

2025-2026 LOCAL UNION ELECTION PLAN

General Committee of Adjustment BLETD 555

Principal Officer: Mr. Thomas Haas
General Chairman
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USA
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GENERAL INSTRUCTIONS

The *Rules for the 2025–2026 IBT International Union Delegate and Officer Election ("Rules")* require every local union to submit a Local Union Plan for the election of delegates and alternates to the IBT International Convention. The Local Union must prepare and submit its plan using the Office of the Election Supervisor's web-based system (the "LUEP System").

The LUEP System requires detailed information from each Local Union about how it will perform the specific tasks and procedures that must be followed to nominate and elect IBT convention delegates and alternate delegates. Once the Local Union Plan is reviewed and approved in writing by the Election Supervisor, the local must conduct its delegate elections in the exact manner described in the approved Plan.

Any local may seek modification of, or exemption from, any provision of the Rules by written application to the Election Supervisor. A request for modification or exemption must explain the reason or need for the requested change and shall clearly state any alternative means that the local proposes for guaranteeing the fair and honest conduct of the nomination and election process. Modifications and exemptions will only be granted for extraordinary circumstances.

IMPORTANT NOTE: Is your local seeking a modification of, or exemption from, the Rules, that you have not previously requested and been granted? No

Has your local requested and received approval for any modifications of the Rules, or any version of the Rules, that governed any previous IBT delegate election? No

If you have any questions about the information to be entered into the LUEP System, or how to enter it, contact your Regional Director, Joe Childers, via email at jchilders@ibtvote.org or telephone at 859-253-9824.

THE ELECTION SUPERVISOR'S ADDRESS IS:

Office of the Election Supervisor
for the International Brotherhood of Teamsters
1750 K St., NW, Suite 200
Washington, DC 20006

Toll Free Phone Number: 1-844-428-8683

Electionsupervisor@ibtvote.org

www.ibtvote.org

DEADLINE FOR SUBMITTING THE LOCAL UNION PLAN

Seasonal Election – June 1, 2025

Fall Election - June 30, 2025

Winter/Spring Election - September 30, 2025

Seasonal Elections: Any local union in which ten percent (10%) or more the membership is employed by a seasonal food industry. These Local Unions will be notified by the Election Supervisor of their seasonal status.

Fall Elections: Any local with a regularly scheduled local union officer election in the fall of 2025 may choose to hold a fall delegate and alternate delegate election. If the Local Union chooses to elect delegates in the fall, the Local Union Plan must be submitted on or before June 30, 2025. Any local that does not submit its plan by this date shall be required to conduct delegate nominations and elections during the winter and spring of 2026.

If the Local Union chooses to hold delegate and alternate elections in the fall of 2025, the delegate and alternate delegate nominations and elections must be conducted entirely separate from the Local Union's officer elections. Contact the Election Supervisor or the Regional Director at the address listed above with any questions regarding how to conduct separate delegate and officer nominations and elections.

Winter/Spring Election: All other local unions shall submit a Local Union Plan on or before September 30, 2025. A local union that does not submit a plan by this date will have to conduct its delegate election according to a plan imposed by the Election Supervisor. The cost of planning and conducting the election will be the responsibility of the local union.

Please follow the instructions of the on-line LUEP form and provide the information that the LUEP system will use to generate the Local Union election plan.

Section 1. Responsibility to Conduct the Election

All elections must be conducted by mail ballot in accordance with the Rules. Ballots can be counted by hand or by mechanical device. Each local union has the option of either conducting its own delegate nomination and election, or hiring an outside agency to conduct the election.

A local union that chooses to conduct the nomination and election process without an outside agency has two options:

- **Appoint an election committee** (check local by-laws to see if this is required). Each slate of candidates and each independent candidate for office may designate one member of the local for service on the local union election committee, who shall be appointed by the President or Secretary-Treasurer.
- **Permit the local executive board to conduct the election.** If this option is chosen, any local union officer or member who intends to seek nomination for delegate or alternate delegate at any IBT Local

Union, or International Officer, or who is a candidate for any position, may not serve on the local union election committee and may not conduct the nomination or election of delegates or alternate delegates.

INSTRUCTIONS

Select from the drop-down choice whether the local union will conduct the nominations itself (either by election committee or the executive board), or will engage an outside agency. If the Local Union will use an outside agency, fill in the additional information regarding the name and address of the agency, the functions to be performed, and whether the local union has used that agency before. If the local union proposes to use an election committee, provide the names of committee members.

QUESTIONS

1(a). Who will conduct the local union nomination meeting?

Member of the
Election Committee

Details:

Christopher DiPaula
Secretary-Treasurer
12 Bennington Ct
East Brunswick, NJ 08816

Note: Mr. DiPaula will NOT be a candidate for Delegate or Alternate Delegate

1(b). Who will conduct the local union election?

Election Committee

Details:

Christopher DiPaula
12 Bennington Ct.
East Brunswick, NJ 08816

Lawrence Brain
55 Carranza Rd
Tabernacle, NJ 08088

John Dawes
116 Rt 256
Allentown, NJ 08501

David Crossley
14 Howard St
Keansburg, NJ 07734

Note: Mr. DiPaula, Mr. Brain, Mr. Dawes, and Mr. Crossley will NOT be candidates for Delegate or Alternate Delegate.

Section 2: Number of Delegates and Payment of Expenses

The local union must pay the convention expenses of all its elected delegates. A local union may only propose to send less than a full complement of delegates because of financial inability. To request an exemption, the local union must first demonstrate actual financial inability to the International General Secretary-Treasurer and then submit the request and any determination of the International General Secretary-Treasurer to the Election Supervisor for approval. If a local union receives approval to send less than the full complement of delegates, the candidate(s) receiving the highest number of votes in the delegate election or, in the case of uncontested elections, the candidate(s) ranked highest in the lottery shall be sent to the Convention.

INSTRUCTIONS

Question 2(a) – Fill in the number of delegates to be elected to the IBT Convention.

Question 2(b) - Fill in the number of alternate delegates to be elected to the IBT Convention.

Question 2(c) – Indicate whether the local union will pay expenses for all of its delegates elected to the IBT Convention. If the local union seeks not to pay for some or all of the elected delegates, a "financial inability" exemption must be requested from the International General Secretary-Treasurer.

A local union need not pay expenses of any or all of its alternate delegates to the IBT Convention, but must make the decision on whether to do so as part of the Local Union Plan.

Question 2(d) – Indicate whether the local union will pay expenses of all alternate delegates to attend the IBT convention. If not, indicate the number, if any, of alternate delegates for whom the local union will pay expenses.

A Local Union may not pay IBT Convention expenses of any non-delegate or non-alternate delegate officer, member, or guest, unless it sends all of its delegates and alternate delegates to the Convention and pays their Convention Expenses.

2(a). How many delegates are to be elected to the IBT Convention?	1
2(b). How many alternate delegates are to be elected to the IBT Convention?	1
2(c). Will the local union pay expenses for all of its delegates elected to the IBT Convention?	Yes
2(d). Will the local union pay expenses for all of its alternate delegates elected to the IBT Convention?	No
Fill in number of alternate delegates whose Convention expenses will be paid:	0

Section 3: Nomination Meeting Dates

The *Rules* provide that a candidate can be nominated and seconded and can accept a nomination in writing. Each local may choose to only have one nomination meeting. If a local union is having a regularly scheduled officer election in the fall of 2025, it may decide to conduct the IBT Convention delegate and alternate nomination and election in the fall. The local union's election schedule must provide at least twenty-one (21) days from the mailing of the nomination notice to the date of the first nomination meeting, and provide for at least thirty (30) days between the date of the Local Union's last nomination meeting and the date the ballots are mailed.

The nomination period for fall delegate and alternate delegate nominations is September 1, 2025 – November 7, 2025

Local unions that do not have a regularly scheduled local union officer election in the fall of 2020 must hold the Convention delegate and alternate delegate nomination(s) meeting between January 4, 2026 and February 27, 2026.

INSTRUCTIONS

Question 3(a) — Indicate the number of nomination meetings the local union will hold.

Question 3(b) — For each nomination meeting, provide the date, time, and location of the meeting; indicate whether the location has changed from the last set of delegate nomination meetings; indicate whether the nomination meeting is scheduled for a date other than a regularly scheduled general membership meeting and, if it is not on the date of a regularly scheduled general membership meeting, provide an explanation. Also provide the date and location of the office where written nominations and seconds may be delivered up to 5:00 pm of the day preceding the nomination meeting. Also provide the location, deadline date and time for payment of dues for nomination meeting eligibility. (Or, if zero meetings are scheduled, provide the general written-nomination and eligibility-dues deadline details.)

A written nomination or second must be received by the Local Union Secretary-Treasurer no later than 5:00 PM of the day immediately prior to the day of the nomination meeting. Thus, if a nomination meeting is held on a Sunday or Monday (or a day after a holiday) the union office must be open until 5:00 PM on the preceding day, that is, the Saturday, Sunday or holiday, to receive written nominations.

Notice of the nomination meeting must be mailed to each member of the local union at least twenty-one (21) days before the first nomination meeting.

Question 3(c) — Provide the mailing address for the receipt of written nominations, seconds and acceptances via US mail, UPS or other delivery service.

Question 3(d) — Provide an email address for the receipt of written nominations, seconds and acceptances.

The IBT Constitution provides that members of the local union who are in arrears in the payment of their dues can pay their arrearage in order to be eligible to participate in the election. A member that pays all arrearages at any time before the regular close of business on the last business day before the nomination meeting must be allowed to participate in the meeting.

If the nomination meeting results in a contested election for delegate or alternate delegate, the Notice of Election (OES Form 11) must be posted on all local union bulletin boards not later than seven (7) days after the last nomination meeting. The Notice of Election should be posted on the local union's website, and printed in the local union's newsletter/newspaper or other official publication. Use OES Form 12 to prepare the Notice of Election.

QUESTIONS

3(a). How many nomination meetings will the local union hold?

1

3(b). Nomination Meetings

MEETING 1

1/17/2026, 09:00 AM

Turkey Swamp Rod and Gun Club; 340 Stonehill Rd; Freehold, NJ 07728

New location. Explanation: The BLET General Committee of Adjustment NJ Transit (IBT Local Union 555) does not have a local office to hold regular meetings. The organization utilizes space that is available and convenient to it. This meeting will be held prior to the BLET Local Division 53 monthly meeting.

Not regular meeting. Explanation: The BLET General Committee of Adjustment NJ Transit (IBT Local Union 555) does not hold regularly scheduled membership meetings. This is handled at the Local Division level in the BLET structure. The meeting scheduled for 01/17/26 will be solely for the nomination of IBT Delegate and Alternate Delegate.

Written nomination deadline/location: 1/16/2026 at 5:00 PM; BLET GCA NJ Transit; c/o Christopher DiPaula; 12 Bennington Ct; East Brunswick, NJ 08816

Eligibility dues deadline/location: 1/16/2026 at 5:00 PM; BLET GCA NJ Transit; c/o Christopher DiPaula; 12 Bennington Ct; East Brunswick, NJ 08816

3(c). What is the mailing address members should use to send written nominations, seconds and acceptances?

BLET GCA NJ Transit
c/o Christopher DiPaula
12 Bennington Ct
East Brunswick, NJ 08816

3(d). What is the email address members should use to send written nominations, seconds and acceptances?

stbletnjt@gmail.com

Section 4: Mailing the Nomination Notice

The local union must use the official OES Nomination Notice form to provide members with notice of the nomination meeting. Get a copy of the Nomination Notice (Form 7) under the "Official Forms" tab at the OES web site, www.ibtvote.org, or by contacting OES directly or contacting the local union's OES Regional Director.

The Nomination Notice may be distributed in one of two ways:

- Mail the notice in a separate, first class mailing to each member. If the local union is conducting an officer election at the same time as the IBT Convention delegate and alternate delegate election, the nomination notices for IBT Convention delegate and local officer elections may be mailed in one envelope, but the notices must be printed on separate sheets of paper and the two notices must be on different colored paper.
- Include the notice in the local union or joint council newsletter/newspaper, which is then mailed by first class mail to each member. Note: The newsletter/newspaper may not be mailed more than 90 days before the nomination meeting.
- If planning on mailing the Nomination Notice during the holiday period, please consult with your Regional Director. Additional mailing days may be required due to USPS delivery delays.

INSTRUCTIONS

Question 4(a) — Choose from the dropdown menu whether the Nomination Notice will be mailed separately to each member, or be published in the local union or joint council newsletter/newspaper. Indicate the format chosen for mailing the notice of nomination meeting; provide the date for mailing the Nomination Notice.

It is essential the local union have, and maintain, an accurate mailing list with the correct, current home addresses for all of its members to insure that all members receive the Nomination Notice. The Election Supervisor recommends that the local union update the local union's member address list before mailing Nomination Notices to members.

Question 4(b) — Indicate whether the local union will update the local union mailing list before sending the Nomination Notice.

Question 4(c) — Provide the date that the local union will mail the Nomination Notice to members.

QUESTIONS

4(a). How will the local union distribute notice of the nomination meeting to the members?	First-class mail to each member
4(b). Will the local union update the local union mailing list before sending nomination notice?	Yes
4(c). What is the date the local union will mail the nomination notice?	12/15/2025

Section 5A: Election Dates and Election Procedures

Election Dates

The *Rules* require local unions to conduct the election of delegates and alternate delegates using a printed ballot distributed to all eligible members by mail and returned by mail.

Ballot Mailing Date: Ballots cannot be mailed until at least thirty (30) days *after* the last nomination meeting.

If ballots are to be mailed from a location that is more than 100 miles from the offices of the Local Union, the minimum period between the ballot mailing date and the count date is to be increased according to the following schedule:

- 100-249 miles: minimum 26 day
- 250-500 miles: minimum 28 days
- Over 500 miles: minimum 30 days

Again, it is essential the local union have, and maintain, an accurate mailing list with the correct, current home addresses for all of its members to insure that all members receive a ballot package. The Election Supervisor recommends that the local union use the returned Nomination Notices to update the local union's member address list before mailing ballot packages.

Election Date: The date for the ballot count (Election Day), which is also the deadline for the return of ballots to be counted must be at least 24 days *after* the ballot is mailed. To determine the 24 day period do not count the day the ballots are mailed but do include Election Day.

Election Day must be scheduled on a date that the post office is open for business and the local union is able to pick up the voted ballots returned for counting. Ballots should be picked up from the post office after 9:00 a.m. on Election Day. The ballot count should start at or after 10:00 a.m.

Fall Election Time Period: The election time period for fall delegate and alternate delegate elections is October 24, 2025–December 31, 2025.

Winter/Spring Election Time Period: The election period for winter/spring delegate and alternate delegate elections is February 27, 2026–April 24, 2026.

INSTRUCTIONS

Question 5A(a) — Provide the ballot mailing date.

Question 5A(b) — Indicate whether the local union will update the local union mailing list before sending ballot packages.

Question 5A(c) — Provide the ballot count (Election Day) date and the time the ballot count will start.

Question 5A(d) — Provide the full address of the location of the ballot count.

QUESTIONS

5A(a). What is the date the local union will mail ballots to each ballot-eligible member? 2/17/2026

5A(b). Will the local union update the local union mailing list before mailing ballot packages? Yes

5A(c). What is the date and time the local union will conduct the ballot count? 3/21/2026
12:00 PM

5A(d). What is full address of the location of the ballot count?

Turkey Swamp Rod and Gun Club
340 Stonehill Rd
Freehold, NJ 07728

Section 5B: Printing and Mailing Ballots and Storing Election Materials

The ballot package mailed to each eligible member must include:

- Instructions on how to fill out the ballot and return the ballot by mail.
- A ballot.
- A ballot secrecy sleeve or envelope to hold the voted ballot.
- A postage-paid envelope for returning the voted ballot by mail.

Use OES Form 12, available under the "Official Forms" tab at www.ibtvote.org, for the instructions and ballot form.

Ballots should be printed and mailed at a location in the same geographic area as the local union so that candidates and their observers may easily observe the printing and mailing of the ballots. The local union may contract with one entity to print the ballots, prepare the ballot packages, and mail out the packages. The printer should provide the local union with a count of the exact number of ballots printed; the printer or mailer should provide the local union with the number of ballot packages mailed out, and the number of ballots remaining as printed stock.

If the local union chooses to contract with a union printer or mailing service that is not locally situated, provide an explanation for making that choice. The local may use printing or mailing shops which employ members of the IBT. The local may not enter into a contract with any printer or mailer that employs any members of the local, without obtaining a waiver from OES. If the local wants to use a union printer and mailer and can only locate union shops employing members of your local, the local must request a written waiver from this prohibition.

INSTRUCTIONS

Question 5B(a) — Indicate whether the local union requesting a waiver to use a printer or mailer that employs members of the local.

Question 5B(b) — Provide the name and address of the ballot printer, and provide the mileage from the local union's principal office to the address of the printer.

Question 5B(c) — Provide the name and address of the ballot mailer, and provide the mileage from the local union's principal office to the address of the mailer.

Renting Mail Boxes for Returned Ballots and Undeliverable Ballots

The mail ballot procedure requires the local union to rent two post-office boxes:

- One box to hold voted ballots returned by members. The ballots will collect in that post-office box and be held there until Election Day.
- One box to receive ballots that the post office is unable to deliver because the member's address is incorrect.

The local union may not use an existing post office box where it receives mail for regular business; the boxes to be rented are for use only with the election. It is recommended, but not required, that local unions do not rent the two post office boxes at the same post office where the local union has a regular business post office box because the U.S. Postal Service might mix up the local's business mail with the ballots.

Question 5B(d) — Provide the address of the Post Office where the local union will rent a post office box to receive voted ballots returned by mail, and to hold the ballots until Election Day. Also please state the distance in miles from the Local Union to the Post Office.

Question 5B(e) — Provide the address of the Post Office where the local union will rent a post office box will use to receive ballot packages returned as undeliverable. Also please state the distance in miles between the Local Union and the Post Office.

QUESTIONS

5B(a). Is the local union requesting a waiver to use a printer or mailer that employs members of the local? No

5B(b). What is the name and address of the ballot printer?

Minuteman Press
431 Cranbury Rd
Suite C
East Brunswick, NJ 08816

What is the mileage from the local union's principal office to the address of the printer? 2.2

5B(c). What is the name and address of the ballot mailer?

Christopher DiPaula
12 Bennington Ct
East Brunswick, NJ 08816

What is the mileage from the local union's principal office to the address of the mailer? 0

5B(d). Provide the address of the Post Office where the local union will rent a post office box to receive voted ballots returned by mail, and to hold the ballots until Election Day. Also please state the distance in miles from the Local Union to the Post Office.

United States Postal Service
200 Village Center Drive
Freehold, NJ 07728

This location is 19 miles from the home office of Mr. DiPaula, and 3 miles from the location where the ballots will be counted.

5B(e). Provide the address of the Post Office where the local union will rent a post office box will use to receive ballot packages returned as undeliverable. Also please state the distance in miles between the Local Union and the Post Office.

United States Postal Service
614 Cranbury Rd
East Brunswick, NJ 08816

This location is 2 miles from the home office of Christopher DiPaula.

Section 6: Ballot Security and Remailing Ballot Packages Returned as Undeliverable

The local union must identify a person responsible for: a) keeping the unused ballot stock in a secure location; b) retrieving ballot packages returned to the post office box as undeliverable and seeking to update member addresses to re-mail ballot packages; c) providing a duplicate ballot to a member that makes such a request; and d) maintaining detailed records of the returned and remailed ballot packages.

- Ballot security. The local union must safeguard the ballots after printing and mailing, including through the end of the ballot count. At a minimum: (i) Ballots must be secured in a secure and tamper proof location such as a locked filing cabinet or similar container; (ii) if ballot stock is stored in a

corrugated box or similar vessel, the vessel must be taped shut with signatures of observers over the tape; and (iii) no candidate can have access to any ballot stock.

- **Remailing.** After ballot packages are mailed, the local union must make frequent visits (not less than two days per week) to the post office and retrieve ballot packages returned as undeliverable. The local must search promptly for information to update the member's mailing address, and re-mail the ballot. Sources to be consulted for updated address information include: (i) the member; (ii) the member's employer; (iii) shop stewards; (iv) health and welfare funds.
- **Responding to member requests for duplicate ballots.** If a member contacts the local union to request a duplicate ballot, the local union must mail out the requested ballot within two days. The local must keep a record of mailing any duplicate ballot so the election officials at the count will know which, if any members were sent duplicate ballots.

INSTRUCTIONS

Question 6(a) — Identify the person responsible for ballot security, and processing remail and duplicate ballot requests.

Question 6(b) — State the secure location where the local union will keep its unused ballot stock, and how the location is secured.

Question 6(c) — State how often, after the ballot packages are mailed, the local union will visit the post office to retrieve ballot packages returned as undeliverable.

QUESTIONS

6(a). Identify the person (name, address, phone, email) responsible for ballot security, remail, and processing duplicate ballot requests.

Christopher DiPaula
12 Bennington Ct
East Brunswick, NJ 08816
732-599-1330
stbletnjt@gmail.com

6(b). Where will the local union keep its unused ballot stock, and how will the stock be secured?

Unused ballot stock will be kept at the home office of BLETD 555 Secretary-Treasurer, Christopher DiPaula. It will be kept within a locked file cabinet where only Mr. DiPaula has the lone key.

6(c). After the ballot packages are mailed, how often will the local union visit the post office box to pick up ballot packages returned as undeliverable.

The post office box will be checked for undeliverable ballot packages each week after the nomination notice mailing on Tuesdays and Fridays at 9:30AM.

Section 7: Election Day Procedures

On Election Day, voted ballots should be retrieved from the post office box where they have accumulated and brought back, unopened, to the count site. The general procedure recommended for the ballot count uses these steps:

- The Election Committee puts all the envelopes in alphabetical order, according to the return address label bearing the voter's name.
- For each returned envelope, compare the voter's name to the voter eligibility list.
- If the voter is eligible, place the unopened envelope in a container marked "Eligible." If the voter's eligibility is in doubt, mark the outside of the envelope with the letter "C" for "Challenged" and place it in a separate container labeled "Challenged."
- Continue until all the return envelopes have been compared to the voter eligibility list.
- Open all the outer return envelopes in the "Eligible" grouping. Extract the Secret Ballot Sleeve or Envelope, and separate them from the outer return envelopes. Do not remove the ballots or open the Secret Ballot Envelopes at this step.
- After separating the outer return envelopes from the Secret Ballot Sleeve or Envelope, and otherwise preserving the secrecy of each voter, remove the ballots from the Secret Ballot Sleeves or Envelopes.
- The Election Supervisor recommends, but does not require, using a mechanical device to count ballots, and the local union may determine to count ballots manually.
- If ballots are counted manually, the ballots must be tallied at least two times. The procedure recommended for a manual count uses these steps:
- Separate the ballots into three stacks for counting as follows:
 1. The voter chose a full slate of candidates.
 2. The voter chose a partial slate of candidates.
 3. The voter chose only individual candidates.

After sorting, count each stack of ballots in groups of fifty (50) ballots.

When the tally of ballots initially determined to be Eligible is complete, count the number of envelopes in the "Challenged" container. If the number of challenged ballots could affect the outcome of any contest, the Election Committee should immediately recess the count and contact the Election Supervisor's Regional Director without attempting to resolve eligibility challenges. The Office of the Election Supervisor is solely responsible for resolving the eligibility of voters who cast challenged ballots.

INSTRUCTIONS

Question 7(a) — Indicate whether the local union will follow OES procedure for organizing and opening ballots on Election Day. If not, provide an explanation of the procedure to be followed.

Question 7(b) — Indicate whether local union will use mechanical device to count ballots.

Question 7(c) — If the answer to Question 7(a) is "No," indicate whether the local union will follow OES procedure for the manual count of ballots. If not, provide an explanation of the procedure to be used.

QUESTIONS

7(a). Will the local union follow OES procedure for organizing and opening ballots on Election Day?	Yes
7(b). Will the local union use a mechanical device to count ballots?	No

7(c). If 7(b) is no, will the local union follow OES procedure for manual count of ballots?

Yes

Section 8: Payment of Dues Arrearages to Be Eligible to Vote

The IBT Constitution provides that members of the local union who are in arrears in the payment of their dues can pay their arrearage in order to be eligible to participate in the election. A member that pays all arrearages at any time before the regular close of business on the last business day before Election Day will be classified as eligible to vote.

INSTRUCTIONS

Question 8(a) — Provide the location, deadline date and time for payment of dues to be eligible to vote as of Election Day.

QUESTIONS

8(a). What is the location, deadline date and time for payment of dues to be eligible to vote as of Election Day?

Friday, March 20, 2026, 5:00PM, 12 Bennington Ct, East Brunswick, NJ 08816

Section 9: Maintaining Election Records

The local union must store the ballots and all other election materials for one year after certification of the election results. At the end of the year, all election materials must be destroyed unless there is a protest or investigation regarding the election.

INSTRUCTIONS

The Election Supervisor recommends that all election records—including voted ballots, unused ballots, challenged ballots, voted ballots, spoiled ballots, ballot envelopes, tally sheets and voter eligibility lists—be collected at the conclusion of Election Day and packaged, taped and signed with signatures by the election authority and any observers that choose to sign.

QUESTIONS

9(a). Will the local union follow OES procedures to preserve records of the election as required by law?

Yes

Section 10: Language Questions

Local unions with members whose first language is not English must make election materials available in the language of those members. OES materials are available in English, French, and Spanish. OES will provide materials in additional languages as needed.

INSTRUCTIONS

Question 10(a) — Fill in the percentage of the membership whose primary language is not English.

Question 10(b) — Indicate whether the local union prints or publishes a newsletter/newspaper in a language other than English and, if "Yes," specify the languages.

Question 10(c) — Indicate whether the local union has ever printed a delegate election ballot in a language other than English and, if "Yes," specify the languages.

Question 10(d) — State whether there is any reason why election materials should (or should not) be printed in a language other than English.

Question 10(e) — Indicate whether the local union requests a local union plan summary translated into Spanish.

Question 10(f) — Indicate whether the local union requests a local union plan summary translated into French.

QUESTIONS

10(a). What percentage of the local union membership does not use English as a primary language? 0

10(b). Does the local union print or publish its newsletter/newspaper in a language other than English? No

10(c). In any previous delegate election, did the local union print a delegate election ballot in a language other than English? No

10(d). Is there any reason why election materials should, or should not, be published in a language other than English?

Election materials need not be published in a language other than English. All of our GCA and Local Divisions speak and read English as a condition of employment in the railroad industry, and is also a requirement by the Federal Railroad Administration.

10(e). Does the local union request a local union plan summary translated into Spanish? No

10(f). Does the local union request a local union plan summary translated into French? No

Section 11: Literature Table

The *Rules* require each local union to establish a literature table and/or bulletin board in a public area of each Local Union facility which is open to members for the nondiscriminatory distribution/display of campaign literature for the 2026 IBT International Union Officer Election.

INSTRUCTIONS

State the location and dimensions of the literature table and / or bulletin board for distribution of candidate literature.

QUESTIONS

11. Location and dimensions of literature table:

Bulletin boards, with a size of at least 30"x30", are available at all work locations.

Atlantic City - 1 Miss America Way, Atlantic City NJ 08401

Bayhead - 275 Osborne Ave., Bay Head, NJ 08742

County Yard- 400 Jersey Ave, New Brunswick NJ 08901

Dover - 174 E Dickerson St., Dover NJ 07801

Gladstone - 263 Main St., Gladstone, NJ 07934

Great Notch Yard - 35 Clove Rd., Little Falls NJ 07424

Hoboken - 63 Observer Highway, Hoboken NJ 07030

Long Branch - 313 West Ave., Long Branch NJ 07740

MMC - 1148 Newark Turnpike, Kearny NJ 07032

Morrisville - 1933 E MY Lane, Morrisville PA 19067

New York - Penn Station 31st St. & 7th Ave, New York, NY 10119

Port Jervis - 100 Pike St., Port Jervis, NY 12771

Port Morris - 199 Center St., Landing NJ 07850

Princeton Junction - 49 Station Dr, Princeton Junction, NJ 08550

Raritan - 24 Johnson Dr., Raritan NJ 08869

Suffern - 4th Street, Hillburn NY 10931

Woodbine (Spring Valley) - 122 Maple Avenue, Spring Valley, NY 10977

Section 12: Attachments

INSTRUCTIONS

The Election Supervisor requires the local union plan to include an accurate and complete list of current and accurate worksite addresses for the local union. A worksite list must contain all places, with addresses, where any and all of the local union members work. The worksite list must be arranged alphabetically by employer name. A model worksite list is available under the "Official Forms" tab at www.ibtvote.org.

Union Bulletin Boards

Certain sections of the *Rules* require the local union Secretary-Treasurer to post nomination and election related materials on union bulletin boards. A "Union Bulletin Board" means any bulletin board to which the international union or local union has access for the purpose of posting information concerning the business

and/or activities of the union and includes bulletin boards at the office of the Union as well as bulletin boards located on employer premises. A list of bulletin board locations is required for oversight of the posting requirements.

Local Union By-Laws and Constitution

If your local union has By-Laws or a Constitution separate from the IBT International Constitution, provide a copy to the OES.

Court Orders, Consent Decrees, Other Agreements

If your local union is covered by a court, administrative decision, legal settlement, or other agreement which governs or affects your local union's elections, provide a copy to OES.

E-Mail Lists

If your local union has used email to distribute official communications to members, and maintains lists of email addresses, those lists may be made available to candidates for campaign-related communications.

IMPORTANT NOTE: Delays in submitting these documents will result in delaying Local Union Plan approval.

QUESTIONS

<p>12(a). Indicate whether the worksite list is being submitted as an attachment, or is being emailed or mailed separately.</p> <p>Attachments:</p> <p>WorksiteLocationsBLETD555.pdf</p>	<p>Upload files here</p>
<p>12(b). Does the local union have bulletin boards covered by the Rules?</p> <p>Indicate whether the union bulletin board list is being submitted as an attachment, or is being emailed or mailed separately.</p> <p>Attachments:</p> <p>BulletinBoardLocationsBLETD555.pdf</p>	<p>Yes</p> <p>Upload files here</p>
<p>12(c). Does your local union have current Local Union By-laws or a Constitution separate from the International Constitution?</p> <p>Indicate whether local union Constitution and By-Laws are being submitted as an attachment, or are being emailed or mailed separately.</p> <p>Attachments:</p> <p>GCANJTBylaws2024.pdf</p>	<p>Yes</p> <p>Upload files here</p>
<p>12(d). Is the local union covered by a court, administrative decision, legal settlement, or other agreement which governs or affects elections?</p>	<p>No</p>
<p>12(e). Does the local union, or any officer, business agent, or shop steward maintain a list of member email addresses used to communicate union business?</p>	<p>Yes</p>

Indicate whether the local union, or any officer, business agent, or shop steward maintains a list of member email addresses used to communicate union business.

Upload files here

Attachments:

EmailListBLETD555.xlsx

Section 13: Publications

Local Union Publications: If your local union publishes its own newspaper, newsletter, magazine, or periodical, whether in printed or electronic form, please add the OES and your Regional Director to the distribution lists of your publications. The Rules require that the Election Supervisor review and approve the content of all IBT newsletters/newspapers, including local union publications, in the event of a contested general election. **Be advised that the copy to be included in any newsletter/newspaper which you propose to distribute after the close of the 20266 IBT Convention must be transmitted to the OES for review and approval before publication.**

Websites and Social Media: If your local union maintains a website and/or social media accounts (for example, Facebook, Twitter, Pinterest) OES requires a list of all urls for such sites and accounts

QUESTIONS

13(a). Does the local union produce its own publications?

No

13(b). Does the local union maintain a website and/or social media accounts for official communications with members?

Yes

List URLs (Web addresses) for all websites and social media accounts:

Web address: <http://njtblet.com/>

Social Media (Facebook): <https://www.facebook.com/groups/255712854823020>

Bulletin Board Locations BLETD 555

Location	Address	City	State	Zip Code
Atlantic City	1 Miss America Way	Atlantic City	NJ	08401
Bayhead	275 Osborne Ave	Bay Head	NJ	08742
County Yard	400 Jersey Ave	New Brunswick	NJ	08901
Dover	174 E Dicerson St	Dover	NJ	07801
Gladstone	263 Main St	Gladstone	NJ	07934
Great Notch	35 Clove Rd	Little Falls	NJ	07424
Hoboken	63 Observer Highway	Hoboken	NJ	07030
Long Branch	313 West Ave	Long Branch	NJ	07740
Meadows Maintenance Complex	1148 Newark Turnpike	Kearny	NJ	07032
Morrisville	1933 E MY Lane	Morrisville	PA	19067
New York Penn Station	31st St & 7th Ave	New York	NY	10119
Port Jervis	100 Pike St	Port Jervis	NY	12771
Port Morris	199 Center St	Landing	NJ	07850
Princeton Junction	49 Station Dr	Princeton Junction	NJ	08550
Raritan	24 Johnson Dr	Raritan	NJ	08869
Suffern	4th Street	Hillburn	NY	10931
Woodbine (Spring Valley)	122 Maple Ave	Spring Valley	NY	10977

Worksite Locations BLETD 555

Location	Address	City	State	Zip Code
Atlantic City	1 Miss America Way	Atlantic City	NJ	08401
Bayhead	275 Osborne Ave	Bay Head	NJ	08742
County Yard	400 Jersey Ave	New Brunswick	NJ	08901
Dover	174 E Dicerson St	Dover	NJ	07801
Gladstone	263 Main St	Gladstone	NJ	07934
Great Notch	35 Clove Rd	Little Falls	NJ	07424
Hoboken	63 Observer Highway	Hoboken	NJ	07030
Long Branch	313 West Ave	Long Branch	NJ	07740
Meadows Maintenance Complex	1148 Newark Turnpike	Kearny	NJ	07032
Morrisville	1933 E MY Lane	Morrisville	PA	19067
New York Penn Station	31st St & 7th Ave	New York	NY	10119
Port Jervis	100 Pike St	Port Jervis	NY	12771
Port Morris	199 Center St	Landing	NJ	07850
Princeton Junction	49 Station Dr	Princeton Junction	NJ	08550
Raritan	24 Johnson Dr	Raritan	NJ	08869
Suffern	4th Street	Hillburn	NY	10931
Woodbine (Spring Valley)	122 Maple Ave	Spring Valley	NY	10977

BYLAWS
OF THE
BROTHERHOOD OF LOCOMOTIVE ENGINEERS AND TRAINMEN
GENERAL COMMITTEE OF ADJUSTMENT
NEW JERSEY TRANSIT



REVISED AT BRIDGEWATER, NJ
DECEMBER 28, 2024

GENERAL COMMITTEE BYLAWS NJ TRANSIT

PREAMBLE

To represent the interests of the members employed by New Jersey Transit Rail Operations. To further the ideals embodied in the Preamble of the Bylaws of the Brotherhood of Locomotive Engineers and Trainmen. This Committee is organized under the authority of the Bylaws of the Brotherhood of Locomotive Engineers and Trainmen. The following Bylaws are adopted for the information of the Committee and all its officers and all others who come within the scope of its jurisdiction.

I. STRUCTURE AND FORMATION

- A. This committee shall be known as the Brotherhood of Locomotive Engineers and Trainmen General Committee of Adjustment – New Jersey Transit Rail Operations (GCA).
- B. This GCA shall consist of a General Chairman; First Vice General Chairman; Second Vice General Chairman; Secretary-Treasurer; Alternate Secretary-Treasurer; Local Division Delegates to the GCA; First Trustee, Second Trustee, Third Trustee; and first, second, and third alternate trustees.
- C. Pursuant to the applicable Sections of the BLET Bylaws, it shall be the duty of the General Committee of Adjustment to meet quadrennially during the month of October.
 1. The date and location will be designated by the General Chairman and the Secretary-Treasurer, or by a majority of the divisions, with the approval of the Executive Committee.
 2. The General Chairman will notify the Delegates of the date chosen 100 days prior to the meeting.
- D. No new business will be entertained by the GCA, unless records are sent showing that the Local Division has acted upon the merits of the question.
 1. The records must bear the signatures of the division's president and its secretary-treasurer transmitting the resolution, who must specify the date(s) of the meeting(s) at which the division acted upon the merits of the question, and must include a copy of the resolution adopted by the division in the form required by the GCA, as well as a copy of the minutes of the meeting(s) at which the division acted upon the merits of the question.
 2. A copy of said resolution(s) must be in the General Chairman's office sixty (60) days before the Committee convenes. A copy of the resolution sent to the GCA shall be forwarded to all Divisions upon receipt of same by the General Chairman, thirty (30) days before the Committee convenes.

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3. Appeals made pursuant to Section 26(b) - General Committee Rules – BLET Bylaws must be filed with the General Chairman thirty (30) days prior to the GCA Meeting.
- E. The working hours for the GCA while in session shall be set by the Delegates in attendance. The length of time the Committee shall be in session shall not exceed two (2) calendar days.
- F. No message of any kind pertaining to the business of the GCA in session shall be released by a member of the Committee without the General Chairman's approval.
- G. Only one recording device may be activated during sessions of the GCA. This recorder will be under the control of the Secretary-Treasurer and the direction of the General Chairman, subject to approval of the Committee.

II. GCA REPRESENTATION

- A. Each Local Division with twenty-five (25) or more dues paying members shall be entitled to one delegate and one vote in the Committee.
 1. Local Divisions chartered before January 1, 2004, will retain the previous threshold level of twelve (12) dues paying members.
- B. Any Local Division which is not square on the books of the GCA will not be entitled to have its Delegate seated at any meeting of the Committee.
- C. A majority of the Delegates will constitute a quorum for the transaction of business.
- D. Each Delegate shall be furnished with a credential from his Local Division, supplied by the General Chairman's office. It is to be signed by the President and Secretary-Treasurer of the Local Division and indicate the number of assessable members in the Local Division.

III. ORDER OF BUSINESS

- A. Call meeting to order without form.
- B. Roll call of delegates.
- C. Examination of Credentials.
- D. Report of the General Chairman.
- E. Report of the Secretary-Treasurer.
- F. Old or unfinished business.
- G. Election of officers.
- H. New business, including the reading of resolutions and petitions.
- I. Reading of minutes for correction before closing in due form.
- J. Adjournment.

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IV. GCA ELECTION OF OFFICERS

- A. There shall be elected at each quadrennial meeting of the GCA the following officers who shall serve until their successors have been duly elected, unless they are removed from office:
 - 1. General Chairman
 - 2. First Vice General Chairman
 - 3. Second Vice General Chairman
 - 4. Secretary-Treasurer
 - 5. Alternate Secretary-Treasurer
- B. Candidates for office must not hold membership in any other labor organization which purports to represent locomotive engineers and must meet the requirements of active membership as defined in Section 26(b) – Local Division Rules –BLET Bylaws.
- C. To be eligible for nomination to the offices listed in Article IV(A), a nominee must be in active service on the railroad properties represented by this GCA.
- D. Eligibility to nominate, second and run for office will be determined by the applicable provisions of the IBT Constitution (see Section 1 – National Division Rules – NOTE and Paragraph 6.7 of the IBT/BLE Merger Agreement).
- E. Nominees for General Chairman, Vice General Chairman or Chairmen, Secretary-Treasurer, and Alternate Secretary-Treasurer shall be from a Local Division represented by this GCA.
 - 1. All nominations must be seconded.
 - 2. Candidates for office may not nominate themselves, or second their own nominations.
- F. A majority of the ballots cast shall be required for election. If after fifteen (15) ballots have been taken and no candidate has received a majority of votes cast, names of two (2) candidates receiving the highest number of votes shall be arranged alphabetically on the ballot and submitted to a secret referendum vote of the active membership of the system within thirty (30) days. The candidate receiving the highest number of votes will be declared elected.
- G. All duly elected Delegates will vote for all officers of the GCA.

V. VACANCIES – HOW FILLED

- A. An officer of the GCA may at any time resign. Resignation shall be in writing and sent via electronic mail to each member of the Executive Committee. Any office left vacant by resignation, death, or otherwise, will be filled by proper succession. The office of General Chairman ~~to~~ shall be filled in succession by (1) the First Vice General Chairman and (2) the

GENERAL COMMITTEE BYLAWS NJ TRANSIT

Second Vice General Chairman. The office of Secretary-Treasurer shall be filled by the Alternate Secretary-Treasurer.

- B. Offices vacant due to succession will be appointed by the General Chairman with the majority approval of the Executive Committee. The member must meet the requirements of Article IV(C)(D) of these Bylaws to fill the remainder of the term. This appointment must take place within fifteen (15) calendar days after a permanent vacancy occurs. Successful appointees filling vacancies through the provisions of this paragraph will serve until their successor(s) have been duly elected in accordance with Article IV of these Bylaws, unless they are removed from office, or they no longer meet the eligibility requirements of Article IV(C)(D) of these Bylaws.

VI. EXECUTIVE COMMITTEE

- A. There shall be established an Executive Committee consisting of the General Chairman, First Vice General Chairman, Second Vice General Chairman, Secretary-Treasurer, and the Local Chairmen-in accordance with Article II(A) of the GCA-Bylaws.

In instances where a Local Chairman also holds the title of a GCA officer, he will only confer one vote.

- B. The duties of the Executive Committee shall be to adjust only subjects referred to it by action of a majority of the full General Committee of Adjustment, or those duties required by the BLET Bylaws, the IBT Constitution or the GCA Bylaws.

VII. DUTIES OF OFFICERS AND AUTHORITY

A. GENERAL CHAIRMAN

1. The duties of the General Chairman shall be as indicated in Section 11 – General Committee Rules – BLET Bylaws. The authority of the General Chairman shall be as indicated in Section 32 – General Committee Rules – BLET Bylaws.
2. He may employ necessary office help and may purchase the necessary and proper equipment to best serve the needs of the membership.
3. He may make decisions in all administrative matters. In the event a dispute arises within **sixty (60)** days of said decision, the matter shall be referred to the Executive Committee, where it shall be decided by a majority vote of same.
4. He shall be in charge of and direct the operations of the officers of the Committee.
5. He shall be the Chairman of the Executive Committee and no meeting of the Executive Committee shall be legal unless he is involved or authorizes the First Vice General Chairman, or in their absence, a member of the

GENERAL COMMITTEE BYLAWS NJ TRANSIT

Executive Committee, to act on his behalf in any decision of action of said Executive Committee.

6. He will not enter into any tripartite agreement with management or any labor organization professing to represent locomotive engineers on the property.
7. The BLET Bylaws will govern the making of all agreements by the General Chairman.
8. He shall attend the National Convention providing same is not detrimental to the interest of the GCA.
9. He shall make certain that he is bonded in accordance with Article X, Section 7(a) of the IBT Constitution, and Section 11(d) – General Committee Rules – BLET Bylaws.
10. The General Chairman will provide a detailed quarterly report, including a report from the Secretary-Treasurer, showing the financial situation of the committee, to each Local Division. He will also provide each Local Chairman with a copy of the rulings and interpretations of the schedule under which they are working; and at the close of the year, he will render and annual report to the National President, the expense of the same to be paid out of the funds of GCA.
11. He shall hire a certified public accountant to audit the Secretary-Treasurer's records on an annual basis, in accordance with Section 13(g) – General Committee Rules – BLET Bylaws.
12. He may retain an attorney with the approval of the Executive Committee.
13. The General Chairman shall not act as Local Chairman, except when a vacancy of the office of General Chairman has been filled by proper succession in accordance with Article V(A) of these bylaws, the General Chairman may act as Local Chairman for a period not to exceed twelve (12) months, or the next Local Triennial Election, whichever is shorter.
14. In addition to his quarterly reports, he may publish a newsletter.
15. He shall appoint an audit committee with the approval, by a majority vote, of the Executive Committee. The audit committee will be comprised of First Trustee, Second Trustee, Third Trustee; and first, second, and third alternates.

B. FIRST VICE GENERAL CHAIRMAN

1. He shall be the next ranking officer to the General Chairman. He shall assist when called upon. In the absence of the General Chairman, he shall assume the duties of the office, and will receive the salary and per diem of the General Chairman for that period.
2. In the event that the office of the General Chairman is permanently vacated, the First Vice General Chairman shall succeed and remain in that

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office until election of officers at the next quadrennial election, consistent with the Brotherhood of Locomotive Engineers and Trainmen Bylaws.

3. Duties shall be in accordance with Section 12 – General Committee Rules – BLET Bylaws.
4. He may not take a vacation when the General Chairman is on vacation.

C. SECOND VICE GENERAL CHAIRMAN

1. He shall be the second ranking officer to the General Chairman. He shall assist when called upon. In the absence of the General Chairman and First Vice General Chairman he shall assume the duties of the office, and will receive the salary and per diem of the General Chairman for that period.
2. In the event that the office of the First Vice General Chairman is permanently vacated, the Second Vice General Chairman shall succeed and remain in that office until election of officers at the next quadrennial election, consistent with the Brotherhood of Locomotive Engineers and Trainmen Bylaws.
3. Duties shall be in accordance with Section 12 – General Committee Rules – BLET Bylaws.
4. He may not take a vacation when the General Chairman or First Vice General Chairman is on vacation.

D. SECRETARY-TREASURER

1. It shall be the duty of the Secretary-Treasurer of the General Committee of Adjustment to keep a correct record of proceedings of all meetings of the Committee and transmit one properly authenticated copy to each Local Division and the General Chairman within thirty (30) days of the close of the meeting. He shall furnish the National Secretary-Treasurer a copy of the minutes of each session of the GCA. In addition, he will prepare such documents as may be necessary, levy assessments, receive and pay out all monies, and furnish an itemized statement of same.
2. All checks, drafts, or orders against accounts of the Committee shall be signed by him and countersigned by the General Chairman. In the application of digital payments all ACH payments and electronic checks will be approved by the General Chairman.
3. The Secretary-Treasurer of the GCA will make a quarterly and annual report of all monies received, disbursements and the balance on hand to the General Chairman, Executive Committee, Delegates (Members) of the General Committee, as well as the Secretary-Treasurer of each Local Division in good standing. Quarterly reports will be furnished within sixty (60) days of the close of the quarter. Annual reports will be furnished within thirty (30) days of a completed CPA audit. In the event a CPA audit is not required under Section 13(g) – General Committee Rules – BLET bylaws, an annual report will be furnished within sixty (60) days of the close of the year.

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4. No Secretary-Treasurer will be allowed a vote in the GCA quadrennial meeting unless he is a duly elected and/or authorized Delegate of the GCA.
 5. He shall preserve the archives and have charge of the books, papers and property of the Committee; and keep a current roster of Local Divisions, with a correct list of members, including their dates of service entry and prior rights.
 6. It shall be the duty of the Secretary-Treasurer to notify the President and Secretary-Treasurer of each Local Division at least thirty (30) days prior to convening of the GCA meetings the exact financial status of respective Local Divisions in regard to dues and assessments.
 7. He shall be Bonded in accordance with Section 13(a) of the General Committee Rules.
 8. He shall visit Local Divisions on behalf of the General Chairman to aid and counsel Secretaries having need of same.
 9. He shall, at the expiration of his term of office, turn over all papers, monies, books, and records to his successor.
- E. ALTERNATE OFFICERS
1. At the direction of the General Chairman, an alternate may be used as a substitute during the absence of any officer he/she succeeds.
- F. TRUSTEES
1. The appointed trustees shall perform a monthly audit in accordance with Section 14 – General Committee Rules – BLET Bylaws.
 2. A temporary or permanent vacancy of a trustee shall be filled, in turn, by the first, second, and third alternate trustees. The alternate trustee(s) shall make an examination of the books and the monthly report.

VIII. FINANCES, SALARY, EXPENSES

- A. The Secretary-Treasurer, with the approval of the Executive Committee, may select the financial institution(s) to provide banking services that will meet the operational and record-keeping requirements of the Committee. Financial institutions providing banking services to the Committee must be insured against loss in an amount not less than that provided by the Federal Deposit Insurance Corporation (FDIC). The Secretary-Treasurer must maintain diligence to ensure that the funds deposited do not exceed the limits against loss provided by that institution.
- B. SALARY AND EXPENSES
1. Any reference to the straight time rate, certification pay, and any daily arbitrary will be based on the most current Collective Bargaining Agreement between the BLET GCA NJ Transit and NJTRO.

GENERAL COMMITTEE BYLAWS NJ TRANSIT

2. The GCA will establish two daily rates of pay. A Basic Day will be equivalent to 8 hours of straight time pay, certification pay, and any daily arbitrary rounded up to the next whole dollar. The Committee Rate will be equivalent to 12.5 hours of straight time pay, certification pay, and any daily arbitrary rounded up to the next whole dollar. Any use of the stated rates, not provided for in these bylaws, will be determined by the General Chairman.
 3. The General Chairman will be paid 8 days at the Committee Rate, to be paid on the 15th and 30th day of each month (4 days per payment). This salary is compensation for the traditional duties of the General Chairman as outlined in Article VII(A). In addition, the General Chairman will be paid at the Committee Rate for each day he attends and two travel days (one day to and one day from) including, but not limited to, the General Chairman Workshop, National Convention, and Regional Meeting.
 4. The Secretary-Treasurer will be paid 2 days at the Committee Rate, to be paid on the 15th and 30th day of each month (1 day per payment). This salary is compensation for the traditional duties of the Secretary-Treasurer as outlined in Article VII(D). In addition, the Secretary-Treasurer will be paid at the Committee Rate for each day he attends and two travel days (one day to and one day from) including, but not limited to, the LM-2 Workshop and Regional Meeting.
 5. One employee of the GCA will be paid one (1) day monthly at the Committee Rate to process payroll claims and update the GCA website.
 6. It shall be the general policy for the GCA to reimburse any BLET member or representative of the GCA for any work performed, including education and training, on behalf of the GCA, which results in a monetary loss of compensation of regular hours from NJ Transit. To receive consideration for payment, all requests must be submitted in writing to the General Chairman for approval, on a taxable compensation form. The rate of pay used will be at the discretion of the General Chairman.
 7. All reasonable expenses properly submitted and supported by receipts will be reimbursed to officers and members. Use of a personal automobile shall be compensated for at the allowable rate of the Internal Revenue Service (IRS). All expenses must be logged on a personal expense form and include the union purpose of each expense. The expense form must be signed by both the member and the General Chairman.
- C. SALARY AND EXPENSES – CONVENTION
1. Delegates and/or Executive Committee members shall be paid the Committee Rate as daily compensation when on business associated with the convening of the GCA. In instances where a Delegate holds office as an Executive Committee member, they will only be paid once per day.
 2. One travel day in each direction at the basic daily rate will be allowed for travel to and from the convention.

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3. Expenses associated with travel, lodging, meals, and office supplies/expenses will be paid as determined by the GCA in session.
- D. A contribution in the amount of \$2,000.00 will be deposited in January each year to a private pension in the form of an individual retirement account (IRA), for the General Chairman and Secretary-Treasurer. The IRA shall be established and maintained by the General Chairman and Secretary-Treasurer individually. The account numbers shall be provided to the Secretary-Treasurer to execute this transaction annually.

IX. DUES AND ASSESSMENTS

- A. All GCA dues and assessments will be paid in accordance with Section 31 – General Committee Rules – BLET Bylaws.
- B. Monthly GCA dues for each active member will be \$38.50 per month, and such assessments as may be levied by the Committee.
- C. In addition to the above GCA dues, all active members will be required to pay \$1.00 per month to establish and maintain a GCA Convention and Election Fund.
- D. Should it become necessary to raise additional funds to defray the expenses of the GCA, such funds shall be raised by assessments as may be levied by the Committee, notwithstanding any policy or resolutions to the contrary, provided that such action on the part of the Committee shall be effective only until the next regular convention of the GCA. All notices of assessments levied by the Committee are to be in the hands of the division secretary-treasurers sixty (60) days before said assessments are due.
- E. Between Conventions GCA dues will increase by the same percentage as gross wage increases under the collective bargaining agreement between the BLET GCA NJT and New Jersey Transit. The increase will be rounded up to the nearest \$1.00 i.e., \$0.50 or more will round up; \$0.49 or less will round down. The actual (unrounded) amount of dues shall be used in the computation of future dues increases. All notices of dues increases pursuant to this Paragraph are to be in the hands of the division secretary-treasurers sixty (60) days before said increases are due.

X. PROCEDURES

- A. Any point or rule not provided for in these Bylaws will be governed by the BLET Bylaws, the IBT Constitution and Robert's Rules of Order. In addition, these Bylaws are subject to changes as may be made in the BLET Bylaws and must not conflict with the laws of the IBT, the Rail Conference, the National Division or applicable civil laws.
- B. Any provision of these Bylaws found to be in conflict with civil law and/or BLET Bylaws will be superseded.

GENERAL COMMITTEE BYLAWS NJ TRANSIT

XI. MISCELLANEOUS

- A. All officers participating in or handling funds shall be bonded in an amount required by the BLET Bylaws.
- B. The GCA office shall be situated at the discretion of the incumbent General Chairman.
- C. The GCA office will be closed on all paid holidays recognized by the collective bargaining agreement on the property.