Pilot Fund Administrators will make their best efforts to equitably establish the amount and accomplish this task and will be held harmless in the reasonable execution of these duties.

**I. PIEDMONT MEC GIFT POLICY**

The MEC Chairman, MEC Vice Chairman, or the MEC Secretary/Treasurer is authorized to purchase gifts/flowers (not to exceed \$250.00) in accordance with and within the limitations of Section 60.L. of the ALPA Administrative Manual.

**J. USE OF RETURNED FUNDS FROM LEC SURPLUSES**

Excess LEC funds that are returned to the MEC account at the end of each year shall be deposited into the MEC Administration account. Such funds shall be used for any purpose related to the general welfare of the MEC or the support of pilot volunteers in their ALPA roles and deemed proper by the MEC Chair.



**A. GENERAL**

1. Formation of Committees

- a. All chairmen/members of Piedmont MEC standing committees shall be Active or Grievance Pending status members in good standing with the Association.
- b. The MEC may elect or appoint standing or special committees as needed, or may delegate authority to the MEC Chairman to appoint a specific committee, provided the committees enumerated in Section 2, below, will be staffed in accordance with the policy pertaining to that committee.

2. MEC Responsibility

- a. As provided in Section 1, Paragraph C, it is the responsibility of the MEC to properly charge each committee. Such charge shall include, as a minimum, the term of office, the scope of the committee, and the coordinating and reporting procedures. Such charge must be added to the Piedmont MEC Policy Manual if not otherwise contained therein.
- b. The MEC Chairman will send a letter to all newly elected/appointed committee chairmen/members of an MEC committee outlining their duties and responsibilities for that particular committee. The letter shall also contain all pertinent MEC policy regarding conduct of committee chairmen/members, with special emphasis on the chain of command, limits of authority, union business policy, and hotel and expense policies.

3. Term of Office

Unless otherwise specified by the ALPA Constitution and By-Laws, ALPA Policy, or the Piedmont MEC Policy Manual, MEC Committee Chairmen, with the exception of the Merger and Negotiating Committees, shall serve a term of office that expires at the first regular MEC meeting that follows the election of the MEC Chairman. An incoming MEC chairman will submit his nominations for committee chairmen positions to the MEC for approval at the first regularly scheduled MEC meeting following the commencement of his term.

4. Committee Responsibilities

- a. The MEC is the policy-making body for the ALPA members at Piedmont Airlines; therefore, no committees of the MEC shall make or amend MEC policy. However, an important part of any committee's duties is to recommend policy and changes in the committee organization or the scope of its duties and responsibilities.
- b. MEC committees shall not alter or change any provision of the Agreement between Piedmont Airlines, Inc. and the Air Line Pilots in the service of Piedmont Airlines, Inc., unless authority to do so is specifically delegated to it by the MEC.
- c. MEC committees shall make every reasonable effort to obtain membership input prior to recommending changes in MEC policy. This shall not prohibit their making recommendations based on prior studies by other ALPA committees.
- d. MEC committees, whose function includes recommendations to or negotiations with Piedmont Airlines' management, shall present only a majority opinion to management.
- e. MEC committees, while reporting to the MEC in session, shall report a minority opinion if one exists, as well as the majority opinion.
- f. Any dispute concerning recommendations or commitments of an MEC committee shall be resolved by the MEC. All parties to the dispute shall have an opportunity to express their position to the MEC. Documented facts substantiating this position shall be presented to the members of the MEC prior to an MEC meeting.



- g. Committees will communicate their findings to other affected committees prior to their final report to the MEC.

5. Committee Chairman

- a. The MEC Chairman may appoint a chairman of each committee. In the event of a vacancy, the MEC Chairman shall appoint an interim chairman to serve until the next regular MEC meeting.
- b. A committee chairman shall request clarification from the MEC at any time he is not sure of the scope, authority, or duration of authority of his committee.
- c. The committee chairman shall be responsible to the MEC both for adherence of his committee to the scope and authority delegated to it and for the efficient handling of its assignment.

6. Polling of Membership

- a. All polls and surveys of the membership will be conducted in accordance with ALPA policy.
- b. A committee issuing a poll or questionnaire will determine the scope encompassed by the poll or questionnaire according to the information desired and formulate the poll or questionnaire accordingly. Nothing in this policy prevents the committee from designing the poll or questionnaire in cooperation with other interested parties.
- c. MEC committees shall not poll or send a questionnaire to the pilot group without approval of the MEC Chairman.
- d. Prior to distribution of any poll or questionnaire, the requesting committee will send to the MEC members a cover letter and appropriate background information so that the council officers can adequately inform the membership.

7. Disposition of Committees

- a. Any elected or appointed committee may be dissolved, consolidated with another committee, or divided into two (2) or more committees at any time by a majority vote of the MEC.
- b. The MEC Chairman may temporarily suspend the authority and/or actions of any committee or individual member thereof subject to final review and action by the MEC. Notice of such suspension shall immediately be made to the MEC.
- c. Any committee chairman or member may be removed from office at any time, either with or without cause, by majority vote of the MEC.

(1) Regular Meetings:

If the subject is not on the written notice of the agenda, nor submitted prior to the closing of the regular agenda, the provisions of submitting agenda items at a regular meeting shall prevail. This requires a two-thirds (2/3) majority vote of the MEC.

(2) Special Meetings:

If the subject is not on the written notice of the agenda, the provisions of submitting agenda items at a special meeting shall prevail. This requires a three-fourths (3/4) majority vote of the MEC.

- d. The chairman of an elected or appointed committee may be removed from chairmanship thereof without necessarily removing him from that committee.

8. Committee Reports



- a. Written reports from all committees shall be submitted to the MEC Chairman, or his designee, for distribution to the MEC no less than fourteen (14) days prior to a regular MEC meeting. The reports shall be distributed to the MEC at least seven (7) days prior to the meeting. This will provide time for the report to be read and understood, as well as providing time for the MEC members to request additional information. Only those matters contained in the report will be discussed at the meeting, except for late developments.
- b. Written reports will be submitted by the chairman of those committees required to submit such reports for each regular MEC meeting, even if the Chairman is scheduled to address the MEC at that meeting.
- c. Written reports will be required to be submitted by the Committee Chairman in accordance with the following schedule:

(1) First Regular MEC Meeting:

- Accident Investigation Committee
- Central Air Safety Committee
- Grievance Committee
- Merger Committee
- Negotiating Committee
- PBS Committee
- Retirement and Insurance Committee
- Scheduling Committee
- Training Committee

(2) Second Regular MEC Meeting;

- Aeromedical Committee
- Critical Incident Response Program
- Government Affairs Committee
- Grievance Committee
- Hotel Committee
- Human Intervention and Motivation Study Committee (HIMS)
- Jumpseat Committee
- Negotiating Committee
- PBS Committee
- Professional Standards Committee
- Veterans Affairs Committee

(3) Third Regular MEC Meeting:

- ATC Committee
- Communications Committee
- Flight Security Committee
- Grievance Committee
- Information Technology Committee
- Membership Services Committee
- Negotiating Committee
- PBS Committee
- Scheduling Committee
- Training Committee

- d. If no reportable information or problems are known to a committee, a written statement indicating this fact will be submitted to the MEC.
- e. Report Format:

Committee reports are to be organized in an easily understandable format. They must contain well



defined problems and high interest areas; they must have enough facts and background information to let the reader make an informed judgment. They may discuss proposed solutions, however, since it is difficult for the MEC to extract proposed actions from the body of a report. If the committee wishes to have any specific actions considered by the MEC, the committee chairman shall submit them as separate agenda items. These must contain any additional information which the reporter feels will be of value to the MEC.

f. Oral Reports:

- (1) Oral reports to the MEC must be limited to those incidents which have transpired within the three (3) weeks immediately preceding an MEC meeting and to answering any questions asked from the floor not covered in the report.
- (2) Oral reports shall be limited to twenty (20) minutes followed by a ten (10) minute discussion period. This can be extended by a majority vote of the MEC.

9. MEC Committee Appearance Schedule

- a. The MEC Chairman may authorize a committee chairman to make appearances if the MEC Chairman deems it beneficial.
- b. If a committee chairman or his designee is not scheduled to appear before the MEC at a specific meeting, they are still encouraged to attend the meeting for at least one day to be available to the MEC. No flight pay loss will be awarded to attendees without specific approval by the MEC Chairman.
- c. An entire committee may appear before the MEC when deemed necessary and so requested by the MEC or the MEC officers. No flight pay loss will be awarded to attendees without specific approval by the MEC Chairman.
- d. Unless authorized by the MEC Chairman, all MEC committee chairmen or committee members attending MEC meetings shall not incur flight pay loss, but will be authorized normal expenses.

10. Committee Correspondence

- a. All letters and reports of Piedmont MEC committees to parties outside the Association, including Piedmont Airlines, shall be processed in accordance with current Association and MEC policy.
- b. All correspondence from MEC committees to the MEC will also be copied to the respective LEC committees.
- c. All communications directed to a local committee will be copied to the respective LEC leadership.
- d. Direct Correspondence with Membership:
  - (1) Will be submitted to and coordinated with the MEC Chairman prior to distribution.
  - (2) Will be copied to the MEC and the appropriate LEC committees.

**B. STANDING COMMITTEES**

1. Accident Investigation Committee

a. Composition:

This Committee shall consist of a Chairman. A Vice Chairman and additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:



- (1) Supervise the technical investigation of accidents involving Piedmont Airlines in coordination with a member of the ALPA Accident Investigation Board.
- (2) Publish a factual report to the membership as salient facts concerning any Piedmont accident become known, with particular emphasis on any operational information that may enable the pilots to prevent future accidents with similar causal factors.

2. Aeromedical Committee

a. Composition:

This committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) Coordinate all of the MEC's aeromedical and medically related activities. In the conduct of the aeromedical, human factors, and administrative affairs, the Aeromedical Committee shall directly assist the MEC Chairman in these activities.
- (2) Provide members with assistance in understanding and securing medical benefits under the Collective Bargaining Agreement.
- (3) Serve as a liaison between the Piedmont MEC and the office of the ALPA Aeromedical Advisor.
- (4) Coordinate efforts with the members and familiarize them with the capabilities of the Association's Aeromedical Office in obtaining and retaining their FAA Medical Certification.
- (5) Be a source of referrals for medically related inquiries, e.g., where to find an AME in a certain geographical area.
- (6) Disseminate medically sound health and preventative medicine educational material to the pilot group. This information should include, but not be limited to, topics such as exercise and diet programs, alcohol abuse and its effects, human factors involved in accident causation, and FAA Part 67 Medical Standards and Certification Regulations.
- (7) Be thoroughly knowledgeable about the Company's sick leave policy and the medical benefits available to the pilots.
- (8) Ensure that any and all information is kept strictly confidential within a group of people who have a need to know in order to accomplish the pilot's purpose. The Chairman must be certain that he maintains that confidentiality and operates within the scope of the pilot's request.

3. Central Air Safety Committee

a. Composition:

This Committee shall consist of a Chairman. A Vice Chairman and Domicile Representatives will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) Staff the Piedmont Air Safety Structure.
- (2) Process all air safety matters arising within the airline.
- (3) Act as advisor on engineering and air safety matters to the MEC.
- (4) Coordinate functions of Domicile Representatives on the airline.



- (5) Forward information and any suggested solutions for air safety problems to the ALPA Engineering and Air Safety Department for coordination with other airlines and/or ALPA Air Safety Technical Committees. Safety matters of overall Association importance shall be promptly reported to the ALPA National Safety Coordinator.
- (6) Determine pilot opinion on safety matters as necessary or when requested by the ALPA Engineering and Air Safety Department or the ALPA National Safety Coordinator, in liaison with the MEC Chairman.
- (7) Assign specific airports to individual Domicile Representatives and other qualified pilots for surveillance.
- (8) Disseminate Engineering and Air Safety information to pilots on the airline.
- (9) Act as liaison to the Piedmont MEC Critical Incident Response Program (CIRP) Coordinator.

c. Central Air Safety Subcommittees:

(1) Air Traffic Control (ATC):

The Air Traffic Control Subcommittee is responsible for coordinating all safety related issues involving ATC.

(2) Aviation Safety Action Program (ASAP):

The Aviation Safety Action Program Subcommittee is responsible for coordinating the Piedmont ASAP program.

(3) Fatigue Risk Management Program (FRMP):

The Fatigue Risk Management Program Subcommittee is responsible for coordinating the Piedmont FRMP program.

(4) Flight Operations Quality Assurance (FOQA):

The Flight Operations Quality Assurance Subcommittee is responsible for coordinating the Piedmont FOQA program.

4. Communications Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) Work for the benefit of the membership to communicate to the members and the general public in a timely, accurate, and efficient manner, all information pertinent to the career development of the members and to the enhancement of the image of the Association.
- (2) To achieve the objectives of the Communications Committee, the responsibilities of the committee shall include, but not be limited to:
  - (a) Internal communications
  - (b) External communications



- (c) Piedmont Monthly Newsletter
  - (d) MEC website
  - (e) Liaison and coordination with the National Officers
  - (f) Liaison and coordination with other committees
- (3) All outside communications and media consultants shall coordinate with the chairman of the Communications Committee to ensure adherence to MEC policies, strategies, and resolutions.
- (4) An MEC Officer and the Communications Committee Chairman, in conjunction with an appropriate legal review, shall approve all communications to the membership at large in issues of the newsletters and press releases prior to release.
- (5) Authorization by the MEC Chairman or the Communications Committee Chairman is required for all persons who speak to the media on behalf of MEC.
- (6) The Communications Committee shall have designated members to coordinate with MEC publications, Family Awareness, MEC website, and the Legislative Affairs Committee.
- (7) Develop and maintain a Pilot-to-Pilot (P2P) Subcommittee that is used to efficiently distribute Association information to the pilot group and collect membership feedback.
- (a) This Committee shall consist of a Chair. Domicile Representatives and other members will be appointed by the Committee Chair and approved by the MEC. The MEC officers, LEC officers and committee chairs will be ex-officio members of the P2P Committee,
  - (b) Although a Communications Subcommittee, the P2P Committee will report directly to the MEC. The P2P Committee Chair will develop all P2P communications material with oversight from the MEC and Communications Chair. [Added per resolution 8-20-21]
5. Critical Incident Response Program (CIRP)
- a. Composition:  

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.
  - b. Duties and Responsibilities:
    - (1) Coordinate with the MEC Chairman on all CIRP related activities. This is to include support of other MEC Committees where appropriate.
    - (2) Work with the Company and any other appropriate agencies within the scope of the CIRP.
    - (3) To preserve confidentiality, the CIRP Committee Chairman is directly responsible only to the MEC Chairman and MEC Vice Chairman. No written reports will be made except those of a general or educational nature. However, the CIRP Chairman will report to the MEC Chairman on all matters administrative in nature. These will include, but not be limited to, trip removal, required training, and any other budgetary requests.
6. Family Awareness Committee
- a. Composition:  

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.
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b. Duties and Responsibilities:

- (1) Promote cohesion, interaction, and communication among the membership at the family level, and include other Piedmont employees and their families as appropriate.
- (2) Coordinate the efforts of the Area, Group, and Regional Coordinators.
- (3) At the direction of the MEC Chairman, and in coordination with the Communications Committee, relay information to and from the membership. Maintain and publish a newsletter to keep the members up to date on Family Awareness and related MEC activities.
- (4) Work in conjunction with the Strategic Preparedness and Strike Committee and the Negotiating Committee to develop activities that help families understand and support the negotiating process and decisions.
- (5) Conduct and oversee charity drive efforts.

7. Flight Security Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) Monitor the security system used to restrict access to the operational areas of the airport and aircraft. In conjunction with the Company and the Jumpseat Committee, investigate and help resolve problems which pilots may encounter related to security screening.
- (2) Coordinate with Piedmont Corporate Security and FAA personnel on all matters pertaining to ground, aircraft and flight security.
- (3) Monitor regulations that affect security.
- (4) Research new technologies and methods in areas such as screening, anti-terrorism, and bomb detection.
- (5) Broaden risk assessment capabilities independent of Piedmont Corporate Security sources so that members may have access to information that complements information already being provided through traditional Company briefings.

8. Government Affairs Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) The Government Affairs Committee will be responsible for the coordination with ALPA of all legislative and regulatory activities that are conducted on the MEC's behalf. The chairman will coordinate with the MEC Chairman to ensure that the MEC's concerns are represented at regulatory and legislative meetings or events that have a direct bearing on the future of the membership. In addition, the chairman will coordinate these activities with ALPA and appropriate MEC and Local Council committees.



- (2) The chairman will keep the MEC and the membership abreast of legislative issues and the MEC's, Local Council's, and ALPA's position on legislative and regulatory matters.
- (3) The committee will establish a system whereby rapid coordination with ALPA to respond to legislation/regulations affecting the membership can be generated to the appropriate members of Congress through letters, appropriate communication methods, and visits at the local district offices, and will develop a local constituency able and willing to contact the district offices of members of Congress in order to promote the MEC's, Local Council's and ALPA's objectives.
- (4) The chairman will establish such procedures and activities that will provide the maximum visible presence of the MEC and ALPA in order to enhance and further the objectives of the members.

9. Grievance Committee

a. Composition:

This Committee shall consist of a Chairman. A Vice Chairman and Domicile Representatives will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) Establish and staff an administrative system to collect evidence and process information from the pilots regarding management's implementation of the Collective Bargaining Agreement.
  - (2) Develop and keep up-to-date the following:
    - (a) Indexed file of all System Board decisions and settlement agreements.
    - (b) An annotated Contract, including a uniform numbering system and revisions.
    - (c) Decisions from other airlines that affect our airline.
    - (d) A Grievance Recording Form.
  - (3) Provide work direction to committee members, plan staff meetings to coordinate activities, and conduct training for committee members as necessary.
  - (4) Coordinate with the Negotiating Committee and Scheduling Committee concerning reported contract violations.
  - (5) Manage the grievance process for both disciplinary and non-disciplinary issues.
  - (6) Assist the MEC Labor Relations Counsel with both disciplinary and non-disciplinary issues.
  - (7) Manage the MEC System Board of Adjustment schedule.
  - (8) Review all disciplinary and non-disciplinary grievances prior to submission to the MEC System Board of Adjustment.
  - (9) Assist in arbitration preparation, including obtaining information and selecting and preparing MEC members and witnesses.
  - (10) Generate a quarterly resume of pending grievances and recent decisions to be sent to the Negotiating Committee, Scheduling Committee, and the MEC.
  - (11) Keep up to date with the Negotiating Committee agenda, the status of negotiations, and attend negotiating sessions as practical (with approval of the Negotiating Committee).
  - (12) Submit suggested improvements and changes relating to the pertinent sections of the Collective Bargaining Agreement to the Negotiating Committee one hundred twenty (120) days prior to the
-



amendable date.

(13) Meet with the Labor Relations Counsel and the pilot members of the System Board of Adjustment to allow continuing development of a stronger and more responsive presentation of System Board cases, including availability for assistance in preparation, especially in gathering evidence and obtaining witnesses.

(14) Communicate contract issues to the members.

c. Procedures:

Procedures for grievances will be in accordance with Sections 19, 20, and 21 of the Collective Bargaining Agreement.

d. System Board of Adjustment Members:

(1) The number of System Board of Adjustment Members shall be three (3). Members shall be appointed by the MEC Chairman with the approval of the MEC.

(2) The MEC shall review the retention or replacement of all members of the System Board of Adjustment annually, at the first regularly scheduled meeting.

(3) The members shall carry out their duties in accordance with the current Collective Bargaining Agreement.

(4) An oral report by a member of the System Board of Adjustment will be given to the MEC on a regular basis as determined by the MEC Chairman.

e. Grievance Subcommittees:

(1) Payroll:

The Payroll Subcommittee is responsible for coordinating all payroll issues involving the Piedmont pilot group.

10. Grievance Review Board

a. Composition:

(1) The Grievance Review Board (GRB) shall be composed of two (2) to four (4) members appointed by the Grievance Committee Chairman and approved by the MEC.

(2) The Grievance Committee Chairman shall be an ex-officio member of the Grievance Review Board.

b. Duties and Responsibilities:

(1) The Grievance Review Board is established to objectively review non-disciplinary Association grievance cases to determine the appropriate disposition of the cases that have been submitted to the System Board of Adjustment.

(2) The Board shall consider the details of each case, both legal and factual. All factors of each case, including the duty of fair representation and the effect on both the individual and the Association, shall be considered prior to making a decision of whether a grievance shall be processed further by the Association.

(3) The Board shall determine whether any such grievance brought before it seeks relief from the System Board which, if granted, would establish a result that would be contrary to the agreements, commitments, understandings, or policies of this Association as the representative of the Piedmont pilots.



- (4) The Board shall hold a meeting during the third week of January, April, July, and October of each calendar year.
- (5) The Board shall forward a report to the entire MEC, the Grievance Committee, and the Negotiating Committee after each meeting to advise them of the disposition of all cases which were heard at the session. Specifically, whether a grievance was withdrawn, settled, forwarded for mediation, expedited arbitration, or a full hearing before the System Board.

11. Hotel Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) The chairman shall meet with the Company at least quarterly, or as provided for in the appropriate section of the Collective Bargaining Agreement.
- (2) Maintain hotel evaluation files.
- (3) Maintain a complaint file on all current layover hotels.
- (4) Personally inspect and initially approve facilities for Piedmont pilots.
- (5) Maintain a current list of approved facilities in use, showing date approved and whether they are field or downtown layover hotels.
- (6) Submit suggested improvements/changes relating to the pertinent sections of the Collective Bargaining Agreement to the Negotiating Committee no later than one hundred twenty (120) days prior to the amendable date.
- (7) Seek alternative hotels during strikes held by hotel employees.
- (8) Work with the Company to maintain the quality of crew meals.

12. Human Intervention and Motivation Study (HIMS)

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) The HIMS Committee Chairman shall coordinate and disseminate information on alcohol and drug-testing programs implemented at Piedmont, and will appoint committee members for pilot intervention and coordination for admittance to company help programs or independent medical sponsors, whichever is appropriate.
- (2) Assist any pilot who has a substance abuse problem in the management of his case.
- (3) Work closely and confidentially with Company representatives whenever a suspected substance abuse problem exists, at all times keeping in mind the best interests of the pilot involved.
- (4) To preserve confidentiality, the HIMS Committee is directly responsible only to the MEC Officers, and no written reports will be made except those of a general or educational nature.



13. Information Technology Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) The Information Technology Chairman (IT Chairman) will work closely with the ALPA National IT Department and MEC Committees on establishing and maintaining all necessary databases that support the MEC and Local Council Officers.
- (2) The IT Chairman will act as a liaison between Piedmont and ALPA on all IT related projects.
- (3) The IT Chairman should be familiar with basic personal computer hardware configurations and should be able to do simple maintenance on MEC equipment. Examples of such would include replacing hard-drives, installing networks cards, and doing general personal computer maintenance.
- (4) The IT Chairman will maintain strict confidentiality regarding all information contained in all IT related projects.

14. Jumpseat Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) Monitor the Company's program of certifying, verifying, and scheduling non-crewmembers on Piedmont aircraft to ensure that all procedures are in compliance with current FAA and FAR rules and regulations.
- (2) Investigate and help resolve problems which pilots may encounter related to non-crewmembers riding on Company aircraft.
- (3) Coordinate with the Company and other air carriers to promote and agree to reciprocal jumpseat agreements for Association members.
- (4) Communicate with and educate Association members regarding the procedures and policies involved in offline jumpseating.
- (5) Monitor all regulations that may affect jumpseating.
- (6) Monitor, educate and resolve issues regarding members' use of non-revenue travel benefits both on Company and other airline aircraft. [Added per resolution 11-9-21]

15. Membership Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:



- (1) Promote the benefits of unionization to all Piedmont pilots, from new hires through retirement. Any significant detectable movement in membership will be reported to the MEC.
  - (2) Assist former members after retirement with problems or difficulties with their contractual pension benefits.
  - (3) The Membership Chairman, in conjunction with the MEC Secretary/Treasurer, shall identify the names of all pilots on the Piedmont Pilots' Seniority List and their classification as to membership status. This list will include the names and status of pilot managers as defined by the National Mediation Board and will be used to actively encourage non-members to join the union.
  - (4) New Hire Program:
    - (a) The chairman will ensure that all new hire pilots are given a professional presentation covering the benefits and advantages of membership.
    - (b) The Membership Committee is responsible for handing out an up-to-date information packet to each and every new hire at each new hire briefing. The committee will review the packet at least quarterly to ensure that the information is current and pertinent. The committee will also work with the Central Air Safety Committee, Communications Committee, Professional Standards Committee, and Retirement and Insurance Committee for appropriate information to include in the packet.
    - (c) The chairman will notify the MEC officers, LEC officers, and Committee Chairmen of each scheduled new hire briefing date and time to promote maximum attendance of union representatives at every briefing.
    - (d) The chairman will schedule an after-hours, informal get-together after the briefing for the new hires, with as many union representatives as possible.
- c. Retirees:
- (1) Members who retire in good standing are to be recognized by announcements in union publications and on the website.
  - (2) Retirees in good standing shall receive a memento deemed suitable by the MEC recognizing their support and contribution to the pilots of this union.
- d. Membership Subcommittees:
- (1) Furlough:
    - (a) Support furloughed pilots from the time furloughs are planned until such time that all furloughed pilots have been offered recall.
    - (b) Ensure Piedmont ALPA has current contact information for all furlougees.
    - (c) Ensure that all furlougees still receive Association communications throughout their time away from the airline.
    - (d) Coordinate any assistance the furlougees may need. This includes, but is not limited to, help with unemployment benefits, job searches, and recall procedures.
    - (e) Act as the point of contact for furlougees for addressing concerns that need to be forwarded to the Piedmont MEC.



(2) Mentor: [Added per resolution 5-23-22]

(a) Composition:

This Subcommittee shall consist of a Chair. Members will include at least two pilots from each Local Executive Council and will be appointed by the Committee Chair and approved by the MEC.

(b) Duties and Responsibilities:

- (1) Sets the goals and tasks of the Mentor Program in conjunction with the other committee members using feedback from the mentor volunteers, other PDT MEC committees and PDT MEC guidance.
- (2) Shares relevant experience with new hire pilots, including experience on the aircraft, Association benefits, airline operations, professionalism, etc. Mentors must be able to tailor their knowledge and experience to the skill level of the pilot they are mentoring.
- (3) Communicates regularly with assigned mentored pilots. Mentors must be good listeners with the ability to focus on issues of interest and concern to the mentored pilot. This includes regular monitoring of their ALPA email address, responding back when needed, and making timely contact with their mentored pilots. A Mentor is expected to keep the Mentor Chair in the loop regarding issues and concerns.
- (4) Provides guidance and constructive feedback to the mentored pilots.
- (5) Sets a good example for the mentored pilots.
- (6) Establishes and maintains a Mentor Program Manual, setting forth the guidelines of the program, including a suggested schedule for communication with mentored pilots.

16. Merger Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) Monitor the quantifiable aspects of data relating to Piedmont Airlines compliance with Section 1 of the Collective Bargaining Agreement.
- (2) Studying and analyze any potential relationship, as deemed necessary, between Piedmont Airlines and other airlines or entities to determine possible effects that such relationships may have on the membership.
- (3) The Merger Committee is authorized, with MEC approval, to make reasonable use of outside technical assistance on a temporary basis to assist in analysis related to its mission.

17. Negotiating Committee

a. Composition:

- (1) This Committee shall consist of a Chairman and two (2) to four (4) (at the discretion of the MEC) additional members, appointed by the MEC.
  - (2) No pilot may serve as a member of the MEC Negotiating Committee and simultaneously hold any other elective ALPA office.
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- (3) The MEC Chairman will be an ex-officio member of the Negotiating Committee. He will serve as consultant and advisor and will be kept informed on the state of negotiations. However, he will not participate in direct negotiations. If necessary, the MEC Chairman may appear at negotiations to address a specific topic or to meet with Company representatives as required.
- (4) It is desirable to have a representative geographic distribution and a representative seniority distribution on the Negotiating Committee.
- (5) MEC Committee Chairmen shall be considered as part time members of the Negotiating Committee when called by the MEC Chairman or Chairman of the Negotiating Committee to assist in their respective areas of jurisdiction and responsibility.

b. Term of Office:

The Negotiating Committee shall serve a term of office that expires at the first regular MEC meeting that follows the election of the MEC Chairman, provided that a committee whose normal term extends to within twelve (12) months of the amendable date of the Collective Bargaining Agreement shall have a term of office from the time of election until six (6) months after the signing of a new Collective Bargaining Agreement, at which time a new committee may be elected by the MEC.

c. Scope:

- (1) Only the Negotiating Committee shall negotiate and/or amend the Basic Agreement, Supplemental Agreements, Letters of Agreement, and any other documents of a contractual nature, except as otherwise provided by the Railway Labor Act and the ALPA Constitution and By-Laws; provided that, prior to seeking the signature of the President of the Association, such agreement must be ratified by the MEC or the Membership.
- (2) The MEC may issue specific instructions to the Committee at any time during negotiations.

d. Duties and Responsibilities:

- (1) Prior to initiating a Section 6 Opener, the Negotiating Committee will present the Opening Letter to the MEC for approval. Each member of the MEC shall have in his possession a copy, electronic or otherwise, of the final draft of the letter prior to the date it is submitted to Piedmont management.
  - (2) Negotiations with Piedmont management representatives shall be conducted with the full pilot Committee present, except when the members mutually agree to conduct such meetings in the absence of one or more of their members.
  - (3) During negotiations, the committee, including the MEC Chairman as an ex-officio member, shall be cognizant of the fact that they are a committee of, and directly responsible to, the MEC. It shall be their obligation to keep the MEC fully informed as to the progress of negotiations.
  - (4) During negotiations, committee reports and review with the MEC will be made:
    - (a) At each MEC meeting held while negotiations are in progress.
    - (b) Whenever a need for additional assistance or clarification from the MEC is required.
    - (c) Whenever basic changes or departures from principle and/or philosophies established in the Opening Letter are contemplated.
    - (d) Whenever unresolved intra-committee conflicts occur.
    - (e) Upon any deadlock in negotiations or need for further direction.
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- (f) When a Tentative Agreement is reached with the Company on a major portion of a contract revision.
- (g) At any time the MEC Chairman or Negotiating Committee feels that a report to the MEC is warranted.
- (h) Conduct a Contract Seminar in conjunction with the Grievance Committee.
- e. The committee shall be expected to maintain constant and direct communication with the MEC Officers, or their designee during all processes of negotiations, through and including final consummation of an Amendment of the Agreement.
- f. During negotiations, consistent with good negotiating practices, the Negotiating Committee shall make periodic written progress reports to the Membership:
  - (1) Periodically by electronic means to all Piedmont pilots on the status of negotiations and associated information.
  - (2) Complete copies of all pilot and Company proposals will be made available to individual MEC members on a request basis.
- g. A committee elected following Section 6 negotiations will:
  - (1) Develop and maintain a list of negotiating objectives for improving the Collective Bargaining Agreement based upon input from the MEC, Committee Chairmen, and Line Pilots.
  - (2) Supervise the preparation and completion of mid-contract surveys of the pilot group directed by the MEC.
  - (3) Conduct negotiations with management as necessary to conclude amendments or side letters to the Collective Bargaining Agreement.
  - (4) Draft contract language upon reaching an agreement in principle on any modification of the Contract.
  - (5) Assure that final contract language is complete and available prior to MEC ratification and membership ratification (if applicable).
  - (6) Prepare contract briefings and conduct road shows for the Membership following MEC ratification of any major amendment to the Agreement.
  - (7) Provide Tentative Agreement (TA) information for publication and distribution to pilots.
  - (8) Complete a review of language in the Collective Bargaining Agreement and make recommendations on necessary updates and revisions to the MEC prior to the appointment of a Negotiating Committee to conduct the next Section 6 negotiations.
- h. Negotiating Support Subcommittee [Added per resolution 5-23-22]
  - (1) Composition:

This Committee shall consist of a Chair. Additional members will be appointed by the Committee Chair and approved by the MEC.
  - (2) Scope:

This Subcommittee supports the Negotiating Committee and does not have the authority to negotiate agreements as provided for in Section 7.B.17.c.(1) of the PDT Policy Manual, unless acting in the



capacity of Negotiating Committee member in accordance with paragraph (3)(e) below.

(3) Duties and Responsibilities:

- (a) Maintain a familiarity with and have a working knowledge of the PDT collective bargaining agreement.
- (b) Maintain a familiarity with collective bargaining agreements of other carriers.
- (c) Perform tasks listed in paragraph 17.g. above, as directed by the Negotiating Committee and/or MEC.
- (d) Assist the Negotiating Committee with research or any other tasks, as directed by the Negotiating Committee and/or MEC.
- (e) In the absence of a Negotiating Committee member, may be called upon to participate in negotiations as a subject matter expert or member of the Negotiating Committee.

18. Preferential Bidding System (PBS) Committee [Added per resolution 5-23-22]

a. Composition:

This Committee shall consist of a Chair. Additional members will be appointed by the Committee Chair and approved by the MEC.

b. Duties and Responsibilities:

- (1) Evaluate and select a PBS vendor in accordance with LOA 32.
- (2) Participate in implementing PBS at PDT, including training PBS Bidding Instructors.
- (3) Once PBS is implemented, develop and maintain a pilot bidding guide.
- (4) Offer bid support to the pilot group via email and phone.
- (5) Review monthly bids and coordinate with pilots, the Company and MEC to resolve the issues that arise. The Committee will keep the MEC Officers and Grievance Committee briefed on significant mis- aware issues as they occur.
- (6) Advocate for PBS improvements for the betterment of the membership.
- (7) Test PBS software to ensure it functions per the specifications of and is consistent with the CBA when new updates are installed.

19. Pilot Peer Support

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) Coordinate and facilitate communications and activities, as appropriate, between PPS and other committees such as Aeromedical, Critical Incident Response, HIMS and Professional Standards. The chairman and members should have broad human performance experience and knowledge of ALPA's structure and policies.
- (2) Assist Piedmont pilots who feel they may be in need of physiological, psychological, and/or other



assistance. The committee members function as “empathetic peers” and support to pilots, including accessing appropriate resources, when necessary, and follow-up support. The PPS utilizes the ALPA National Pilot Peer Support hotline to provide around-the-clock response and service to the Piedmont pilots.

- (3) Utilize all available ALPA resources including, but not limited to: Aviation Medicine Advisory Services (AMAS), Critical Incident Response Program (CIRP), Retirement and Insurance Committee, Membership Committee, and Professional Standards Committee.
- (4) Maintain confidentiality and nonjudgmental support and operate within the scope of the assistance requested and/or required.

20. Professional Standards Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) Promote and maintain the highest degree of professional conduct amongst the pilots of Piedmont.
- (2) Handle problems of a professional and ethical nature within our pilot group and also between our pilots in their interactions with other employee groups and management.
- (3) The membership shall have the opportunity to address their cockpit and non-cockpit related problems to Professional Standards in a confidential manner while protecting the rights of all those concerned.
- (4) Professional Standards shall carry out its mission in the following manner:
  - (a) Resolve flight operations conduct problems both within and outside of the membership by mediating those problems in a “non-threat,” unofficial manner.
  - (b) Resolve problems between a member and others within another employee group.
  - (c) Deal with unprofessional conduct outside the work area if that conduct reflects unfavorably upon our membership and our profession.
  - (d) Communicate with the membership regularly through newsletters and electronic media.

e. Professional Standards will be guided by the Collective Bargaining Agreement, which will have precedence over this Policy Manual.

f. To preserve confidentiality, the Professional Standards Committee is directly responsible only to the MEC Chairman and MEC Vice Chairman, and no written reports will be made except those of a general or educational nature. However, the Professional Standards Committee Chairman will report to the Piedmont MEC on all matters administrative in nature. These will include, but not be limited to, trip removal, required training, and other budgetary requests.

21. Retirement and Insurance Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:



- (1) Responsible for the timely review of Company Pilot Benefit programs as directed by the MEC Chairman or his designee.
- (2) Provide specialized support to the Grievance and Negotiating Committees as requested.
- (3) Monitor Company compliance with the Plan Documents, Contract, ERISA and other applicable laws.
- (4) Oversee the Employee Benefits Specialist and ensure that proper training and education are provided.
- (5) Disseminate information and educate pilots on Retirement and Insurance matters.
- (6) Coordinate with the Critical Incident Response Program Committee and the Company in assisting a member's surviving spouse and family members regarding all benefits to which they are entitled under the current Collective Bargaining Agreement.

**22. Scheduling Committee**

**a. Composition:**

This Committee shall consist of a Chairman. A Vice Chairman and Domicile Representatives will be appointed by the Committee Chairman and approved by the MEC.

**b. Duties and Responsibilities:**

- (1) Meet as needed with Piedmont Crew Planning personnel and discuss any problems or procedures pertinent to the scheduling of Piedmont pilots, to arrive at potential areas of agreement consistent with the terms of the Collective Bargaining Agreement and MEC directives.
- (2) Present the MEC with information resulting from such discussions.
- (3) Make formal recommendations to Piedmont Crew Planning and Crew Scheduling after the MEC has had the opportunity to establish policy or procedures regarding such problems.

**23. Strategic Preparedness and Strike Committee**

**a. Composition:**

- (1) This Committee shall consist of a Chairman. A Vice Chairman, Domicile Operations Officers, and additional members as required will be appointed by the Committee Chairman and approved by the MEC.
- (2) At the beginning of a 30-day cooling-off period, the Strategic Preparedness and Strike Committee will change its name to the "Strike Committee." At that time the MEC will reconfirm the Strategic Preparedness and Strike Committee Chairman as the Strike Committee Chairman.

**b. Duties and Responsibilities:**

- (1) The Strategic Preparedness and Strike Committee shall maintain the strike preparedness structure. It will maintain liaisons with counterparts at other airlines, recording experiences and sharing information. The committee will maintain a current list of volunteers, and periodic training will be conducted.
- (2) The Strategic Preparedness and Strike Committee Chairman shall serve as the Coordinator to act as an interface with the National Strategic Preparedness and Strike Committee.
- (3) A Domicile Operations Officer shall be appointed for each domicile and shall be responsible for



coordinating the activities of the Strategic Preparedness and Strike Committee at each domicile. The Domicile Operations Officer shall submit a report to the Strategic Preparedness and Strike Committee Chairman when requested to do so by the Chairman.

- (4) The Strategic Preparedness and Strike Committee shall be provided the full support of the MEC and shall be provided full use of all facilities. Domicile Operations Officers shall be fully informed, utilized, and supported by the Strategic Preparedness and Strike Committee Chairman.
- (5) If the MEC makes the decision for a legal job action, the command, control, and execution of said action is the responsibility of the appointed Strategic Preparedness and Strike Committee Chairman.
- (6) Specific tasks assigned to this committee shall include but not be limited to:
  - (a) Recommend to the MEC contingency plans consistent with the latest methods and technology available.
  - (b) Report to the MEC the estimated costs and the time required to establish the recommended plans and methods.
  - (c) Produce and maintain manuals detailing the appropriate plans, methods, and procedures.
- (7) The Strategic Preparedness and Strike Committee may not be activated and/or its members placed on flight-pay loss without the approval of the MEC.
- (8) The MEC's annual budget shall include all anticipated Strategic Preparedness and Strike Committee activities for the fiscal year.

**24. Training Committee**

**a. Composition:**

This Committee shall consist of a Chairman. A Vice Chairman and additional members as required will be appointed by the Committee Chairman and approved by the MEC.

**b. Duties and Responsibilities:**

- (1) Recommend improvements for Piedmont training.
- (2) Analyze accidents, in coordination with the Central Air Safety Committee, for training deficiencies.
- (3) Act as a clearinghouse for training information.
- (4) Monitor present training programs to maintain a high standard of training.
- (5) Support pilots undergoing training events.
- (6) Evaluate legal issues regarding training and testing of Piedmont pilots. The committee is charged with monitoring the legality of pilot currency and training of Piedmont pilots.
- (7) Assist the MEC in evaluating contract compliance issues in regards to training and testing.
- (8) All reports and recommendations will be submitted solely to the MEC and MEC Chairman.

**c. Meetings:**

- (1) The committee should meet as needed. The minutes of each meeting should be forwarded to the MEC for distribution. Additionally, the committee shall hold regular meetings with the Company to discuss training and testing issues.



- (2) This committee will have the authority to consult with the appropriate department manager. Prior to meeting with the Company, the committee will advise the MEC officers of the meeting agenda. All meetings will be reported to the MEC in a detailed report.
- (3) The committee shall discuss with the Company any issues of pilot re-training.
- (4) In all matters in which a significant change in training procedures is anticipated, the committee shall seek the direction of the MEC.
- (5) The committee shall coordinate activities at the national level and keep abreast of proposed NPRM's that could affect training.
- (6) The committee shall coordinate with the FAA regarding regulatory issues.
- (7) The chairman will act as a liaison with the FAA and the Company in matters of training.
- (8) The chairman shall be a standing member of the Training Review Board pursuant to Section 11.H.1. of the Collective Bargaining Agreement.

25. Veterans Affairs Committee

a. Composition:

This Committee shall consist of a Chairman. Additional members as required will be appointed by the Committee Chairman and approved by the MEC.

b. Duties and Responsibilities:

- (1) This committee will act as a liaison for Association members who are Reservist or Guardsman or who are called back to active duty. Assistance will be provided to members of the Association in all dealings with the Company.
- (2) Liaison with Company and military officials during CRAF movements or military charters.



**A. PIEDMONT MEC AGENDA ITEM FORM**

PIEDMONT MASTER EXECUTIVE COUNCIL AGENDA

Date

SUBJECT

SOURCE

BACKGROUND INFORMATION

PROPOSED RESOLUTION

**B. RESOLUTION COMPOSITION**

The most effective tool members of a democratic union possess is the resolution. A well-written resolution is the best means to air grievances, make our wishes known, or institute change in policy, procedures, or contractual provisions.

Learning to write proper resolutions is fundamental to achieving member input through Local Council or MEC Meetings. This appendix describes a basic method to form a resolution for consideration at council meetings.

A standard format for resolutions is provided in Paragraph A, above. The information on this form will allow members to understand the subject, who is proposing the resolution, any background information necessary to understand the need for a resolution, and the proposed resolution.

A resolution is simply a proposed solution to a problem or question, or action that is desirable or necessary. Resolutions are statements of action, with the reasons why that action should be taken.

Resolutions may take two forms:

1. Policy Statement: Establishes what the policy of the Council will be (e.g. Council 029 supports written communications to Crew Scheduling management on administration of contractual provisions).
2. Directives: Directs some individual or committee to accomplish something (e.g. Council 035 directs the MEC Chairman to establish a Contract Analysis committee).

When preparing a resolution, first think of what your objective will be. That action will be the proposed resolution, and will take the form:

“THEREFORE BE IT RESOLVED .....

If your resolution has more than one part, each subsequent part should be separated from the first and begin with the words:

“BE IT FURTHER RESOLVED .....

Now that you have a decided action or policy, the reasons for adoption of the resolution should be stated, and take the form of “WHEREAS .....

The “WHEREASES” are developed to state the various reasons for adoption of the “BE IT RESOLVED” portion of the resolution.

Some tips to remember when writing “WHEREASES” are:



1. "WHEREASES" should be concise and pertinent and should assist in the understanding of the resolution but should not contain any action to be taken.
2. "WHEREASES" should avoid accusatory or inflammatory statements that could alienate the reader.

To analogize, if a resolution writer were a salesman, he would use the "WHEREAS" to address the needs of the reader (buyer) if he wanted to get his vote on the resolution (sell his product).

The following example from the Board of Director delegates' handbook first shows HOW NOT TO WRITE A RESOLUTION and then provides a better method for clarity. You will note that it embodies both a policy statement and a directive, with the policy portion buried in the "WHEREASES."

WHEREAS the Association favors and supports the grooving of runways to increase runway/tire friction and improve directional control capability on wet and slippery runways.

THEREFORE BE IT RESOLVED that the President of the Association urges the FAA to accelerate its activities to cause runways at airports utilized by scheduled aircraft to be grooved.

Two resolutions would have been preferable in this instance; one to establish the desirability of runway grooving as an Association policy and the second resolution to direct the President to accelerate its accomplishment. Sample separate resolutions are outlined below:

1. Policy Statements

WHEREAS runway surfaces are a critical aspect in the landing phase, and

WHEREAS the state of the art now makes possible runway grooving, and

WHEREAS runway grooving increased the coefficient of friction and improves directional control on wet and slippery runways.

THEREFORE BE IT RESOLVED that the Association favors and supports the grooving of runways.

2. Directive

WHEREAS Association policy supports the grooving of runways, and

WHEREAS maximum effort should be directed toward this end.

THEREFORE BE IT RESOLVED that the President of the Association urge the FAA to accelerate its activities to cause runways to be grooved at airports utilized by scheduled airline aircraft.

With a little thought, a well-written resolution will accomplish much more than comments and notes to officers. A resolution, after all, must be discussed on the Council floor, and acted on by the MEC. Surely, this must be considered a most valuable tool for accomplishing a desired goal.

**C. PROXY FORM**

In accordance with ALPA Constitution and By-Laws Article IV Section 7, I, \_\_\_\_\_  
 \_\_\_\_\_ (Print name)  
 assign my proxy to \_\_\_\_\_, to vote for me for the duration of the Piedmont MEC  
 \_\_\_\_\_ (Print name)  
 Meeting that commences on \_\_\_\_\_ at \_\_\_\_\_ a.m. (p.m.).

\_\_\_\_\_  
 (Signature) Council \_\_\_\_\_