

**Bylaws of the Executive Board
of the Ames Federal Employees Union**
as adopted Nov. 29, 2006

Article I - Authority

Section 1: This document constitutes the bylaws of the Executive Board of the Ames Federal Employees Union (AFEU), which is local 30 of the International Federation of Professional and Technical Engineers (IFPTE).

Section 2: These bylaws are a supplement to the AFEU constitution, and are subject to the authority of the constitutions of the AFEU and the IFPTE. In all cases of conflict, those constitutions shall be override these bylaws. A conflict involving a portion of these bylaws shall not invalidate the remainder, nor shall a conflict in one case necessarily invalidate application in other cases.

Section 3: All previous bylaws of the Executive Board are hereby rescinded and superseded.

Article II - Meetings

Section 1: The AFEU Executive Board shall hold a regular meeting every week, except weeks during which a membership meeting is scheduled or during which there is a federal holiday falling on a Wednesday. These regular meetings shall be scheduled for noon on Wednesday unless the President or Acting President has arranged otherwise in accordance with these bylaws.

Section 2: A special meeting of the AFEU Executive Board may be called by any officer, with the concurrence of a simple majority of the Executive Board, and announced to the Executive Board before noon of the previous work day. This announcement must include a time and location for the meeting.

Section 3: Regular and special meetings of the AFEU Executive Board may only be scheduled for work days of Ames Research Center and for times from 9:00 AM through 5:00 PM. All meetings of the Executive Board shall be held in the union office, unless another location has been announced by the President or Acting President.

Section 4: A scheduled AFEU Executive Board meeting, whether regular or special, may be cancelled by the President or Acting President if a majority of the members of the Executive Board have either announced that they will not be in attendance or have concurred with the proposed cancellation. Notice of cancellation must go out by noon of the previous work day, and shall include the results of the poll by name.

Section 5: A regular AFEU Executive Board meeting may be rescheduled, within its week, by the President or Acting President if a majority of the members of the Executive Board have either announced that they will not be in attendance at the regular meeting time or have concurred with the proposed rescheduling.

Section 6: A quorum of the AFEU Executive Board shall consist of a simple majority of the currently serving elected members of the Executive Board, provided that either the President or at least one Vice President is present, and provided that all currently serving elected Board members have been sent required meeting notice.

Section 7: The President, or in the President's absence the highest ranking Vice President who is present, shall call an AFEU Executive Board meeting to order, in the announced location, as soon after the scheduled time as the presence of a quorum is noted, except that if no quorum is present by 15 minutes after the scheduled time, no Executive Board meeting may be held.

Section 8: Each AFEU Executive Board meeting shall adjourn upon adoption of a motion to adjourn, or upon officially noted loss of a quorum.

Article III - Procedures

Section 1: The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the AFEU Executive Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the constitutions of the AFEU or the IFPTE.

Section 2: AFEU Executive Board meetings shall be chaired by the President, or in the President's absence, by the highest ranking Vice President present, except when the chair defers in accordance with Roberts Rules of Order.

Section 3: In the absence of the Secretary, the chair shall appoint a meeting recorder, who may be any AFEU member who is present, to perform the Secretary's duties in regard to the meeting.

Section 4: The Executive Board may go into executive session from which everyone is excluded except currently serving elected Board members. The Board may invite relevant individuals, as required, for consultation. The session may be called by simple majority vote for the purpose of discussing any matters of business which the Board may consider confidential or sensitive, however no vote may be taken in executive session except to recess, adjourn, or come out of executive session. The motion to call a session must include identification of invited individuals, the purpose of the session and disposition of minutes for the session.

Section 5: The membership status of individuals, the home addresses of members, and personal identity information of members shall not be disclosed to anyone except the President of the AFEU, the Vice Presidents for Membership and for Benefits of the AFEU, the Treasurer of the AFEU, the Secretary-Treasurer of the IFPTE.

Article IV - Committees

Section 1: The AFEU Executive Board may form such committees as it chooses, to accomplish such activities within the authority of the Executive Board as it chooses, by adoption of a motion by simple majority vote. Such motion shall specify the name of the committee which must be distinct from the name of any membership committee, the authority of the committee, the names of the Executive Board members being assigned to the committee, and the name of the committee member to serve as committee chair. The committee chair shall appoint a committee vice chair and secretary if needed. Once established, a committee's particulars may be changed at any time by motion adopted by the Executive Board.