



AIRCRAFT MECHANICS FRATERNAL ASSOCIATION

National Office: 7853 E. Arapahoe Court, Suite 1100 • Centennial, CO 80112
Tel: 303.752.AMFA (2632) • Fax: 303.362.7736

Memorandum

To: Secretaries – Locals 14 and 32
From: Jay Johnson
National Secretary/Treasurer
Date: March 15, 2018
Re: Primary ASA ASAP ERC Representative Election

Enclosed you will find the ASAP Policy, a National Nomination Notice, a timeline, and a sample Local Nomination Notice for the Primary AMFA – Alaska Airlines (ASA) Aviation Safety Action Program (ASAP) Event Review Committee (ERC) Representative Election.

In accordance with the ASAP Policy, the term of office for Primary and Alternate ASAP Representatives is staggered; the Primary will be elected in even numbered years and the Alternate will be elected in odd numbered years.

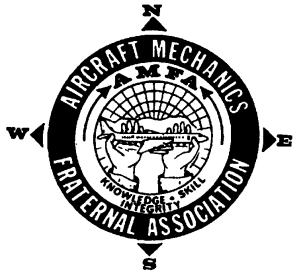
This nomination process and election will be conducted in accordance with AMFA general officer election guidelines in the AMFA Constitution. Locals will be responsible for taking nominations and submitting them to AMFA National. Each Local may submit multiple nominations. National will conduct the election.

You must post a Local Nomination Notice informing your members of the procedures to obtain and submit nomination forms. This notice must be posted on AMFA bulletin boards in all work areas (including ancillary stations). The Local must also take the necessary steps to notify members who may be eligible to nominate candidates but may not see this notice posted, such as members on military leave, sick leave, OJI, etc. The nomination notice must remain posted for a minimum of seven days per Article XIX, Section 2 of the AMFA Constitution.

The enclosed National Nomination Notice must also be posted on all Association bulletin boards. An official National Election Notice will be provided once the nomination process is complete. The National Election Notice must be posted on all Association bulletin boards and remain posted until the election is complete.

Nominations must be submitted in writing to AMFA National no later than 5:00 PM ET on April 5, 2018. In an effort to help expedite the Willingness to Serve Form process, please include the personal email address for each nominee, if available.

If you have any questions please, contact me via phone at 720-744-6632.



Aircraft Mechanics Fraternal Association

National Office: 14001 East Iliff Avenue, Suite 217 • Aurora CO 80014
Tel.: 303-752-2632 • Fax: 303-362-7736

Policy Statement

Aviation Safety Action Program AMFA Event Review Committee Representatives Accountability, Duties, Responsibilities and Selection

January 14, 2016
(Revision of December 5, 2013)

The Aviation Safety Action Program (ASAP) Event Review Committee (ERC) is comprised of representatives from AMFA, the appropriate carrier, and the Federal Aviation Administration. These representatives are responsible to administer the ASAP program in accordance with the Memorandum of Understanding (MOU) and authorizing Letter of Agreement (LOA).

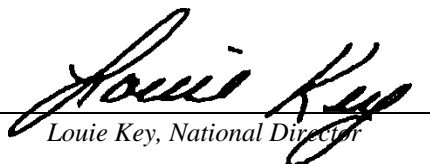
AMFA's ERC Representatives shall be subject to the following guidelines:

- AMFA ERC Representatives will provide reports to the National Safety and Standards Director, Local Safety and Standards Chairmen, and appropriate Airline Safety and Standards Coordinators as requested.
- AMFA ERC Representatives will be required to attend regularly scheduled meetings of the ERC. Specific domicile and work location details may vary from carrier to carrier.
- Nominations and elections for these system-wide positions will be scheduled to provide for the ballots to be counted by June 15. The Primary ERC Representative will be elected in even numbered years and the Alternate ERC Representative will be elected in odd numbered years.
- The term of office will normally be two years; however, the length of the term and/or year of election may vary in order to coincide with the intended election cycle.
- In the event the Primary ERC Representative is temporarily unavailable (i.e. vacation, illness, etc.) the Alternate ERC Representative will assume his duties. In the event the Primary ERC position becomes vacant, the Alternate ERC Representative will fill the Primary position.
- In the event the Alternate ERC Representative is unavailable to fulfill his/her duties and if there is a next runner-up from the current election, that person will be designated to fill the Alternate ERC Representative position. If there is no runner up, the National Safety and Standards Director will appoint an interim Representative.

- In the event that the Primary and Alternate ERC Representatives are unavailable to fulfill their duties, the National Safety and Standards Director will appoint an interim Representative. If the vacancy of both positions exceeds 60 days, it will be considered permanent. If there is more than 180 days remaining in the term, an election will be conducted to fill the position.
- To qualify for an ERC position, the employee must be an active member in good standing and currently employed at the appropriate carrier.
- Until an initial ERC Representatives election can be completed, the National Safety and Standards Director may select, with input from the Local Safety and Standards Chairmen at the affected Locals, the interim AMFA ERC Representatives.
- AMFA ERC Representatives may not hold any other position within the Association.
- AMFA ERC Representatives will be subject to the recall procedures for AMFA National Officers and Representatives as outlined in Article XV of the Constitution.
- The ASAP ERC Representatives shall submit a yearly budget for expenses to the National Safety and Standards Director in October of the preceding year. The National Safety and Standards Director will submit the budget to the affected locals soon thereafter. Once approved by the affected locals, all AMFA ERC Representative expenses not borne by the carrier shall be paid pro-rata by those locals.
- Opting out of an ASAP will require membership approval. AMFA ERC Representatives do not have unilateral authority to opt out of the ASAP Program.
 - 1) To initiate the process for opting out of an ASAP program, a majority* of the affected Locals LEC's (who will address the concerns of the membership, Airline Representatives, and Safety and Standards Chairman) shall petition the National Director to conduct an investigation of the issues submitted with the petition.

**Note: In cases where the National Director receives a petition and the effected membership is in only one local, or split between two locals, he will request the National Safety and Standards Director to investigate the issue.*
 - 2) Within one week of receiving a petition, the National Director shall inform the NEC and direct the National Safety and Standards Director to investigate the underlying issues of the petition. Within two weeks from the date the investigation was initiated, the National Safety and Standards Director will determine if there is an opportunity to resolve the issues with the parties and report back to the LECs and NEC with his findings.
 - 3) If a resolution cannot be reached with the Company that is satisfactory to the LECs, the ALRs, and the Safety and Standards Chairmen of the effected membership, the NEC with a majority vote shall initiate a membership referendum as soon as reasonably possible.

Approved: _____


 Louie Key, National Director

Date: January 14, 2016



AIRCRAFT MECHANICS FRATERNAL ASSOCIATION

National Office: 7853 E. Arapahoe Court, Suite 1100 • Centennial, CO 80112
Tel: 303.752.AMFA (2632) • Fax: 303.362.7736

Primary AMFA– ASA ASAP ERC Representative Nomination Notice

AMFA National is calling for nominations from AMFA Locals representing the Alaska Airlines (ASA) membership for the position of Primary AMFA–ASA Aviation Safety Action Program (ASAP) Event Review Committee (ERC) Representative. Nominations must be submitted to AMFA National no later than 5:00 PM ET, April 5, 2018.

The Primary AMFA ASAP Representative serves as the Alaska Airlines membership's representative on the ASA ASAP ERC and reports to the National Safety and Standards Director, or his designee. This is anticipated to be a full-time assignment based in Seattle, WA. The term of service for this position will commence on July 1, 2018, and will expire at 11:59 PM ET, June 30, 2020, or upon termination of the program, whichever occurs first.

All active AMFA members in good standing employed by Alaska Airlines are eligible to be nominated for this position. Nominations must be submitted to your Local in accordance with posted procedures.


Jay Johnson
National Secretary/Treasurer

March 15, 2018

**Primary AMFA - ASA ASAP ERC Representative
Nomination Timeline – 2018**

Date	Activity
March 15	National calls for nominations. (Locals prepare to print and distribute nomination/vote notice.)
March 20	Locals post Nomination Notice Locals will post and mail notice for Local nominations. Minimum 2 weeks before nomination deadline.
April 3	Deadline to submit written nominations to Local (Date to be determined by the Local)
April 5	Locals provide name of Local nominees to National – Each Local may submit multiple nominations

2/28/18

SAMPLE

Nomination Notice

Primary AMFA-Alaska Airlines ASAP ERC Representative

AMFA National is accepting nominations for an election to fill the position of Primary AMFA-Alaska Airlines (ASA) Aviation Safety Action Program (ASAP) Event Review Committee (ERC) Representative.

The Primary AMFA ASAP Representative will serve as the Alaska Airlines membership's representative on the ASA ASAP ERC and reports to the National Safety and Standards Director or his designee. This is anticipated to be a full-time assignment based in Seattle, WA. The term of service for this position will commence on July 1, 2018, and will expire at 11:59 PM ET, June 30, 2020, or upon termination of the program, whichever occurs first.

This nomination process and election will be conducted in accordance with AMFA's general election procedures for officers. Candidates for these positions must be active members in good standing, employed by Alaska Airlines, and free of all assessments and fines to the National and Local.

Nominations must be submitted in writing to your Local no later than 5:00 PM on **[insert date]**. Nomination forms may be obtained by contacting **[insert contact, such as Shop Rep, Local Officers]**.

All nominees will be required to verify their candidacy by completing and returning a Willingness to Serve Form, which will be mailed to each nominee by AMFA National following the close of the nomination period.

Information about the voting process, including the ballot package mailing date and the ballot count date, will be announced following the close of the nomination period.

[Secretary Name]
Local [#] Secretary

SAMPLE