

JetBlue Master Executive Council



POLICY MANUAL
ADOPTED: January 2015

| REVISION NUMBER | DATE | SECTION (s) |
|--------------------|---------|---|
| 01 | 2015-04 | <p>EDIT</p> <p>ARTICLE 8: Re-numbering ARTICLE 8:SECTION 7:Grievacne ARTICLE 8:SECTION 8:Hotel ARTICLE 8:SECTION 11:jumpseat</p> |
| 02 | 2015-04 | <p>ADD</p> <p>ARTICLE 5:Finance and Administration ARTICLE 8:SECTION 1:Aeromedical ARTICLE 8:SECTION 2: Alliance & Scope (RSV) ARTICLE 8:SECTION 3:CASC:Part 5 (FOQA) ARTICLE 8:SECTION 3:CASC:Part 6 (ASAP) ARTICLE 8:SECTION 6:Government Affairs/PAC ARTICLE 8:SECTION 9:HIMS ARTICLE 8:SECTION 10:Investor Relations ARTICLE 8:SECTION 16:Parental Issues ARTICLE 8:SECTION 17:Pass Travel ARTICLE 8:SECTION 18:Pilot-to-Pilot ARTICLE 8:SECTION 19:Professional Standards ARTICLE 8:SECTION 20:Retirement & Insurance ARTICLE 8:SECTION 21:Scheduling ARTICLE 8:SECTION 22:Security ARTICLE 8:SECTION 23:Strategic Planning ARTICLE 8:SECTION 25:Uniform</p> |
| 03 | 2015-06 | <p>EDIT</p> <p>ARTICLE 3:SECTION 8:Voting ARTICLE 7:SECTION 2:Committee Correspondence</p> |
| 04 | 2015-06 | <p>ADD</p> <p>ARTICLE 2:SECTION 4:MEC Officer Terms ARTICLE 3:SECTION 9:Committee Presentation Schedule ARTICLE 5:SECTION 20:MEC Gift Policy ARTICLE 8:SECTION 3:CASC Terms ARTICLE 8:SECTION 4:Communications:Non-member Posting ARTICLE 8:SECTION 7:Grievance Term ARTICLE 8:SECTION 12:Membership:Council Bypass ARTICLE 8:SECTION 12:Membership:Non-Member Posting ARTICLE 21:APPENDIX</p> |
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ARTICLE 1: POLICY MANUAL

SECTION 1: PURPOSE AND SCOPE

- (A)** The Purpose of the JetBlue Master Executive Council (MEC) is to implement the policies and procedures of the Air Line Pilots Association, International along with the goals and objectives of the JetBlue MEC. Furthermore, emphasis must be placed on a policy that engenders continuity through successive administrations and to improve and protect the wages, benefits, work rules and job security of all JetBlue Airways pilots.
- (B)** Nothing herein shall conflict with the Constitution and By-Laws of the Air Line Pilots Association, International.

SECTION 2: AMENDMENT

- (A)** Any change to this manual whether addition, deletion, or amendment shall be brought by resolution and shall require a two-thirds (2/3) majority vote of the MEC.
- (B)** Typographical and format corrections may be made without vote by the MEC. Any change to this manual, whether policy or correction, shall create a new revision and be recorded as such.
- (C)** The Secretary/Treasurer shall forward a copy of the Manual to the ALPA Vice President of Administration each time amendments to the Manual are made.

ARTICLE 2: MASTER EXECUTIVE COUNCIL

SECTION 1: COMPOSITION

The Master Executive Council (MEC) shall consist of all elected Status Representatives.

SECTION 2: DUTIES AND RESPONSIBILITIES

- (A)** The MEC shall function as a coordinating Council for the membership of that airline. Its activities shall be proportionate to and in accordance with the demands made upon it by the Local Councils. All normal or routine local Association business shall be, however, conducted by the individual Local Councils in accordance with the ALPA Constitution and By-Laws.
- (B)** Local Council business that cannot be resolved at the local level should be presented to the MEC Officers for coordination by the MEC, MEC Officers, or with the appropriate MEC Committee(s).
- (C)** The MEC of an airline is empowered to make the final decision on any problem or problems of the members of that airline, except as provided elsewhere in the ALPA Constitution and By-Laws. The decisions of the MEC shall be considered as the decisions of the members of the airline and shall be acted upon accordingly in accordance with the ALPA Constitution and By-Laws.
- (D)** The MEC may delegate such authority as is appropriate to specific individuals or committees, provided that 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.

SECTION 3: RATIFICATION

Proposed collective bargaining agreements that result from negotiations undertaken pursuant to Section 6 of the Railway Labor Act and the duration clause of the current collective bargaining agreement or if no such collective bargaining agreement exists, that resolve all Section 6 issues, and that have been approved by the MEC, shall be subject to member ratification. In addition, the MEC will seek membership ratification of other proposed agreements or Letters of Agreement which modify contractual pay or that significantly modify work rules.

SECTION 4: MEC OFFICER TERMS

In accordance with Section 73, Part I.E of the ALPA Administrative Manual, the JetBlue MEC adopts as a policy that the term for MEC officers will begin April on even-numbered years.

ARTICLE 3: MEC MEETINGS

SECTION 1: GENERAL

- (A)** MEC meetings shall be conducted in accordance with the ALPA Constitution and By-Laws, ALPA Administrative Manual, and the MEC Policy Manual.
- (B)** All MEC Officers and the MEC Executive Administrator shall have speaking privileges at MEC meetings.
- (C)** All elected Local Council Officers shall have speaking privileges at MEC meetings.
- (D)** Audio or video recording or transmission of MEC meetings is prohibited.
- (E)** The use of electronic devices during a meeting may be temporarily prohibited by direction of the MEC Chairman.
- (F)** MEC members shall provide resolutions in writing upon request for electronic distribution.
- (G)** The MEC Secretary/Treasurer may elect to rent a van(s) or similar transportation for the purpose MEC member and/or MEC guest transportation.
- (H)** The MEC may authorize a hospitality suite for meetings.
- (I)** The meeting room shall be set up in accordance with the meeting room format located in the Appendix. Should the size of the room not accommodate elected Non-Status Representatives to be seated at the MEC table, it is permissible for elected Non-Status Representatives to sit at tables in close proximity to the MEC table.
- (J)** The dress code for all meetings shall be business formal unless otherwise notified by the MEC Officers.

SECTION 2: REGULAR MEC MEETINGS

- (A)** The MEC Chairman shall call (4) regular meetings per year on a quarterly basis.
- (B)** Regular MEC meeting dates shall be established by the MEC Chairman prior to the bidding of annual vacation, and MEC members will be notified of those dates at least (7) days prior to the bidding of annual vacation; however, this provision shall not apply to the 2015 regular meeting schedule.
- (C)** Meeting dates shall not conflict with National Holidays.
- (D)** Consideration of meeting dates shall be given to avoid monthly changeover periods.
- (E)** Once Regular MEC meeting dates are approved (by acceptance of the MEC Secretary/Treasurer report or other such resolution), the regular MEC meeting dates shall not be changed without the concurrence of two-thirds (2/3) of the MEC.
- (F)** The four (4) required Regular MEC meetings shall normally be scheduled to convene at 0900 on Tuesday and adjourn at 1600 the following Friday.

SECTION 3: SPECIAL MEETINGS

- (A)** The MEC Chairman may call a special meeting of the MEC at any time.
- (B)** A special meeting shall be called by the MEC Chairman upon written request of thirty percent (30%) of the members of the MEC, however, if the Executive Council or Executive Board has approved MEC funding beyond the funding available through the normal budgeting process (OCF Funding), a written request from a majority of the members of the MEC shall be required for a special meeting. Such written requests to the MEC Chairman for a special meeting shall list the items to be discussed and proposed time and/or place for the special meeting.
- (C)** Special meetings by conference call may be held in accordance with the ALPA Constitution and By-Laws. The following restrictions shall apply to a special meeting by conference call in accordance with Section 73 of the ALPA Administrative Manual.
 - (1)** The MEC shall not conduct an election of MEC Officers or recall of MEC Officers during a special meeting by conference call.
 - (2)** The MEC shall not conduct a secret ballot vote during a special meeting by conference call.
 - (3)** Conference calls solely to provide and exchange updates and information but not conduct MEC business, shall not be considered special MEC meetings and shall be governed by MEC policy.

SECTION 4: NOTICE OF MEETINGS

PART 1: REGULAR MEETINGS

- (A)** Written notice of all regular MEC meetings shall be provided to each MEC Member not less than (7) days prior to opening of monthly bidding for the month that the meeting will be conducted. Such notice shall list the time, place, and proposed agenda for the meeting.
 - (1)** The membership shall be given notice of a regular MEC meeting at the same time MEC members are notified.
 - (2)** The membership shall be given notice of vacancies for any office or committee no later than 30 days prior to the scheduled start date of the meeting, or as soon as practical if vacancies occur within 30 days of the scheduled start date of the meeting. This will provide a reasonable opportunity for members of the MEC to seek out potential candidates and to provide said candidates with an opportunity to appear before the MEC prior to any elections or confirmations.

PART 2: SPECIAL MEETINGS

All members of the MEC shall be provided written notice of any special meeting at least twenty-four (24) hours in advance of such meeting, and the notice shall contain the agenda for the meeting.

SECTION 5: AGENDA

PART 1: GENERAL

- (A)** Agenda submissions will be made in accordance with Article IV, Section 3.C of the ALPA Constitution and By-Laws and MEC Policy Manual.
- (B)** The MEC Chairman shall establish the advance agenda.
- (C)** The MEC Chairman shall place on the advance agenda any item submitted by an MEC member or Local Council. The MEC Chairman may place items on the advance agenda submitted by an MEC Officer or MEC Committee.
- (D)** The advance agenda, including committee reports, will close twenty-one (21) calendar days prior to the first day of a regularly scheduled MEC meeting. Agenda items submitted after this deadline will be considered late agenda items. Those agenda items resulting from formal Local Council action in session thereafter, but prior to the MEC meeting, shall be exempt from this restriction.
- (E)** All agenda items are to be submitted to the MEC Secretary/Treasurer on the MEC Agenda Form located in the Appendix. Each agenda item shall include a detailed discussion and a proposed resolution. Incomplete agenda items shall be returned and will not be added to the meeting agenda. Incomplete agenda items are subject to the submission time requirements outlined in this section.
- (F)** The Secretary/Treasurer's Finance Report and all written committee reports shall be placed on the advance agenda.
- (G)** When any MEC Officer or MEC committee vacancy is to be filled, the MEC Chairman will submit an agenda item that includes all known elections.
- (H)** All agenda items before a MEC meeting that are not acted upon by the body will be automatically deferred to the next regular meeting. All relevant information shall be attached to the agenda item for consideration at the next meeting.
- (I)** Changes (additions, deletions, or reorder) to the agenda after the advance agenda deadline, but before the closing of the agenda at the meeting, must be made by two-thirds (2/3) majority vote of the MEC.
 - (1)** The MEC Chairman may place items on the agenda at any time during a meeting without such vote.
- (J)** The MEC Chairman shall coordinate the review of all advance agenda items and attach background information and/or related ALPA policies as deemed necessary.
 - (1)** The MEC Chairman may refer any agenda item to an MEC Committee, MEC Officer, or ALPA staff for research and recommendations.
 - (2)** All agenda items shall be made available at least ten (10) days prior to the first day of the scheduled MEC meeting, whether or not the MEC Chairman's review of agenda items is complete.

PART 2: CLOSING THE AGENDA

- (A) For meetings called for longer than 3 calendar days, the agenda will close for new items by motion as the first order of business two calendar days before the day the meeting is expected to adjourn (e.g., for a five day meeting beginning on Monday, the agenda will close Wednesday morning).
- (B) For meetings of 3 calendar days, the agenda shall close for new items by motion as the first order of business on the second calendar day.
- (C) For meetings of 1 or 2 calendar days, the agenda shall close for new items by motion as the first order of business after the lunch break on the first day.

PART 3: REGULAR MEETINGS

- (A) If an item is not on the written notice of the agenda, nor submitted prior to the closing of the agenda, the provisions of submitting agenda items at a special meeting shall prevail. This requires a three-fourths (3/4) majority approval.
 - (1) The MEC Chairman may place items on the agenda at any time during a meeting without such vote.
- (B) Consideration of recall of an MEC Officer is governed by the same rules that govern any other agenda item.

PART 4: SPECIAL MEETINGS

No business other than that specified in the written notice shall be conducted at any special meeting of the MEC, 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 vote.

SECTION 6: ORDER OF BUSINESS

- (A) The following is the suggested order of business conducted at regular MEC meetings:
 - (1) Call to Order
 - (2) Roll Call
 - (3) Approval of Minutes from previous meetings
 - (4) Officer Reports
 - (5) Oral Committee Reports
 - (6) Old Business
 - (7) New Business
 - (8) Invited Speakers
 - (9) Closing the Agenda
 - (10) Adjournment

SECTION 7: ATTENDANCE AND QUOROM

- (A) At any duly called meeting of the MEC, each Local Council shall be represented by its Captain Representative and First Officer Representative.

- (B) At any meeting of the MEC, a majority of its members shall constitute a quorum for the transaction of business. When a quorum is not present, a lesser number of its members shall adjourn.

SECTION 8: VOTING

- (A) All issues submitted to the MEC at any meeting shall be decided by a majority vote, with each member having one (1) vote. On issues other than election of officers, any member may make a request for a roll call vote. Each member shall have one (1) vote for each Active member in good standing represented by him. For the purpose of roll call voting, the Vice President-Administration/Secretary, upon request by the MEC Chairman, shall provide a current report of the number of Active members in good standing represented by each MEC member. (C&BL Article IV -Section 5.B.1)
- (B) A Master Chairman, or acting Chairman, who is not also a Local Council Representative, shall vote only in the event of a tie, except that he shall not vote to break a tie for election of MEC Officers. (C&BL Article IV -Section 5.C)
- (C) Roll Call Voting
 - (1) When voting by roll call, a secret ballot shall not be conducted. (C&BL Article IV -Section 5.B.2)
 - (2) Whenever a roll call vote is taken, a representative shall vote all the members in good standing he represents. (C&BL Article I –Section 16)
 - (3) Splitting roll call votes is permitted.
 - (4) For elections by roll call vote, where applicable, the Teller or Ballot Certification Committee will not post a running total, but will only announce the winner when the ballot tally is complete and accurate. Any request for disclosure of individual votes shall be out of order.
 - (5) In the event the total number of votes cast does not agree with the total listed on the roll call, the ballot shall be declared void and another ballot taken.
- (D) All MEC voting, including agreement ratification voting, shall be conducted during a duly called regular MEC meeting, special in-person MEC meeting, or special MEC meeting by conference call except that the MEC Chairman may authorize a vote via telephone, computer, or mail on a one vote per MEC member basis on the following issues:
 - (1) Appointments by the MEC Chairman to fill MEC committee vacancies, that require MEC Confirmation
 - (2) Emergency (hardship) base transfers under the collective bargaining agreement, which are required by MEC policy to be confirmed by the MEC.
- (E) Telephone, computer, or mail vote shall be conducted as follows:
 - (1) Voting must be open for at least 5 calendar days, beginning no later than 0900 on the first day and closing no earlier than 1200 on the last day, Eastern Time.
 - (2) Results of the voting under this section shall be recorded and communicated to the MEC within 3 calendar days after the closing of such vote.

- (3) The results of all voting under this section shall be read into the record of the next Regular MEC meeting.

SECTION 9: GUESTS VISITORS AND COMMITTEE PRESENTATION SCHEDULE

- (A) Guest speakers, including Company Officers and industry representatives, who appear before the MEC do so at the invitation and discretion of the MEC Chairman. All other visitors to the MEC meeting can be given speaking privileges by majority vote of the MEC.
- (B) A thirty (30) minute period shall be scheduled immediately after the lunch hour on the second day of each regularly scheduled meeting during which any member in good standing may address the MEC. The time shall be divided equally among the speakers but not exceeding five (5) minutes per speaker. This time limit can be extended by motion or resolution of the MEC. Flight pay loss, hotel, and expense reimbursements will not be authorized, unless by resolution of the MEC. The comments of members speaking will be only noted generally on the topic expressed in communications and meeting minutes. No written comments will be published in any communications or meeting minutes.
- (C) Committee MEC Meeting Presentation Schedule

| | |
|--|--|
| <p><u>MEC Quarter 1 (Jan)</u></p> <ul style="list-style-type: none"> • <u>Negotiating Committee (When in Active Negotiations)*</u> • <u>Communications*</u> • <u>Grievance*</u> • <u>Jumpseat</u> • <u>Investor Relations</u> • <u>Military Affairs</u> | <p><u>MEC Quarter 2 (Apr)</u></p> <ul style="list-style-type: none"> • <u>Negotiating Committee (When in Active Negotiations)*</u> • <u>Communications*</u> • <u>Grievance*</u> • <u>Strategic Planning*</u> • <u>Security*</u> • <u>CASC*/CIRP/ASAP/FOQA</u> • <u>Scheduling*</u> • <u>Professional Standards*</u> • <u>HIMS</u> • <u>Retirement & Insurance</u> |
| <p><u>MEC Quarter 3 (Jun-Jul-Aug)</u></p> <ul style="list-style-type: none"> • <u>Negotiating Committee (When in Active Negotiations)*</u> • <u>Communications*</u> • <u>Grievance*</u> • <u>Training*</u> • <u>Membership*</u> • <u>Hotel*</u> • <u>Aeromedical</u> | <p><u>MEC Quarter 4 (Oct)</u></p> <ul style="list-style-type: none"> • <u>Negotiating Committee (When in Active Negotiations)*</u> • <u>Communications*</u> • <u>Grievance*</u> • <u>Government Affairs*/PAC*</u> • <u>Pilot-to-Pilot*</u> • <u>Merger*</u> • <u>Pass Travel</u> • <u>Parental Issues</u> • <u>Uniform</u> |

* Present for meeting

SECTION 10: MEETING RECORDS

- (A) Minutes and a record of attendance shall be kept of all meetings, both regular and special, and such minutes and records shall be a part of the MEC's records and files. A copy of such minutes and records shall be sent to the Home Office within (30) days, and distribution made as the MEC Chairman directs. (C&BL Article IV, Section 8)
- (B) The MEC Secretary/Treasurer shall make suitable arrangements for the recording of the Minutes for each meeting. The MEC Secretary may assign an ALPA staff member to perform this function.
- (C) Distribution of the unofficial minutes to the MEC will be made within fourteen (14) calendar days after the close of each meeting. A ten (10) calendar day suspense period will follow distribution of the minutes. MEC members will have this period to review and to suggest corrections to the document. They will then be posted to the MEC website within five (5) calendar days following the end of the suspense period.
- (D) Approval of the official minutes of an MEC meeting will occur no later than the next regular MEC meeting.
- (E) The items which will be recorded are:
 - (1) Roll Call
 - (2) Actions and rulings of the Chair
 - (3) All voting and elections
 - (4) Motions and resolutions, as well as amendments and substitutes to said motions and resolutions.
 - (5) When a resolution is enacted and so recorded, the Chairman may make a statement to the MEC expressing what the Chair has perceived as being the apparent intent of the body. Any such statement by the Chair will be recorded.
 - (6) Statements of the Chair concerning how a matter will be handled (as for example, when the MEC Chairman will be taking action in lieu of an MEC resolution) will be recorded.
 - (7) Other than the above items to be recorded as close to verbatim as possible, the Secretary/Treasurer will keep "general minutes" of the meeting to indicate the character of the business being conducted at any given point in time, but such "general minutes" will not record points made during debate.

ARTICLE 4: NOMINATIONS AND ELECTIONS

SECTION 1: NOMINATIONS

- (A)** Each member of the MEC shall have the privilege of nominating one qualified candidate for each office or position to be filled.
- (B)** Said candidate shall be a member in good standing in accordance with the ALPA Constitution and By-Laws.
- (C)** Nominations will not be declared closed for any vacancy until the start of the election process for that vacancy.
 - (1)** The Chairman shall open nominations for all vacancies at the beginning of any meeting for which vacancies appear on the agenda, and they shall remain open until a vote is taken for a specific vacancy (i.e. nominations will remain open for all vacancies except the one being voted upon).
- (D)** The MEC member making a nomination 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 Committee positions.
- (F)** Subsequent to nomination and seconding speeches for MEC Officer positions, each candidate shall be afforded a five (5) minute period to address the MEC in person or via teleconference. Drawing straws shall determine the order of appearance. Following such presentation, there will be a ten (10) minute question and answer session.
- (G)** If a time limit extension is granted by the MEC, such extension shall apply equally to all candidates for the position being considered.

SECTION 2: ELECTIONS PROCEDURES

PART 1: MEC OFFICERS

- (A)** All Officers of the MEC shall be elected by separate secret ballot without recourse to a roll call vote.
- (B)** All Officers shall be elected at the same continuous open session. Such day's session will not be recessed until all MEC Officers have been elected.
- (C)** The order of MEC Officer elections shall be Chairman, Vice Chairman, and Secretary/Treasurer.

PART 2: COMMITTEE MEMBERS

- (A)** Where this policy manual calls for the election of a Committee member, the election shall be conducted by open ballot, unless determined otherwise by a majority vote of the MEC.

PART 3: CONFIRMATION OF COMMITTEE MEMBERS

- (A) Where this policy manual calls for the confirmation of committee members, the confirmation shall be conducted by open ballot, unless determined otherwise by a majority vote of the MEC.
- (B) Where the term of office for any elected committee members is set to match the term of MEC Officers, then appointees for committee membership shall be presented to the MEC for confirmation at the next regular MEC meeting following the MEC Officer election meeting.

PART 4: GENERAL ELECTION PROCEDURES

- (A) A Ballot Certification Committee, normally to include the MEC Secretary/Treasurer, shall be formed from among the Committee Members or member guests of the MEC who are in attendance whenever there is a secret ballot.
- (B) The MEC 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 tally of the votes. To be elected, a candidate must receive a majority of votes cast for nominated candidates by the MEC members present or represented by proxy.
- (C) A blank ballot, a ballot with illegible or unintelligible markings, a ballot cast for someone not nominated, and/or abstention ballot will not be considered a vote cast.
- (D) Any member of the MEC may request a recess for a reasonable period at any time a ballot is not actually in progress.
- (E) In the event there is no election on the first ballot, the slate of candidates for said position shall be reduced to the three candidates receiving the highest vote on the first ballot.
- (F) In the event there is no election on the second ballot, the slate of candidates for said position shall be reduced to the two candidates receiving the highest vote on the second ballot.
- (G) In the event there is no election on the third ballot, balloting shall continue until there is an election.
- (H) If more than one round of voting is required, then each ballot will be numbered according to round of voting and retained until the election is complete.

ARTICLE 5: FINANCE AND ADMINISTRATION

SECTION 1: MEC BUDGET

The MEC Secretary-Treasurer shall present the annual budget for review to allow sufficient time for such review and prior to the MEC meeting where the budget will be approved.

SECTION 2: BUDGETARY CONTROL

PART 1: COMMITTEE EXPENDITURES

- (A)** Any time a committee's actual expenditure is in excess of its quarterly budget, the MEC Secretary-Treasurer will advise the Committee Chairman of his/her over budget status; taking into account extraordinary circumstances.
- (B)** Any time a committee's actual expenditure is 15% (percent) in excess of its quarterly budget, the MEC Chairman may institute budgetary control of that committee with the concurrence of the MEC Officers; taking into account extraordinary circumstances.
- (C)** MEC Officer expenses and Flight Pay Loss (FPL) shall require approval by another MEC Officer or a National Officer.
- (D)** An activity report showing names, dates, hours dropped, and project number(s) shall be provided to the Finance Department on a monthly basis for MEC meetings, committee work, and other MEC projects. The preferred method of submission is utilizing ALPA's Flight Pay Loss System.

PART 2: MEC OFFICER CREDIT CARD AUTHORIZATION

- (A)** Each MEC Officer may be reimbursed for certain ALPA business related expenses. Such reimbursements shall be subject to documentation in accordance with standard ALPA reimbursement procedures. To facilitate this process, the MEC Secretary-Treasurer is authorized to obtain an ALPA Corporate American Express card for use by the MEC Officers in the furtherance of Association business. Such authorization shall be in accordance with ALPA policy and the concurrence of the Vice President-Finance/Treasurer or his designee.
- (B)** Each MEC Officer may use the credit card for payment of appropriate business expenses for the Officer's own transportation, meals, entertainment, lodging, and incidentals. Furthermore, each MEC Officer may use the credit card for appropriate hospitality to official ALPA guests, members, and staff; when such hospitality is associated with the conduct of ALPA business. Such payments shall be subject to documentation in accordance with standard ALPA procedures and subject to approval in accordance with ALPA policy.
- (C)** The MEC Secretary-Treasurer will include the American Express "Quarterly Management Report: Summary of Employee Spending" (or similar) in his/her regular report to the MEC.

PART 3: LEC BUDGETS AND EXPENSES

- (A) The MEC encourages fiscal responsibility of its individual LECs in the course of representation activities.
- (B) The MEC Secretary-Treasurer will inform the MEC if an LEC's expenditures exceed that provided for in the LEC income allocation formula or MEC budget. Notification shall be via the Secretary-Treasurer's report prepared for each regular MEC meeting.

SECTION 3: PURCHASING POLICY

- (A) The MEC authorizes MEC Officers to make purchases in accordance with Section 60.Q of the ALPA Administrative Manual and all ALPA policies regarding such.
- (B) The MEC office shall contract for products and services with union companies whenever possible. These products and services shall be provided by American workers and American companies whenever possible.
- (C) The MEC shall make use of ALPA's centralized Purchasing Department in all cases required by Section 60.Q of the ALPA Administrative Manual, and in other cases when practical, for the purchase of items within the guidelines established by the JetBlue MEC Purchasing Policy.
- (D) Per Section 60.Q of the ALPA Administrative Manual the following shall apply to purchases by the JetBlue MEC;
 - (1) All purchases with a price of \$300.00 or more are to be processed through the Purchasing Department in the Herndon Office and must meet the Purchasing Authorization Limitations.
 - (2) Purchases under \$300.00 do not require bids.
 - (3) Purchases over \$300.00 and up to \$1000.00 require three telephone bids if multiple vendors are found to have comparable products; to be attached to the purchase requisition.
 - (4) Purchases over \$1000.00 require three written bids to be attached to the purchase requisition.
- (E) All assets with a cost greater than \$1000.00 will be capitalized. Any item with a cost of less than \$1000.00 will be expensed.
- (F) The MEC Chairman may authorize purchases up to \$1000.00. Two MEC Officer authorizations are required for purchases over \$1000.00.
- (G) Committee Chairs shall make all purchasing requests to the MEC Secretary-Treasurer.

SECTION 4: MEC OFFICE

- (H) The Office shall be equipped within the approved ALPA guidelines, and shall be of sufficient size to maintain MEC records and provide an adequate working area.

- (I) The MEC directs all official records of the MEC and all records kept in the ordinary course of business by the MEC be kept in accordance with ALPA's Document Retention Policy. All such records shall be considered as being the primary, official, and legal records of the MEC, and all other documents and items be destroyed unless their retention is specifically required by law.

SECTION 5: (RESERVED) MEC AUTOMOBILES

SECTION 6: (RESERVED) ALTERNATIVE LODGING FOR MEC OFFICERS

SECTION 7: TRAVEL POLICY

- (A) ALPA shall not purchase airline tickets for members performing ALPA business for travel on a member's own airline or when reciprocal travel is available on other airlines, unless the cost of own airline/reciprocal airline travel is more expensive than a purchased ticket, or if the own airline/reciprocal airline travel would not provide for a timely arrival/ departure to/from an event or meeting. For members unable to secure transportation on a member's own airline or when reciprocal travel is unavailable on other airlines while performing ALPA business, requests to purchase airline tickets shall be made in advance, and shall be approved by the Vice President Finance/Treasurer.
- (B) Staff travel shall be authorized by the MEC in accordance with ALPA guidelines and policy.

SECTION 8: COMPUTER EQUIPMENT

PART 1: MASTER EXECUTIVE COUNCIL

- (A) Standardized ALPA personal computers shall be available to the MEC Officers and LEC Officers
- (B) Acquisition or reimbursement of such equipment will follow Section 60.R of the ALPA Administrative Manual.

PART 2: STANDING COMMITTEES

- (A) Standardized ALPA personal computers shall be available to the Chairman and Vice Chairman of MEC Standing Committees with the approval of the MEC Secretary-Treasurer.
- (B) Other members of a committee may receive computers with the approval of the Committee Chairman, the MEC Officer in charge of the committee, and the MEC Secretary-Treasurer.
- (C) Acquisition or reimbursement of such equipment will follow Section 60.R of the ALPA Administrative Manual.

PART 3: VACATING OFFICE

Upon vacating office, the outgoing Officer, Representative, or Member will be provided with options for disposition of ALPA equipment in accordance with Section 60.R.11 of the ALPA Administrative Manual. The disposition of ALPA equipment must be completed no later than the first day after leaving office unless he/she has been recalled or has less than thirty (30) days notice for termination of office, in which case the disposition must be completed within thirty (30) days of notice.

SECTION 9: CELLULAR PHONE AND WIRELESS DATA

- (A) The MEC authorizes reimbursement of cellular phone usage and data expense in accordance with ALPA Policy.
- (B) MEC Officer cellular phone usage and data expense shall be approved by another MEC Officer
- (C) LEC Officer cellular phone usage and data expense shall be approved by another LEC Officer of the same council and the MEC Secretary-Treasurer.
- (D) Committee member cellular phone usage and data expense shall be approved by the Committee Chairman/Vice Chairman and the MEC Secretary-Treasurer.
- (E) Consideration will be given to those Officers, Representatives, and members conducting official ALPA business while in international locales.

SECTION 10: USE OF MEMBERSHIP INFORMATION

The access and use of membership information shall only be used for official ALPA business. Access to AIRO shall be limited to the MEC and Committee Members who require such access for the course of normal ALPA work.

SECTION 11: OUTSIDE CONSULTANTS

The MEC must authorize use of outside consultants before any such request can be made to the ALPA Executive Council. If such action is approved by the MEC, the MEC will follow the policies outlined in Section 60.P of the ALPA Administrative Manual.

SECTION 12: SPECIAL PROJECTS

The MEC recognizes that, on occasion, it will benefit ALPA and the JetBlue MEC to assign special MEC projects to a member not otherwise serving on a Standing Committee. Assignment for such project shall be delegated by the MEC Officers and authorized with the concurrence of the JetBlue MEC.

SECTION 13: ELECTED NON-VOTING LEC OFFICERS

- (A) The MEC shall authorize hotel and customary meeting expenses for elected LEC Officers who do not have voting privileges for the purpose of attending all MEC meetings, but there shall be no substitute representation if such LEC Officer is unable to attend.
- (B) Flight Pay Loss shall be provided for up to two (2) Regular MEC Meetings per year.

- (C) Flight Pay Loss for all other MEC Meetings will be at the discretion of the MEC Secretary-Treasurer and based solely on the availability of funds within the MEC Budget.
- (D) Flight Pay Loss shall not be authorized for such individuals if the JetBlue MEC is receiving ALPA National OCF funding.

SECTION 14: SICK LEAVE

The MEC or Executive Council, depending on whether the funds utilized are from the MEC or national budget, will be informed by a member receiving flight pay loss when he/she is no longer medically qualified for more than 90 consecutive days to perform duties as a commercial airline pilot. It is the responsibility of the body providing the funds to determine whether a pilot who is medically disqualified for more than 90 consecutive days receives further compensation or must draw on the pilot's sick leave bank or receives some combination thereof for performance of authorized ALPA assignments, and to determine the method of payment for any compensation aside from sick leave pay in accordance with Section 60.M.9 of the ALPA Administrative Manual.

SECTION 15: DEFERRAL OF TRAINING

- (A) To prevent the loss of potential income, a pilot that is busy conducting association business and is eligible to bid, may defer training until the work load decreases or full time flight pay status is no longer a required.
- (B) An MEC Officer who elects to defer training shall be paid for union business at the rate he/she would have been paid if training had not been deferred. The effective date of any pay rate changes shall be in accordance with the current terms of employment. The Pilot Employment Agreement (PEA) until superseded by the Collective Bargaining Agreement (CBA).
- (C) An MEC Committee Member who elects to defer training will continue to be paid for union business at the rate of his/her prior position, unless the MEC Chairman or the MEC (by resolution) authorizes the Committee Member to defer training.
- (D) Deferral of training shall be used only due to an urgent and imminent association matter, but will never exceed 12 months.
- (E) All training deferrals require MEC approval.
- (F) Higher pay will occur when an individual junior is paid or if no one is junior when the next senior person is paid the higher rate.

SECTION 16: FLIGHT PAY LOSS (FPL)

It is JetBlue ALPA MEC policy that pilots should neither be financially penalized nor be rewarded for doing union work. While the JetBlue MEC encourages pilots to volunteer their free time to do union work, it is recognized that it is not possible for MEC Officers, Representatives, and committee members to work exclusively on their days off. For pilots who drop trips or are removed from their trips to perform full time or part time ALPA duties, flight pay loss will reimburse them for what they reasonably could earn by flying the line.

PART 1: GENERAL

- (A)** Flight Pay Loss (FPL) shall be in accordance with Section 60.M of the ALPA Administration Manual.
- (B)** All Flight Pay Loss (FPL) requests require the approval of a MEC Officer before such request can be submitted to the company.
- (C)** Committee members must have approval for Flight Pay Loss (FPL) request from their Committee Chairman, or his/her designee, before submitting the request to the MEC Secretary/Treasurer.
- (D)** All activities known well in advance of the 25th Pre-Block deadline will be submitted as Pre-Bid days.
- (E)** The MEC Secretary/Treasurer shall be the primary approver of all Flight Pay Loss (FPL). If the MEC Secretary/Treasurer is unavailable another MEC Officer may approve a trip drop and shall report such approval to the MEC Secretary/Treasurer via email within 24 hours of the approval.
- (F)** An MEC Officer may approve the amount of Flight Pay Loss (FPL) necessary to release a member from flight duty to perform authorized ALPA work, including preparation, which directly conflicts with a member's flight schedule.
- (G)** When possible, any opportunity to minimize Flight Pay Loss (FPL) should be investigated to minimize the cost to the MEC Budget; including but not limited to picking up open time (Fly Back) or assigning members who have no schedule conflicts.
- (H)** In accordance with Section 60.M of the ALPA Administrative Manual, no member may self-authorize Flight Pay Loss.
- (I)** The Flight Pay Loss (FPL) policy will be published on the JetBlue MEC website. The JetBlue MEC will also publish ALPA-paid flight pay loss hours by member to the website on a quarterly basis.
- (J)** No member may purposely trade trips that will increase his/her Flight Pay Loss, vacation bank, or compensatory days off for known ALPA work. If it is determined that such an incident has occurred, Flight Pay Loss will pay the lesser amount as if the trade had not occurred and said member will be warned that such action is against ALPA Policy. If such action occurs more than once, said member would no longer be allowed Flight Pay Loss for a period of not less than one year from the last occurrence.

- (K) Members dropping actual flight time in order to accomplish ALPA work shall not pick up open time so as to increase flight pay credit. If such pick up occurs the flight pay credit will be considered “fly back” and such pay credit returned to the MEC.
- (L) The provisions of ALPA Policy shall govern compensation received by an MEC Officer, representative, or member; whether paid by JetBlue Airways and reimbursed by ALPA to JetBlue Airways or paid by JetBlue Airways without ALPA reimbursement or paid directly by ALPA in accordance with Section 60.M of the ALPA Administrative Manual.

PART 2: FLIGHT AND MEDICAL QUALIFICATIONS

- (A) Upon receipt of notice of any member on Flight Pay Loss losing currency, flight qualifications, or medical certification, the MEC Secretary shall notify the MEC with the members information, expected time frame to regain flight status, and options within ALPA Policy to allow said member to continue performing original ALPA duties as if such loss of qualification did not happen.
- (B) If allowed by ALPA policy, the MEC may, by resolution, authorize said member to continue performing original ALPA duties as if loss of qualification did not happen; for a time period not greater than 12 calendar months exclusive of the month notification is made.

PART 3: MEC OFFICER FLIGHT PAY LOSS

MEC Officers shall be permitted to be on full time Flight Pay Loss as authorized by the MEC governed by Article 5 Section 17

PART 4: LEC OFFICER FLIGHT PAY LOSS

- (A) The MEC may, budget permitting, and subject to **PART 1 – General** of this section approval process, authorize each LEC with 8 days per year to conduct council business, to be charged to the MEC budget. Subject to the following provisions;
 - (1) The MEC must not be under any ALPA National OCF funding.
 - (2) The 8 days will be distributed among the LEC Officers as determined by the LEC Officers

PART 5: COMMITTEE FLIGHT PAY LOSS

- (A) Committee Flight Pay Loss (FPL) shall be defined under Article 8 – Standing Committees and governed by the provisions of Article 5 Section 16 of the JetBlue Policy Manual.
- (B) Committee members, such as Negotiating Committee or Merger Committee members, authorized by the MEC or MEC Chairman may be on full time FPL governed by the provisions of Article 5 Section 17 of the JetBlue Policy Manual.

SECTION 17: FULL TIME FLIGHT PAY LOSS (FTFPL)

- (A) Members on Full Time Flight Pay Loss (FTFPL) shall be credited no more than 90 hours per bid month.

- (B) All “open-time” flight credit hours flown by pilots on FTFPL will reduce the hours paid by ALPA (“Fly-back”). If for currency/proficiency reasons “open-time” is not available, he/she may “buy” a trip from another pilot.
- (C) Members on FTFPL will make every effort to use “open-time” to maintain flight currency/proficiency (“Fly-back”).
- (D) Workload permitting, members on FTFPL will be expected to use “open-time” in an effort to reduce the hours paid by ALPA (“Fly-back”).

SECTION 18: PART TIME FLIGHT PAY LOSS (PTFPL)

- (A) Members on Part Time Flight Pay Loss (PTFPL) will be compensated for the trips dropped while on ALPA business on a case-by-case basis.
- (B) If a trip is dropped that exceeds the days required for ALPA business the member is required to pick up a trip out of “open time” for the remaining days as “Fly-back” to be credited back to the MEC budget, or work an additional day(s)
- (C) Travel days shall count as ALPA business for the purpose of Flight Pay Loss.
 - (1) Travel days will be calculated based upon where the Pilot is based and where the ALPA business is conducted.
 - (a) A pilot traveling for authorized ALPA Business, other than where the pilot is currently domiciled, will be blocked on the day before ALPA business, and will credit 5 hours of Travel in day credit.
 - (b) Any Travel home days blocked after official business will be blocked with 0 hours credit, with the exception of West Coast Domiciled Pilots traveling to the East Coast or vice versa. These pilots will credit 5 hours of travel home credit.
- (D) Reserve days or duty days that are dropped for authorized ALPA business shall be credited at 5 hours and count towards the member’s monthly guarantee.
- (E) A member that is on authorized ALPA business on his/her days off is eligible to receive compensatory days off on a one for one basis.
 - (1) Compensatory days will be awarded based on approval of the MEC Secretary/Treasurer, and must consist of ALPA work or at least 5 hours a day.
 - (2) The compensatory days off need to be taken within the following bid periods (Not to exceed 60 days) and be of equal days to the days spent on ALPA business.
 - (3) Compensatory days may not be authorized over a holiday period.
 - (4) A maximum of 30 compensatory days will be authorized per year.
- (F) Any work performed less than 5 hours per day, members will be eligible for a taxable daily stipend of up to \$250.00 a day as reference in SECTION 60 M.2.c.4.(b).
- (G) No pilot will trade into a higher paying trip when he knows it will be dropped for union work.

- (H) No pilot that has a trip dropped for union work will accept RSA or pick up extra flying over those same days.

SECTION 19: VACATION

- (A) ALPA's vacation bank system is described in great detail in the Administration Manual Section 60.O.
- (B) Every reasonable attempt shall be made by MEC Officers, Representatives, and Committee members to avoid association work over a scheduled vacation.
- (C) If association work does occur over a member's scheduled vacation, the MEC options are described within the vacation banking policy listed in Section 60.O.1.e.

SECTION 20: MEC GIFT POLICY

The MEC Chairman or the MEC Secretary-Treasurer is authorized to purchase gifts (not to exceed \$250.00 in the aggregate per year for any person) in accordance with and within the limitations of Section 60.L of the ALPA Administrative Manual

ARTICLE 6: COMMUNICATION POLICY

SECTION 1: COMMUNICATIONS WITH MANAGEMENT

PART 1: GENERAL

It shall be the policy of the MEC that no MEC member, other MEC Officer or Committee chairman/member will meet for the purposes of conducting Union business with the President, Chief Operating Officer, or the Chief Executive Officer of JetBlue Airways without the approval of the JetBlue MEC Chairman or designee.

PART 2: MEC OFFICERS

It shall be the policy of the MEC that no MEC Officer or Officers is/are authorized to make any commitment in any discussion with the President, Chief Operating Officer, or Chief Executive Officer of JetBlue Airways without the prior approval of the MEC.

PART 3: LEC OFFICERS

- (A) Local Council Officers should attempt to resolve their Local Council issues at the local level. If the Local Council Officers are unable to resolve the issues, it should be referred to the appropriate MEC Officer and/or Committee Chairman for resolution with their company counterpart.
- (B) Local Council Officers may seek a solution beyond their direct company supervisor (up to the System Chief Pilot) without the notice of the MEC in session or the MEC Chairman. A report of the solution shall be given within 7 days.

PART 4: STANDING COMMITTEE CHAIRMAN

Standing Committee Chairman should attempt to solve issues at an appropriate level in the Company. A Standing Committee Chairman will not seek a solution beyond the appropriate company counterpart without the approval of the MEC in session or the MEC Chairman.

SECTION 2: COMMUNICATIONS WITH NEWS MEDIA

PART 1: GENERAL

The following comments are just intended to clarify that the restrictions apply only to pilots who may appear to speak on behalf of ALPA or the company – the rules would not prevent them from speaking on topics unrelated to ALPA or JetBlue.

- (A) No pilot volunteer may speak with a member of the news media on behalf of ALPA or the JetBlue pilots, nor may he or she contact a member of the news media on behalf of ALPA or the JetBlue pilots unless he or she is authorized to speak on behalf of ALPA, and has received media training from ALPA.
- (B) Any pilot who is approached by any member of the news media (i.e. newspaper, television, radio, and/or Internet reporters) for comment about matters concerning JetBlue, ALPA, the JetBlue MEC, or the JetBlue pilots should consult the JetBlue MEC Communications Specialist immediately.

- (C) The JetBlue MEC Communications Specialist shall work closely with news media representatives prior to and following any interviews or informational sessions to ensure that the best interests of the Air Line Pilots Association, International are represented at all times.

PART 2: TRAINING REQUIREMENT

All pilot media spokespeople representing the Air Line Pilots Association, International are required to receive media training and/or counseling from the ALPA Communications Department prior to participating in media interviews (unless otherwise authorized by an ALPA Communications representative).

PART 3: PRIVACY

Pilot media spokespeople will never provide personal contact information such as telephone or cellular phone numbers to news media representatives at any time. All communications between ALPA and news media representatives will be made through the JetBlue MEC Communications Specialist.

SECTION 3: COMMUNICATIONS WITH MEMBERSHIP

- (A) Representatives, Committee Chairmen, and volunteers must be mindful that they represent the MEC whenever they communicate with the membership; therefore, all communications must maintain a professional tone and be consistent with MEC policy and direction.
- (B) Administrative Manual Section 25, Part 4.A.10.d states that each MEC or LEC chairman is responsible for the content of any material that is produced, distributed, emailed and/or mailed by, or on behalf of, the MEC and LEC. In addition, Section 25, Part 4.A.10.f states that all MEC and local council electronic communications must be reviewed through a process established by the MEC Communications Chairman prior to being sent.
 - (1) In accordance with those ALPA policies, local council communications must be forwarded to the MEC Communications Chairman or his designee for review prior to distribution. The MEC Communications Chairman may seek assistance from MEC Officers, Committee members, or ALPA staff (including the ALPA attorneys), where appropriate. At least forty-eight (48) hours should be allowed for review.

SECTION 4: WEB BOARDS AND PUBLIC FORUMS

- (A) MEC Officers, LEC Officers, Committee Chairs, and Committee Volunteers are strongly encouraged not to post on public forums or web boards not sponsored and administered by ALPA, and in no case may they make a post in which they purport to speak on behalf of ALPA, any ALPA constituent group, or the JetBlue pilots.
- (B) Notwithstanding the above paragraph, MEC Officers, LEC Officers, and Committee Chairs may post in public forums and web boards items of a personal nature (i.e. classified ads, crash-pad listings, etc.).

SECTION 5: CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENTS

In the event JetBlue Airways or the JetBlue MEC requires a confidentiality or non-disclosure agreement, the parties subject to such agreement are bound by the terms of such agreement and the limitations of information release contained within the agreement.

SECTION 6: MEC POLLING AND SURVEY POLICY

The ALPA Administration Manual Section 25, Part 1.I governs polling.

- (A)** When the MEC and/or the Strategic Preparedness Committee Chairman determine it is necessary to poll the pilot group at large regarding a specific issue that requires information to be disseminated to educate the pilot group, the following policy applies. If the desired poll is simply information gathering to determine the pilot group's feelings and opinions regarding general issues, this Section does not apply.
- (B)** No polling will commence until all the following timelines have all occurred (when applicable):
 - (1)** All road shows have been completed at all domiciles
 - (2)** No sooner than three (3) days after information that has been mailed using the postal service
 - (3)** No sooner than forty-eight (48) hours after any "web-cast" link is made available to the pilot group
- (C)** This timeline is to be implemented at the latest time of the last item accomplished, and they may run concurrently. Example: Road shows occurred on the 10, 11, & 12, postal mailing sent the 11th, and web-cast available the 14th. The soonest polling could occur would be the 16th (48 hours after the web-cast).
- (D)** The results of such polling shall be at the direction of the MEC.
- (E)** The above timeline requirements may be waived by a two-thirds (2/3) majority vote of the MEC when deemed necessary for unusual circumstances. In order to make informed decisions on matters affecting the entire pilot group, polling will be conducted using scientifically valid methods as provided by a third party approved by the National Office of the Air Line Pilots Association, International.

ARTICLE 7: COMMITTEE STRUCTURE AND APPOINTMENTS

SECTION 1: GENERAL

- (A)** The MEC shall establish Standing and Special Committees as necessary for conducting MEC business consistent with Association and MEC policy.
 - (1)** A Standing Committee is a permanent committee established by the MEC to carry out the MEC's business and operational matters. Standing Committees are continuous in nature, although their members may change. Each Standing Committee is appointed with power to perform the functions within its scope as established within this manual.
 - (2)** A Special Committee may be formed by the MEC Chairman or by the MEC to carry out some function not covered by an existing standing committee. A Special Committee will cease to exist when it completes its assigned task and/or makes its final report.
 - (3)** If the MEC Chairman creates a Special Committee, the MEC shall be notified within seven (7) days and advised of the scope of the committee. The act of creating the committee and the members of the committee shall be subject to MEC confirmation at the next regular MEC meeting, or it shall cease to exist.
 - (4)** The MEC shall create a scope of work for each committee it establishes, delineating specific duties and reporting requirements.
- (B)** All members of the MEC Standing and Special Committees shall be Active or Executive Active Members in Good Standing with the Association.
- (C)** A roster of MEC Committees and committees volunteers shall be maintained by the MEC Secretary and updated to reflect any changes after each regular MEC meeting.
- (D)** It is the policy of the MEC to recommend that no Member of the MEC (including MEC Officers) shall hold a position on a Standing Committee during the term of his/her office. This does not expressly prohibit the simultaneous holding of two positions (i.e. during establishment of a new committee). However, under no circumstances may a voting member of the MEC serve as a member of the Negotiating Committee.
- (E)** A committee chairman will be responsible for administering his budget and coordinating with the MEC treasurer.

SECTION 2: COMMITTEE RESPONSIBILITIES

PART 1: GENERAL

- (A)** Since the MEC is the policy-making body for the JetBlue pilot group, no committee 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 do not have authority to change any provision of any collective bargaining agreement unless the authority to do so is specifically delegated to it by the MEC.
- (C)** Committees will coordinate their activities with the MEC administration.

PART 2: COMMITTEE CORRESPONDENCE

This policy is not intended to prevent MEC committee members from corresponding with individual members regarding issues within the jurisdiction of their committees.

- (A)** Letters, reports, and electronic communications generated by MEC committees to parties outside the Association, must be approved in advance by the MEC chairman and the JetBlue Labor Relations Counsel.
 - (1)** Any meeting with JetBlue Management that affects the business of the committee and the way ALPA does business, must be made known to the MEC, and/or the MEC Officers with sufficient notice
 - (a) An Agenda of the meeting must be made available to the MEC.
 - (b) A written report of the meeting details must be made available to the MEC within seven (7) business days.
 - (2)** Communications with a significant portion of the membership must be approved in advance by the MEC chairman.

PART 3: COMMITTEE REPORTING

- (A)** All committee chairmen will submit a report to the MEC office at least twenty-five (25) days prior to a regular MEC meeting to be distributed to the MEC at least fifteen (15) days prior to the meeting.
- (B)** Only those committee chairmen who are requested by the MEC chairman to attend an MEC meeting will be authorized flight pay loss for attendance at the MEC meeting.
- (C)** A committee chairman will remain at an MEC meeting until after he has reported, and either:
 - (1)** Action has been completed on the agenda item(s) concerning his committee, or;
 - (2)** The MEC chairman releases him.

SECTION 3: SELECTION AND TERM OF COMMITTEES AND COMMITTEE CHAIRMAN

PART 1: GENERAL

- (A)** All MEC Standing Committees shall be established by the MEC in session.
- (B)** The MEC will elect a chairman for each MEC committee, unless the MEC delegates to the MEC chairman the authority to appoint a committee chairman, subject to confirmation by the MEC.

PART 2: CONFIRMATION & TERM LIMITS

- (A)** All MEC committee chairmen who are subject to confirmation by the MEC should be confirmed at the first regular MEC meeting following the election of a new MEC chairman.

- (B) Term of office: Committee chairmen will serve a term as provided in either the resolution establishing the committee or ALPA policy. If no term is specified in the establishing resolution or ALPA policy, the committee chairman's term will be the same as the term of the MEC officers.
- (C) Removal: Notwithstanding any established term of office, an appointed committee chairman may be removed at any time, with or without cause, by the MEC chairman; and both elected and appointed committee chairmen may be removed at any time, with or without cause, by a majority vote of the MEC. A member of a committee may be removed from the Chairmanship thereof without necessarily removing the member from that Committee.

PART 3: COMMITTEE MEMBERS

- (A) The chairman of each committee will establish the size of the committee and select committee members, unless a different result is specified in the resolution establishing the committee or in ALPA policy.
- (B) Term of office: Committee members will serve a term as provided in either the resolution establishing the committee or ALPA policy. If no term is specified in the establishing resolution or ALPA policy, committee members will serve a term concurrent with the service of the committee chairman.
- (C) Notwithstanding any established term of office, an appointed committee member may be removed at any time, with or without cause, by the committee chairman who appointed him/her, and by the MEC chairman; and an elected committee member may be removed at any time, with or without cause, by a majority vote of the MEC.

PART 4: SUSPENSION AND DISSOLUTION

- (A) Committees may be dissolved, consolidated with another committee, or divided into two 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 at the next regular MEC meeting. Notice of such suspension shall immediately be made to the MEC.

ARTICLE 8: STANDING COMMITTEES

SECTION 1: AEROMEDICAL COMMITTEE

PART 1: SCOPE

Provide a source of information and be a resource to JetBlue pilots and the MEC in relation to ALPA, FAA, and Company medical requirements and standards.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) The committee shall consist of a Chairman to be elected and/or confirmed by the MEC.
- (B) The Committee Chairman shall serve a term concurrent with the term of MEC Chairman.
- (C) Additional members may be added as required by the Aeromedical Chairman and will be confirmed by the MEC.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Coordinate with ALPA Aeromedical Consultant.
- (B) Assist pilots with any aeromedical related issues.

PART 4: POLICIES AND DIRECTIVES OF THE MEC

- (A) Illness, medication, stress, chronic fatigue, emotional problems, or a combination of these things seriously degrade performance of many piloting tasks vital to a safe airline operation. Therefore, the MEC encourages all JetBlue pilots to use sick leave when experiencing such. Pilots who are harassed for legitimate use of sick leave will have the full support of the MEC.
- (B) The MEC is opposed to the Company's intended practice of monitoring the individual pilot's usage of his sick leave, which could be possibly construed as an attempt to pressure a pilot to hesitate using sick leave.
- (C) The MEC is opposed to the Company's use of disciplinary action regarding any sick leave usage.

SECTION 2: ALLIANCE AND SCOPE COMMITTEE

SECTION 3: CENTRAL AIR SAFETY COMMITTEE (CASC)

PART 1: SCOPE

The Central Air Safety Committee (CASC) is responsible for overseeing all aspects of aviation safety involving pilots of the airline on behalf of the JetBlue MEC.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This Committee shall consist of a Chairman and Vice Chairman to be elected by the MEC.

- (B)** In addition, the CASC will consist of an Accident Investigation Subcommittee Chairman, FOQA Subcommittee Chairman, and an ASAP Subcommittee Chairman. These members shall be appointed by the CASC Chairman and confirmed by the MEC.
- (C)** Other members outside the Subcommittees are to be appointed by the CASC Chairman.
- (D)** Committee members may be assigned to subcommittees or act as a coordinator of areas of expertise as assigned by the CASC Chairman (e.g. New Equipment, Human Factors, Engineering, Fleet, Airports, etc.).
- (E)** The members of this Committee shall serve a term concurrent with the term of the MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

(A) CASC Chairman

- (1)** Organize, staff, and manage the JetBlue MEC air safety structure.
- (2)** Process all air safety matters arising within the airline.
- (3)** Act as advisor to the JetBlue MEC on engineering and air safety matters.
- (4)** Determine pilot opinion on safety matters as necessary or when requested by the ALPA Engineering and Air Safety Department or National Safety Coordinator (NSC), in liaison with the JetBlue MEC.
- (5)** Disseminate engineering and air safety information to the JetBlue MEC, the appropriate airlines, and, as necessary, to the JetBlue membership directly.
- (6)** Forward information and any suggested solutions for air safety problems to the ALPA Engineering and Air Safety Department and the NSC for coordination with other airlines and/or ALPA Air Safety Technical committees. Safety matters of overall ALPA importance shall be promptly reported to the ALPA Engineering and Air Safety Department and the NSC.
- (7)** Perform other duties as required in any MOU or CBA between JetBlue Airways and the Air Line Pilots Association, such as fulfilling the role of the ALPA member on a safety action council.
- (8)** Ensure that adequate communication options are available for committee members.
- (9)** Ensure Subcommittee Chairmen provide a quarterly or as requested written report to the CASC Chairman.
- (10)** Serve as MEC point of contact for Hazardous material (HAZMAT) issues.
- (11)** All contacts with JetBlue Management above the staff level, the FAA, other government agencies, and contacts with the aviation industry or the news media will normally be made by the CASC Chairman, but may, upon specific direction of the MEC Chairman, be delegated to the appropriate Communications Spokesperson.
- (12)** Establish and manage special projects as necessary.

(B) CASC Vice Chairman

- (1) Maintain training records for Air Safety Committee members.
- (2) Process and report all air safety matters arising at the local level to the CASC Chairman.
- (3) Perform such other duties as the CASC Chairman requests.

PART 4: ACCIDENT INVESTIGATION SUBCOMMITTEE

(A) Composition

- (1) The Subcommittee shall consist of one Chairman, who is also the Chief Accident Investigator. In addition, the subcommittee shall be comprised of an Assistant Chief Accident Investigator and a Flight Safety Investigation Coordinator, each to be appointed by the Chief Accident Investigator and approved by the CASC Chairman. Additional accident investigators, selected by the Chief Accident Investigator and approved by the CASC Chairman, will be utilized to cover the various areas of expertise needed for investigative purposes.

(B) Duties and Responsibilities

- (1) Supervise the technical investigation of mishaps on JetBlue aircraft.
- (2) Keep the CASC Chairman informed of all salient facts of JetBlue accidents/incidents as they become known.
- (3) Establish at minimum a yearly meeting for the accident "Go Team."
- (4) Establish and organize a training and qualification database for the accident investigation "Go Team."

PART 5: FLIGHT OPERATIONS QUALITY ASSURANCE (FOQA) SUBCOMMITTEE

(A) Scope

- (1) The FOQA Program is a voluntary program responsible for flight data collection and review in order to enhance flight safety.
- (2) The FOQA Program will be administered as agreed to in the CBA or MOU. The sensitive nature of this program and the actions that may follow as a result of the data collection and analysis creates an absolute requirement for integrity and confidentiality in the handling of such data.

(B) Composition

- (1) The Subcommittee shall consist of one Chairman and an appropriate compliment of Gatekeepers and Event Review Committee members, to be appointed by the Subcommittee Chairman and approved by the CASC Chairman.
 - (a) All newly appointed gatekeepers shall be subject to confirmation by the MEC.
 - (b) A gatekeeper shall be a pilot on the JetBlue Pilot Seniority List.

(C) Duties and Responsibilities

- (1) FOQA Subcommittee Chairman shall oversee ALPA's day-to-day involvement in the FOQA, and may assume Gatekeeper status in the FOQA program if required.
- (2) FOQA Monitoring Team

(a) The FOQA Monitoring Team is a joint ALPA/JetBlue team that decides the criteria of any FOQA study.

(b) Only the FOQA Subcommittee Chairman and CASC Committee Chairman shall be members of the FOQA Monitoring Team.

PART 6: AVIATION SAFETY ACTION PROGRAM (ASAP) SUBCOMMITTEE

(A) Scope

(1) The ASAP Program is a voluntary self-disclosure program designed to enhance flight safety.

(2) The ASAP Program will be administered as agreed to in the CBA or MOU. The sensitive nature of this program and the actions that may follow as a result of the data collection and analysis creates an absolute requirement for integrity and confidentiality in the handling of such data.

(B) Composition

(1) The Subcommittee shall consist of one Chairman and an appropriate compliment of Event Review Committee members, to be appointed by the Subcommittee Chairman and approved by the CASC Chairman

(2) Event Review Committee (ERC) shall

(a) Consist of an appropriate number of JetBlue pilots. Those pilots will serve as the ALPA representatives to the ASAP program.

(b) Report to the ASAP Subcommittee Chairman.

(c) Read all ASAP's submitted by participating pilots in preparation for the ERC meeting.

(d) Represent ALPA at all ERC meetings and process reports in accordance with the ASAP MOU or CBA.

(e) Monitor reports and work with the ERC to develop Corrective Action Requests (CAR's) as indicated by the reports.

(f) Provide point of contact between the ASAP and participating crewmembers.

(g) Solicit reports as appropriate in accordance with any MOUs affiliated with this program

PART 7: (RESERVED) FATIGUE SUBCOMMITTEE

SECTION 4: COMMUNICATIONS COMMITTEE

PART 1: SCOPE

To coordinate any and all forms of communication necessary to enhance the information flow between ALPA National, the MEC, MEC Committees, the JetBlue ALPA membership, and the traveling public.

PART 2: COMPOSITION AND TERM OF OFFICE

(A) This Committee shall consist of a Chairman and Vice Chairman appointed by the MEC Chairman, subject to confirmation by the MEC. Committee members shall be appointed by the Committee Chairman, and be subject to confirmation by the MEC.

- (B) The Committee Chairman and Vice Chairman shall serve a term concurrent with the MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Develop and implement systems for the internal and external written dissemination of all important and relevant information in the most timely and effective means possible.
- (B) Ensure widest distribution of all MEC related communications as appropriate.
- (C) To coordinate all external public relations and media contacts.
- (D) To ensure that the media is kept informed of the positions and actions of the MEC and the JetBlue ALPA membership.
- (E) To develop and maintain a working relationship with local and national media including newspapers, periodicals, TV, radio, etc.
- (F) Establish and maintain a media log and clipping scrap book for historical and reference capability.
- (G) Designate an MEC Spokesperson who shall:
 - (1) Assist the MEC Officers by acting as the Public Relations spokesperson for the MEC when the MEC Officers so request.
 - (2) Coordinate public relations training for the MEC Officers and Local Public Relations Coordinators, in each domicile as necessary, and attend the ALPA International Public Relations Course.
 - (3) Utilize, to whatever extent possible, any JetBlue pilots already trained as ALPA International Pilot Spokespersons.
- (H) Ensure review of proposed communications to the membership, in accordance with Article 6, Section 3.

PART 4: POLICIES & DIRECTIVES OF THE MEC

- (A) Master Executive Council
 - (1) The MEC Chairman is responsible for seeing that information is distributed to the membership as frequently as necessary and in a manner that is as timely as possible.
 - (2) The MEC Chairman shall prepare an update to the membership on a periodic basis determined by the nature and importance of material received by the MEC Office.
 - (3) The MEC Secretary/Treasurer shall undertake an annual review of the MEC mailings list to ensure that all names on this list are authorized to receive MEC mailings.
 - (4) Every communication addressed to the MEC will be copied intact to every member of the MEC.
 - (5) ASPEN Mail Boxes will be assigned to MEC Officers, LEC Officers, MEC Standing Committee Members, and other personnel as determined by the MEC Chairman.

- (6) A directory of JETBLUE ASPEN Mail Box users shall be provided to the MEC at least on a quarterly basis.
- (7) Whenever there is to be a mail ballot of the ALPA Board of Directors, the MEC Chairman shall ensure that the ballot is debated by the MEC in a timely manner either on a conference call or at an MEC Meeting in order to develop, if necessary, an MEC position on the issue.

(B) Local Executive Council

- (1) The MEC Secretary shall maintain a compilation of all Local Councils' meeting dates and distribute same weekly to the MEC.

- (a) It shall be the responsibility of each LEC to supply the MEC Office with LEC Committee rosters, including phone numbers and mailing addresses. Any revisions to the rosters should be forwarded to the MEC Office as Committee personnel change.

(C) Endorsements, Disclaimers, and Advertising by Outside Firms or Individuals

- (1) No representative, member, or employee of the MEC or of any LEC shall endorse, on behalf of ALPA, any individual or firms that provides or markets investment management or other professional services.

- (2) The following disclaimer should be printed on announcements, invitations and program materials and separately posted on a placard displayed at meetings/retirement seminars/retirement parties for active or retired pilots at which outside individuals or firms are giving presentations:

- (a) "The presence at this meeting/retirement seminar/retirement party of any ALPA representative, member or employee does not constitute, and can in no way be construed as, the endorsement by ALPA of either (1) any investment management firm, investment manager, or other individual or firm which provides or markets information or advice to the persons attending this meeting/retirement seminar/retirement party, or (2) the information so provided."

- (3) The following statement should be verbally announced by the hosting ALPA member at a meeting/retirement seminar/retirement party at which outside individuals or firms are giving presentations:

- (a) "The fact that any representative, member, or employee of ALPA is here today cannot and does not constitute a recommendation by ALPA to you to use the services, or to rely upon the advice of, any of the outside individuals or firms invited to speak to you today."

- (4) The following statement should be placed in all MEC and LEC publications and flyers containing advertisements by outside individuals or firms:

- (a) "Placement of advertisement(s) herein does not constitute an endorsement of the advertiser by ALPA or its representatives, members, or employees."

- (D) With the exception of pilots that have been on extended leave prior to June 1, 2015 and all new hire pilots that are within four (4) months of being hired, pilots will not be considered as “pilots that have not joined,” and their names will not be listed as such. However, that by June 1, 2015, the names of JetBlue pilots who have not joined ALPA will be published on either the B6 ALPA website or the LEC bulletin boards or both.

SECTION 5: (RESERVED) CRITICAL INCIDENT RESPONSE PROGRAM (CIRP)

SECTION 6: GOVERNMENT AFFAIRS/POLITICAL ACTION COMMITTEE

PART 1: SCOPE

- (A) To provide the JetBlue ALPA MEC a point of contact for all Government Affairs matters, to include all current and pending legislative issues, and proposed regulatory changes that may affect the JetBlue pilots.
- (B) To support and reinforce JetBlue MEC policy by educating pilot members on MEC legislative issues, organizing and motivating pilot members to express their personal support or opposition to key legislation affecting the JetBlue Pilots, and to encourage maximum pilot participation in the ALPA Political Action Committee, ALPA-PAC.
- (C) To serve as the JetBlue ALPA MEC membership coordinator for ALPA Political Action Committee (ALPA-PAC).

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) There shall be a Chairman elected and/or confirmed by the MEC and, at a minimum, as many committee members as number of crew bases (not to include Chair) appointed by the Committee Chairman subject to confirmation by the MEC.
- (B) The Committee Members shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) To support and reinforce ALPA policy as promulgated by the Board of Directors, the Executive Board, and the President of the Association
- (B) To keep the JetBlue MEC and the membership educated of legislative issues and the Association's position on legislative and regulatory matters.
- (C) To organize and motivate pilot members to express their personal support or opposition to key legislation affecting ALPA.
- (D) To encourage maximum pilot participation and provide information on the ALPA Political Action Committee, ALPA-PAC.
- (E) To effect change by directly contacting elected officials to win support for ALPA priorities

SECTION 7: GRIEVANCE COMMITTEE

PART 1: SCOPE

To process contractual grievances per ALPA Policy and the Collective Bargaining Agreement; to represent pilots at hearings as required; to provide a 24/7 source of information regarding contractual issues to pilots; to enforce and protect the provisions of the Collective Bargaining Agreement proactively.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This Committee shall consist of a Chairman, a Vice Chairman to be elected by the MEC, and a minimum number of members equal to the number of councils.
- (B) The members of this Committee shall serve a term concurrent with the term of MEC Chairman.
- (C) Members are chosen by the Grievance Chairman and confirmed by the MEC. A reasonable effort must be made to include pilots from each council.
- (D) If a minimum of two councils object to the composition of the MEC Grievance Committee, they can force the inclusion of one additional member of their choosing. MEC confirmation would still be required.
- (E) Individual members can be removed at any time and for any reason by the Grievance Chairman or MEC Chairman.
- (F) Any council can have a local grievance liaison to facilitate base grievances. It is encouraged to utilize a Grievance Committee Member to fulfill this function.
- (G) Grievance liaisons will be selected by their LEC and will fall under the LEC's organization. Liaisons will serve a term concurrent with the LEC.
- (H) Liaisons will be mentored by the Grievance Committee and be provided training to include online courses as needed. Formal two day ALPA training courses will be made available as LEC Budgeting allows. The Grievance Chairman can utilize Grievance Committee funds on a case-by-case basis.
- (I) Grievance liaisons can be removed for any reason by their LEC or the Grievance Chairman. If the LEC and Grievance Chairman disagree on the removal of a liaison, the MEC Vice Chairman will make the final decision.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Assist the ALPA attorneys and Labor Relations Counsel assigned to the MEC.
- (B) Process grievances as instructed by the MEC, its Officers, or the Grievance Review Panel should one be established.
- (C) Extract Company statements from hearing transcripts.
- (D) Distribute all System Board decisions and grievance awards granted at Lower Level and Senior Vice President levels to the MEC. The MEC/LEC may exercise its prerogative and not allow distribution of sensitive disciplinary awards upon notification to the MEC Grievance Chairman.
- (E) Develop and keep up to date the following:

- (1) Electronic record of all System Board decisions
- (2) Decisions from other airlines that affect our airline
- (3) A training program for LEC Grievance Members, including manuals and check lists
- (F) Distribute to the MEC and Grievant(s) the meeting date(s), location, name of the referee, etc., of the System Board as this information becomes available.
- (G) The Chairman of the Committee shall meet with the Labor Relations Counsel assigned to the MEC and the pilot members of the System Board so as 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.
- (H) The MEC Grievance Chairman shall review all grievances prior to submission to the System Board.
- (I) Grievance Seminars
 - (1) The MEC Grievance Chairman is authorized to hold a three (3) day meeting with the Grievance committee members. The JetBlue MEC Grievance Chairman is authorized to hold this required seminar as they determine necessary.

PART 4: POLICIES AND DIRECTIVES OF THE MEC

- (A) Procedure for Processing Non-disciplinary Grievances
 - (1) Pilot submits complaint via DTS. If unable, an LEC or Grievance Committee member can assist with submission.
 - (2) The Grievance Committee Member obtains details of the complaint. Supporting documents to include CrewTrac, Rainmaker, email threads, etc. will be added to DTS.
 - (3) The MEC Grievance Committee dispenses interpretation immediately or, if necessary, after consultation with knowledgeable personnel as required.
 - (4) Unfavorable Interpretation
 - (a) Grievance Committee Member contacts grievant to relay interpretation and discourage filing of grievance
 - (b) If unable to discourage grievant, grievance will be submitted to Grievance Review Board for review.
 - (5) Favorable Interpretation
 - (a) Grievance Committee Member or LEC Member under Grievance Committee guidance may attempt resolution at the local level.
 - (b) If resolution is not accomplished at the local level, the MEC office may be contacted to attempt resolution.
 - (c) Failing resolution, the Grievance Committee member will submit the grievance to the Grievance Review Board.

(6) Establish a Grievance Review Board as needed. The Grievance Review Board reviews grievances for merit and basis prior to submission to the company for an initial hearing. The discretion to utilize a Grievance Review Board rests with the Grievance Chair. If timeliness issue arise, the Grievance Review Board can be suspended.

(a) Grievances submitted via DTS may be reviewed as needed by the MEC staff attorney.

(b) Grievance Chair or Vice Chair plus a minimum of two other MEC Grievance Committee or MEC Negotiating Committee members are required to convene the Grievance Review Board.

(c) Any single committee member can be substituted by an additional MEC officer or LEC Representative to facilitate the meeting schedule.

(d) The agenda for the meeting will include all outstanding grievances pending.

(e) The committee will discuss and vote on each agenda item.

(f) Each panel member will cast an up or down vote.

(g) A single up vote will move the grievance forward for submission.

(h) If the committee unanimously agrees that a pending grievance has no merit or basis in regards to all current agreements and any LOAs or MOUs currently in place, the pilot and LEC will be sent a no-basis letter via email explaining the committee and the union's position and why there is believed to be no violation within two days of the board's decision.

(i) If a pilot wishes to continue with the grievance they must respond to the Grievance Committee by phone or email within a one-week time frame, and the grievance will be filed in accordance with the current agreement. However, if the pilot fails to respond within one-week period or wishes to withdraw, the Grievance Committee will automatically withdraw the grievance.

(j) If company hearing submission timelines are in jeopardy of being missed, individual grievances can be withdrawn from the Grievance Review Board and submitted without review.

(k) This process is not intended to prohibit a pilot from filing a grievance. It is intended as an education process to pilots on the intent of current agreements, while at the same time keeping the grievance system open and available.

(7) Submission to or withdrawal from the System Board of Adjustment

(a) The MEC Grievance Chairman shall review all grievances prior to submission to the System Board to determine whether the grievance 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 organization as the representative of the JetBlue pilots. The MEC Grievance Chairman shall also review all grievances after submission to the System Board and may withdraw grievances from the System Board by application of the procedures set forth in this section.

(b) If, during the MEC Grievance Chairman's review of a grievance, any concerns should arise with regard to System Board jurisdiction or whether an undesirable result might occur, the MEC Grievance Chairman will contact the grievant to discuss these concerns before a decision is made to not submit the particular case to or withdraw it from the Board.

(c) In the event that the MEC Grievance Chairman makes such determination under Part 4, paragraph 7.a and b above, he/she shall report his/her findings to the MEC Chairman. Following such report, the MEC Chairman and MEC Grievance Chairman shall jointly have the authority to determine that the grievance shall not be submitted to or shall be withdrawn from the System Board.

(d) In the event that the MEC Chairman and MEC Grievance Chairman determine under Part 4, paragraph 7.c above that a grievance shall not be submitted to the System Board, that grievant shall be notified in writing by certified mail, return receipt requested, or via email, read and receipt request. Such notice shall advise the grievant of his/her opportunity for a hearing before the MEC Grievance Review Panel for review of the determination. If the grievant still desires (re) submission of the grievance to the System Board, the grievant must notify the MEC Grievance Review Panel of his request for a hearing in writing, by certified mail, return receipt requested, within fifteen (15) days after receipt of such notice. As an alternative procedure, where the MEC Chairman and MEC Grievance Chairman determine under Part 4, paragraph 7.c above that a grievance shall not be submitted to or should be withdrawn from the System Board (or cannot agree between them on (re) submission), either the MEC Chairman or MEC Grievance Chairman may submit this matter for review to the MEC Grievance Review Panel, with written notification, certified mail, return receipt requested, to the grievant.

(e) The Grievance Review Panel shall conduct the hearings as necessary.

(f) The MEC Grievance Review Panel shall allow the grievant (or representative from a group of grievant(s)) to appear before the Panel during the hearing for review of a determination not to submit the grievance to the System Board. The MEC Grievance Review Panel shall, in its review, determine whether the grievance 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 organization as the representative of the JetBlue pilots.

(8) Disposition

(a) The Grievance Review Panel shall make its determination within ten (10) days after conducting the hearing.

(b) If the MEC Grievance Review Panel determines that the grievance should not be submitted to the System Board, the grievant shall be so notified by certified mail, return receipt requested.

(c) If the MEC Grievance Review Panel determines that the grievance should be submitted to the System Board, it shall so direct the MEC Grievance Chairman.

(B) Notification of Settlement of Rules Grievances

- (1) Both the grievant and his/her Grievance Committee Member and MEC Grievance Chairman will be advised when a settlement offer has been proposed. The Grievance Committee Member will be notified if the matter is, in fact, settled and will be advised of the terms of the settlement.

(C) Outside Legal Assistance

- (1) The MEC Chairman will affect the establishment of a procedure to provide necessary legal assistance, other than ALPA Staff and/or General Counsel, where conditions and circumstances indicate the use of such legal assistance would more effectively represent the interests of the JetBlue Pilot Group.

(D) MEC Grievances

- (1) MEC grievances will be filed only on the decision of the MEC, meeting in either regular or special session, except in those cases where, in the opinion of the MEC Grievance Chairman and the MEC Chairman, that timeliness is a prime consideration. The MEC will review the grievance at the next regular meeting and vote to either confirm or recall the grievance. It shall be the policy that MEC grievances are primarily those of interpretation, except in those instances where group or individual grievances are impractical.

SECTION 8: HOTEL COMMITTEE

PART 1: SCOPE

Supervise the sections of the Collective Bargaining Agreement concerning lodging, crew lounges, crew meals, and transportation of pilots.

PART 2: COMPOSITION AND TERMS OF OFFICE

- (A) The Hotel Committee shall consist of a Chairman and Vice Chairman to be elected and/or confirmed by the MEC. Additional members may be added, as required, by the Hotel Chairman and must be confirmed by the MEC. The Committee Chairman shall make best efforts to ensure committee representation from each region of the JetBlue Route System.
- (B) The Committee Chairman and Vice Chairman shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) To meet with the company as required per the Collective Bargaining Agreement.
- (B) To maintain hotel and crew meal evaluation files in a centralized location.
- (C) To maintain a complaint file for layover hotels and crew meals.
- (D) To physically inspect, review, and/or approve crew lodging, lounges, crew meals, and transportation for JetBlue pilots.
- (E) To maintain and publish a current list of approved facilities in use showing date approved and whether they are training, airport, or downtown layover hotels.
- (F) To maintain and publish a current list of approved suitable crew lounge facilities per the Collective Bargaining Agreement.

PART 4: POLICIES AND DIRECTIVES OF THE MEC

- (A) It is MEC Policy that all hotel facilities used by pilots be of comparable quality, desirability, and accommodations of a business class or better hotel. This shall apply regardless of the Company purpose, be it layovers, training, etc.
- (B) The MEC defines a "downtown" layover as being located in the downtown area or an area well known for food and entertainment options or as determined by the Hotel Committee Chairman.

SECTION 9: HUMAN INTERVENTION AND MOTIVATIONAL STUDIES COMMITTEE (HIMS)

PART 1: SCOPE

- (A) To promote professional performance, health, welfare, and, when necessary, rehabilitation through drug and alcohol intervention in coordination with Aeromedical, Critical Incident Response Program (CIRP), and Professional Standards.
- (B) To provide confidential guidance and assistance to any pilot having difficulty in any aspect of their professional or personal life which may affect job performance or professionalism.
- (C) To be trained and ready to help the pilot maintain his or her position on the seniority list and on the flight deck.
- (D) To help with addiction, financial problems, marital difficulties, trauma (work related or otherwise), or bereavement.
- (E) To preserve confidentiality, the HIMS Committee is directly responsible only to the MEC Chairman.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This Committee shall have a Chairman and Vice Chairman to be elected and/or confirmed by the MEC. The Committee Chairman shall appoint members to the committee subject to the MEC confirmation. The Committee Chairman should make best efforts to ensure committee representation at each base.
- (B) The Committee Chairman and Vice Chairman shall serve a term concurrent with the term of MEC Chairman

SECTION 10: INVESTOR RELATIONS COMMITTEE

PART 1: SCOPE

Provide all JetBlue pilots investing in JetBlue Airways stock with all applicable information regarding JetBlue stock.

PART 2: COMPOSITIN AND TERM OF OFFICE

- (A) The committee shall consist of a Chairman to be elected and/or confirmed by the MEC.

- (B) The Committee Chairman shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Represent the MEC at JetBlue Annual Stockholders' Meetings and address the meetings as directed by the MEC chairman.
- (B) Conduct MEC-directed JetBlue stock proxy solicitations, place MEC approved initiatives on the JetBlue proxy ballot for stockholder approval, and maintain proxy solicitation capabilities.
- (C) Monitor JetBlue management's distributions of securities to the pilots as required by the Employee Stock Purchas Plan or applicable CBA provisions.
- (D) In coordination with the MEC secretary, manage the roster of pilots who have signed confidentiality agreements and ensure that those pilots are notified of permitted trading windows. Periodically brief the MEC on confidentiality agreement rights and responsibilities.
- (E) Advise the MEC on JetBlue stock/securities issues and governance issues as it pertains to employee equity.
- (F) As directed by the master chairman, attend earnings calls and other business functions or meetings pertinent to JetBlue equity shares that may impact JetBlue pilots.

SECTION 11: JUMPSEAT COMMITTEE

PART 1: SCOPE

To ensure the Jumpseat rights of JetBlue pilots are preserved, protected, and expanded.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This Committee will consist of a Chairman elected and/or confirmed by the MEC. Additional members may be added as required by the Jumpseat Chairman and must be confirmed by the MEC. The Committee Chairman shall make best efforts to ensure committee representation from each region of the JetBlue Route System.
- (B) The Committee Chairman shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) The Committee will advise the MEC on all Jumpseat matters.
- (B) The Committee Chairman shall be the MEC representative to the ALPA International Jumpseat Committee.
- (C) The Committee will coordinate with JetBlue Flight Operations management on Jumpseat policy and procedures.

PART 4: POLICIES AND DIRECTIVES OF THE MEC

The MEC proposes that unilateral Jumpseat agreements be in place to the benefit and support of the JetBlue membership. Such agreements should be equal in reciprocity between JetBlue Airways and other agreement carriers.

SECTION 12: MEMBERSHIP COMMITTEE

PART 1: SCOPE

- (A) Assist the MEC in maintaining awareness of the standing (good, bad, member, nonmember) of each JetBlue pilot and assist pilots in making changes to their standing within ALPA.
- (B) Coordinate a program for educating new hires and nonmembers on the benefits of ALPA membership and soliciting their membership.
- (C) Coordination of activities with ALPA Membership Department and Council Services in Herndon, VA.
- (D) This committee will have the authority to consult with the appropriate department manager.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) There shall be a Chairman elected or appointed by the MEC. Additional members may be added as required by the Membership Chairman, and must be confirmed by the MEC.
- (B) The Committee Members shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) To provide the MEC and the pilot group with information of services available from the National Office.
- (B) Encourage ALPA membership.
- (C) Maintain contact information of the membership.
- (D) Develop and maintain an ALPA informational program to be presented at each new hire class.
- (E) Set up a meeting with new hires and members returning from leave, so as to provide exposure to the maximum number of potential members to ALPA.
- (F) Coordinate with ALPA International to maintain up-to-date lists of nonmembers and members in bad standing and promptly notify the MEC of any changes to these lists.
- (G) To promote participation in Dues Check-off.
- (H) Manage and take responsibility for the mentoring subcommittee listed below.
 - (1) Mentoring Subcommittee
 - (a) Assist new hires in their assimilation to JetBlue Airways.

- (I) Instill the heritage of ALPA at JetBlue Airways.

PART 4: COUNCIL BYPASS

- (A) The JetBlue MEC will grant member requests to affiliate with a council other than the council for the domicile at which the member holds a bid in the following circumstances:
 - (1) Where a member seeks to affiliate with the local council nearest to his primary residence, and
 - (2) Where a member seeks to remain affiliated with a local council after being awarded [or displaced] a position in another domicile.
- (B) Members who seek to affiliate with a council other than the council for the domicile in which they hold a bid must make the request in writing to the MEC Secretary-Treasurer.
- (C) No changes in affiliation will be effective until approved by the MEC.
- (D) Members who seek to remain affiliated with a local council after being awarded [or displaced to] a position in another domicile must request the change in council affiliation before the award [or displacement] is effective.
- (E) Council affiliation changes granted following award of [or displacement to] a position in another domicile will remain effective for no more than thirty-six (36) months from the date of the request

PART 5: NON-MEMBER POSTING

With the exception of pilots that have been on extended leave prior to June 1, 2015 and all new hire pilots that are within four (4) months of being hired, pilots will not be considered as “pilots that have not joined,” and their names will not be listed as such. However, that by June 1, 2015 the names of JetBlue pilots who have not joined ALPA will be published on either the B6 ALPA website or the LEC bulletin boards or both.

SECTION 13: MERGER COMMITTEE

PART 1: SCOPE

This Committee shall have the authority set forth in Section 45 of the ALPA Administrative Manual to act for and on behalf of the JetBlue pilots for the purpose of concluding a single pilot seniority list and appropriate conditions and restrictions in the event the processes in Section 45 become applicable to the JetBlue pilots.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This Committee shall consist of a Chairman and three (3) regular members elected by the MEC. At least one (1) of the regular members of the Committee shall be in the bottom quartile of active pilots on the JetBlue Pilot Seniority List.

- (B) The Committee Members shall serve a term concurrent with the term of MEC Chairman. In event a merger occurs as defined by ALPA Policy, the term of the Merger Committee shall fall under appropriate ALPA Merger and Fragmentation Policy.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) At a minimum, bi-annually acquire employment data for pilots on the JetBlue Pilot Seniority List.
- (B) In the event a merger occurs, to rigorously pursue equitable seniority integration in accordance with ALPA Merger and Fragmentation Policy.

SECTION 14: MILITARY AND VETERANS AFFAIRS COMMITTEE

PART 1: SCOPE

- (A) To monitor Company compliance with USERRA.
- (B) To educate pilots of their rights and responsibilities under federal law.
- (C) To be a conduit for members to the ALPA National Veteran Affairs Committee.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This Committee shall consist of a Chairman elected or appointed by the MEC. Additional members may be added as required by the Military and Veterans Affairs Chairman, and must be confirmed by the MEC.
- (B) The Committee Chairman and Vice Chairman shall serve a term of office concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Assist pilots with problems or issues concerning Military Leave, schedule conflicts, or release from flight duty.
- (B) Provide and keep updated a pamphlet for use by the military leave pilots. This pamphlet would include but not be limited to:
 - (1) Activation "Less than 30 Days"
 - (2) Activation "More than 30 Days"
 - (3) Coordination with scheduling/Chief Pilots
 - (4) Returning to JetBlue after extended Military Leave activation over 30 days.

SECTION 15: NEGOTIATING COMMITTEE

PART 1: SCOPE

To negotiate a Collective Bargaining Agreement on behalf of the JetBlue Pilots under Section 6 of the Railway Labor Act or any interim negotiation deemed necessary by the MEC, including but not limited to supplemental agreements and letters of agreement; with the primary focus of achieving an industry leading contract and the goals set forth by the MEC; provided that, prior to seeking the signature of the President of the Association, such contract must be ratified by the MEC and the membership. To carry out duties pertaining to the implementation of any new agreement.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A)** The Committee shall consist of a Chairman and two (2) additional members, elected by the MEC.
- (B)** Six months after the ratification of a contract, the MEC may dissolve the Negotiating Committee.
- (C)** A Negotiating Committee member may be recalled, with or without cause, by a majority vote of the MEC.
- (D)** Whenever a member is recalled by the MEC, or a vacancy otherwise occurs on the Negotiating Committee, the MEC Chairman will schedule a MEC meeting or a special meeting by teleconference as soon as practical to fill the vacancy. For purposes of this paragraph, Negotiating Committee members shall be selected by a majority vote of the MEC.
- (E)** 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.

PART 3: DUTIES AND RESPONSIBILITIES

- (A)** Develop and maintain a list of negotiating objectives for the CBA based upon input from the MEC.
- (B)** Negotiations with JetBlue management representatives shall be conducted with the full pilot negotiating committee present, except, when all of the members mutually agree, at least two members shall be present during any such meetings.
- (C)** It shall be their obligation to keep the MEC informed as to the progress of negotiations.
- (D)** Negotiating reports and review with the MEC will be made during negotiations.
 - (1)** At each MEC meeting held while negotiations are in progress.
 - (2)** Where a need for additional assistance or clarification from the MEC is required.
 - (3)** Where basic changes or departures from principle and/or philosophies established in the opening letter are contemplated.

- (4) Where unresolved intra-committee conflicts occur.
- (5) Upon any deadlock in negotiations.
- (6) When tentative agreement is reached with the Company on a major portion of a contract revision.
- (7) At any other time the MEC Chairman or Negotiating Committee feels that a report to the MEC is warranted.
- (E) The Committee shall be expected to maintain constant and direct communication with the MEC Officers or their designee during all phases of negotiations.
- (F) Consistent with good negotiating practices, the Negotiating Committee shall make periodic written progress reports to the membership during negotiations.
- (G) When necessary or specifically requested by the MEC, the Negotiating Committee shall develop an executive summary explaining the Agreement.
- (H) All members of the MEC Negotiating Committee shall, to the extent possible, attend all regular or special meetings of the MEC.

SECTION 16: PARENTAL ISSUES COMMITTEE

PART 1: SCOPE

To assist pilots with FMLA and parental issues.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This committee shall consist of a Chairman to be elected and/or confirmed by the MEC.
- (B) The Committee Chairman shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Identify, study, and assist pilots with problems concerning FMLA and parental issues.
- (B) Work closely with HIMS and Professional Standards Committee(s) if needed.

SECTION 17: PASS TRAVEL COMMITTEE

PART 1: SCOPE

To ensure the pass travel privileges of JetBlue pilots are preserved, protected, and expanded.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This Committee will consist of a Chairman elected and/or confirmed by the MEC. One (1) additional member shall be appointed by the Committee Chairman subject to confirmation by the MEC.
- (B) The Committee Chairman shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

The Committee will advise the MEC on all Pass Travel matters.

SECTION 18: PILOT-TO-PILOT COMMITTEE (P2P)

PART 1: SCOPE

To develop and implement multiple means of face-to-face communication between the pilot group and the MEC. The P2P Committee will maintain a visible presence to the line pilots and communicate any concerns or questions to the MEC through the P2P Leadership.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This committee shall consist of a Chairman to be elected and/or confirmed by the MEC.
- (B) The Committee Chairman shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUITES AND RESPONSIBILITIES

- (A) To maintain a constant flow of two-way communication between the membership and the MEC.
- (B) To develop, manage, monitor face-to-face communication, and have a visible presence among the pilots flying the line.
- (C) Will have direct access to ALPA resources on the national level.
- (D) Coordinate with the MEC, MEC Officers, Communications Committee, and Strategic Planning Committee to ensure consistent and accurate communications.

SECTION 19: PROFESSIONAL STANDARDS COMMITTEE (PRO STANDS)

PART 1: SCOPE

To promote and maintain the highest degree of professional conduct among ALPA pilots. To enhance the margin of safety in daily flight operations, which is the primary concern and responsibility of the committee. To protect and enhance the standing of the profession. To coordinate with Aeromedical, HIMS, and Critical Incident Response Program as needed to carry out the Committee's mission.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) The Committee shall consist of a Chairman and Vice-Chairman to be elected by the MEC. The Committee Chairman, subject to confirmation by the MEC, shall appoint committee members.
- (B) The Committee Chairman and Vice Chairman shall serve a term concurrent with the term of the MEC Chairman.
- (C) At a minimum, the Committee will be comprised of a Captain representative and First Officer representative from each Domicile.

PART 3: DUTIES AND RESPONSIBILITIES

- (A)** Assist pilots in solving interpersonal problems as it relates to Professional Standards.
- (B)** Provide individuals involved the opportunity to seek assistance from ALPA in solving problems confidentially through a viable Professional Standards System.
- (C)** Provide training and assistance to MEC Professional Standards Committee members.
- (D)** Establish and maintain a functioning working relationship with the JetBlue Chief Pilots Office.

PART 4: POLICIES AND DIRECTIVES OF THE MEC

The Professional Standards Policy of the MEC requires compliance with all lawful Federal Air Regulations, an appropriate observance of the relevant operational requirements of the JetBlue Airways Flight Operations Manual, and a continuing effort to provide the traveling public with the safest possible air transportation. Full acceptance of Captain's Authority along with all crewmembers' acceptance of responsibility and accountability is essential. Sound intra-cockpit and fellow employee working relationships contribute to safe operation and are, therefore, strongly encouraged. The opportunity of the individual to sincerely ascribe to his or her individual views is recognized and, within the confines of Captain's Authority, is proper so long as the principles articulated in this paragraph are not compromised. The Professional Standards Policy of the MEC shall be implemented by committee members at each JetBlue domicile at the direction of the Committee Chairman.

(A) Professional Standards Procedures:

- (1)** The professional standards program is most effective as a self-help activity. Any pilot aware of a problem with his professional performance which he cannot readily resolve is strongly encouraged to contact a local Professional Standards Committee member for assistance.
- (2)** The Professional Standards Committee members will assist in arranging help such as additional training, professional counseling, or whatever assistance is deemed appropriate. All such activity will be conducted with confidentiality.
- (3)** If a line pilot observes what he perceives to be a possible problem regarding the professional performance of a fellow crewmember, he should discuss the matter with that crewmember and attempt to seek a resolution. If resolution is not achieved, he should encourage the fellow pilot to seek voluntary assistance from a Professional Standards Committee member.
- (4)** Any pilot may seek assistance from the Professional Standards Committee for any pilot at any time.
- (5)** The Professional Standards Committee should determine the nature of the problem. If professional standards activity seems appropriate, the committee member should contact the pilot in question and encourage him/her to cooperate with the Professional Standards Committee.

(6) In the event the pilot who may have a problem refuses to cooperate, or does not respond, or the Committee feels they cannot assist in resolving the problem, or that a problem does not exist, the matter should be released from Professional Standards and the pilot who submitted the request for help be so advised.

(7) The MEC will provide for any legal needs of a member arising from that member's activities as a Professional Standards Committee member.

SECTION 20: RETIREMENT AND INSURANCE COMMITTEE (R&I)

PART 1: SCOPE

- (A) To provide the MEC and the membership with information and problem-solving solutions on current and future retirement and insurance programs.
- (B) This committee will have the authority to consult with the appropriate department manager.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This committee shall consist of a Chairman to be elected and/or confirmed by the MEC. Any additional members deemed appropriate by the Chairman may be appointed, and must be confirmed by the MEC.
- (B) The Committee Chairman shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Monitor Company compliance with the appropriate sections of the Collective Bargaining Agreement (CBA) and current benefits.
- (B) Meet with the Company no later than (DATE TBD) of each year to address any anticipated increases or decreases to the cost of insurance plans per the Collective Bargaining Agreement (CBA).
- (C) Meet with the Company no later than (DATE TBD) following the end of the previous calendar year to review actual insurance costs incurred during that calendar year per the Collective Bargaining Agreement (CBA).
- (D) Educate pilots on R&I matters.
- (E) Confer with outside consultants and ALPA International R&I specialists when necessary.
- (F) Assist the Negotiating Committee on R&I issues.
- (G) Monitor manager performance, fee structures, etc. of the 401(k), and make recommendations for the MEC.

SECTION 21: SCHEDULING COMMITTEE

PART 1: SCOPE

- (A) Shall defend the appropriate sections of the Agreement and strive to increase membership's satisfaction with their work schedules.
- (B) This committee will have the authority to consult with the appropriate department director(s) and manager(s).
- (C) To provide the membership and the MEC with information and problem-solving solutions for PBS operations.
- (D) To promote improvements to the PBS to increase schedule satisfaction for the membership.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) A Chairman and Vice Chairman elected and/or confirmed by the MEC.
- (B) Other committee members at the discretion of the Committee Chairman and confirmed by the MEC.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Shall meet as needed with Crew Planning personnel to assist in the creation of pairings and schedules, and discuss any problems or procedures pertinent to the scheduling of pilots to arrive at potential areas of agreement.
- (B) Be a subject matter expert on the scheduling rules defined in the Collective Bargaining Agreement and answer scheduling questions from the MEC and the membership.
- (C) Monitor company compliance with the appropriate sections of the CBA.
- (D) Work with pilots, and the company to resolve monthly award issues related to PBS. The committee will brief the MEC Officers and Grievance Committee on significant award issues as they occur.
- (E) Work with pilots, the company, and the Grievance Committee to resolve all other scheduling related disputes.
- (F) Advocate for PBS improvements for the betterment of the membership.
- (G) Test PBS software to ensure it functions per the specifications of and is consistent with the CBA when new updates are installed.
- (H) Shall continually train PBS Bidding Instructors and be responsible for answering PBS-related questions from the membership.

SECTION 22: SECURITY COMMITTEE

PART 1: SCOPE

To promote and ensure safety and security of JetBlue pilots while performing duties on behalf of the Company.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) The Committee shall consist of a Chairman and Vice Chairman to be elected and/or confirmed by the MEC and up to four (4) additional members appointed by the Committee Chairman subject to confirmation by the MEC.
- (B) The Committee Chairman and Vice Chairman shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Seek to ensure that prior to the release of a flight that is, or may be, the target of any known or suspected security related threat the Captain is provided all known and pertinent information regarding such threat.
- (B) Seek to ensure complete, timely, and accurate transmission of security related information to flights affected by such matters after flights have been released or departed.
- (C) Seek to ensure that all crewmembers are notified as far in advance as possible of any known or suspected security related problems at planned or potential layover locations.
- (D) Act as a liaison for the MEC with JetBlue Airways and local, state, federal, and foreign agencies involved with security of flight operations.

SECTION 23: STRATEGIC PLANNING (SPC)

PART 1: SCOPE

To ensure JetBlue pilots are in a continuing state of preparedness to respond to Company and industry actions which affect the working conditions of JetBlue pilots or the relations between JetBlue pilots and other parties. After a Strike Vote and no later than any NMB sanctioned Cooling-Off Period, the Committee shall be converted to a "Strike Committee."

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This Committee shall consist of a Chairman and Vice Chairman elected and/or confirmed by the MEC. Additional members shall be appointed by the Committee Chairman and subject to confirmation by the MEC.
- (B) The Committee Chairman and Vice Chairman shall serve a term concurrent with the MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) Produce and maintain manuals detailing the appropriate plans, methods, and procedures to carry out the committee's functions.
- (B) Review the effectiveness of job actions and procedures utilized by other pilot groups.
- (C) When directed by the MEC Chairman, develop plans for pilot participation as a strategic tool during negotiations

- (D) The SPC shall maintain the strike preparedness structure by keeping a current list of volunteers as well as arranging periodic training.
- (E) Organize and conduct Family Awareness activities.

SECTION 24: TRAINING COMMITTEE

PART 1: SCOPE

- (A) To provide representation to pilots in training while actively engaged in any flight training curriculum. To monitor pilot training programs for quality and effectiveness and to make recommendations to the MEC when necessary. To perform functions required by the Collective Bargaining Agreement, such as a Training Review Panel. To analyze any accidents or incidents for training deficiencies.
- (B) To act as a liaison between the Company and the MEC in areas concerning pilot training. To act as a liaison between the FAA and the MEC in areas concerning pilot training.

PART 2: COMPOSITION AND TERM OF OFFICE

- (A) This Committee shall consist of a Chairman and Vice Chairman to be elected by the MEC and additional members to be appointed by the Committee Chairman subject to confirmation by the MEC.
- (B) The Committee Chairman and Vice Chairmen shall serve a term concurrent with the term of office of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

- (A) In all matters in which a significant change in training procedures is anticipated, the Committee shall seek the direction of the MEC.
- (B) The Committee should meet on a regular basis, no less than quarterly; the minutes of each meeting should be forwarded to the MEC Office to be disseminated to the MEC.
- (C) This Committee shall hold one annual meeting in which the MEC Officer responsible for Training Committee oversight shall be in attendance. Additionally, an invitation to this meeting will be extended to the LEC Chairmen or their designee.

PART 4: POLICIES AND DIRECTIVES OF THE MEC

- (A) Pilots Unable to Maintain Required Proficiency
 - (1) It is the MEC's position that any and all pilots dismissed for inability to maintain required proficiency be retired at benefits equal to those of disabled pilots.
 - (2) Prior to any Training Review Panel or Final Review Panel or such panel as named by the company action, which could result in the termination of a pilot's employment, the Company should be contractually required to contact the MEC Training Committee Chairman. The Training Committee Chairman shall notify the MEC Chairman and a Council Officer from such pilot's home domicile informing them of the impending action.
- (B) Transition Training

- (1)** Practices should be established and maintained to ensure the pilot a fair and equitable opportunity to demonstrate his ability and knowledge on any evaluations.
- (2)** It is the policy of the MEC that pilots should be trained to proficiency recognizing that a few individual cases may need training beyond the normal training footprint.
 - (a) Agreement for such training must be negotiated between the Company and the individual with representation by ALPA.
 - (b) A pilot has the right to request and receive additional training during transition or qualification training.
 - (c) In the event a pilot is determined to have failed after such maximum effort has been expended by the Company, the MEC hereby reaffirms the principle that a pilot may return to his last assignment in which he met and continues to meet appropriate proficiency standards.
- (3)** Every effort shall be made to ensure that the evaluation standards conform to general industry practice, whereas the evaluation is conducted by a JetBlue Seniority List Captain.

(C) Proficiency Checks and Proficiency Training

- (1)** All QT, CQT, and RCS MTP/LOE will be conducted with a complete crew complement (Captain and First Officer). The JetBlue pilots oppose the use of employees not on the Line Seniority List, and not current or certified in the aircraft as “Fill-In’s” during training or checking (simulator or aircraft).

(D) Training Flights and Check Rides

- (1)** The MEC is opposed to the practice of having only an instructor pilot and a pilot in training as crew on training flights.
- (2)** The MEC is opposed to having more than one crew assigned to each training and/or PC flight.

(E) ALPA Representative on Proficiency Checks or Evaluations

It is the recommendation of the MEC that on any training session or evaluation, an ALPA pilot representative of JetBlue may be present in the cockpit or simulator as an observer at the request of the pilot in training.

(F) Training Center Evaluation Questionnaire

- (1)** The MEC Training Committee will develop a questionnaire form to be completed by every pilot in training.
- (2)** This questionnaire will be designed so as to give each pilot the opportunity to evaluate:
 - (a) The attitude and capabilities of the Training Center personnel, including information of specific incidents.
 - (b) Facilities of the school
 - (c) Condition of training aids, aircraft, and other equipment.
 - (d) The consistency and equity of standards, including grading.

(e) FAA personnel and Designated Evaluators-their attitude, participation and grading methods.

(f) Quality of curriculum and instructional procedures.

(g) Any other information deemed necessary by the MEC Training Committee.

(3) It is the responsibility of the MEC Training Committee to have this questionnaire in the hands of every trainee as soon as possible after arriving at the Training Center.

(4) Included with the questionnaire will be a letter from the MEC Chairman stressing the importance of returning a completed questionnaire to the MEC Training Committee.

(G) AQP

(1) The MEC believes that AQP training promotes a higher degree of proficiency and therefore a higher level of safety in flight operations at JetBlue. The MEC supports continued development and expansion of AQP at the Training Center.

(2) The MEC supports members of the Training Committee having involvement in the development and expansion of all AQP builds. Furthermore members of the Training Committee should attend company IP and Check Airman meetings.

SECTION 25: UNIFORM COMMITTEE

PART 1: SCOPE

To review and recommend changes of the pilot uniform and uniform accessories, including but not limited to type of fabric, color, style, shirts, shoes, ties, belts, flight bags, luggage, and member preferences to the MEC.

PART 2: COMPOSITIN AND TERM OF OFFICE

(A) The Uniform Committee shall consist of a Chairman to be elected and/or confirmed by the MEC. Additional members may be added as required by the Uniform Chairman and must be confirmed by the MEC.

(B) This Committee Chairman shall serve a term concurrent with the term of MEC Chairman.

PART 3: DUTIES AND RESPONSIBILITIES

The Committee will have the authority to consult with, and make recommendations to, the Company as required; all such meetings to be reported to the MEC in a detailed report on a regular basis.

SECTION 26: (RESERVED) UNION DUTY OFFICER

SECTION 27: [RESERVED]

ARTICLE 9: MEC AWARDS AND SPECIAL RECOGNITIONS

SECTION 1: [RESERVED] AIR SAFETY AWARD

SECTION 2: [RESERVED] MEC FELLOW EMPLOYEE AWARD OF MERIT

SECTION 3: [RESERVED] PROFESSIONAL STANDARDS AWARD

SECTION 4: CAPTAIN SCOTT BURKE and FIRST OFFICER DAVE RAZLER SUPERIOR AIRMANSHIP AWARD

- (A)** In recognition of exceptional professionalism, leadership, resourcefulness, and airmanship, the MEC established the Captain Scott Burke and First Officer Dave Razler Superior Airmanship Award for their roles as the flight crew of flight 292 on September 21st, 2005. This award is to be presented to any flight crew from the JetBlue pilots' ranks that have displayed outstanding airmanship in the face of adversity while conducting flight duties.
- (B)** Award nominees will be sponsored by a member of the MEC, and will be issued by a majority vote of the MEC.
- (C)** Every effort will be made to present the award to the recipients during a regularly scheduled MEC meeting.

SECTION 5: CAPTAIN MIKE ARTHURS OUTSTANDING VOLUNTEERISM AWARD

- (A)** In recognition of members that go above and beyond expectation while doing volunteer work, the MEC established the Captain Mike Arthurs Outstanding Volunteerism Award. This award is to be presented to any pilot from the JetBlue pilots' ranks that have displayed outstanding volunteerism.
- (B)** Award nominees will be sponsored by a member of the MEC and will be issued by a majority vote of the MEC.
- (C)** Every effort will be made to present the award to the recipients during a regularly scheduled MEC meeting.

ARTICLE 10: [RESERVED]

ARTICLE 11: [RESERVED]

ARTICLE 12: [RESERVED]

ARTICLE 13: [RESERVED]

ARTICLE 14: [RESERVED]

ARTICLE 15: [RESERVED]

ARTICLE 16: [RESERVED]

ARTICLE 17: [RESERVED]

ARTICLE 18: [RESERVED]

ARTICLE 19: [RESERVED]

ARTICLE 20: [RESERVED]

ARTICLE 21: APPENDIX

SECTION 1: ABOUT THE APPENDICES

The following Appendices are considered a part of this policy manual, and have the same requirements to change as stated in Article I of this manual.

SECTION 2: MEC MEETING ROOM FORMAT AND GUIDELINES

- (A)** The MEC table shall be a U-shaped design where:
 - (1)** The bottom of the U seats the MEC Officers.
 - (2)** The elected MEC members shall face each other.
 - (3)** A projector screen and three stools will sit in top of the U facing the MEC Officers.
- (B)** Chairs for guests shall be setup in the back of the room, facing the lectern.
- (C)** While it is desirable to have the PA system integral to the meeting facility, a self-contained powered lectern is acceptable.
- (D)** Tables shall be provided for the MEC Committee Chairmen, the Communications Committee members and staff that are attending the MEC meeting. These tables shall be positioned on the sides and/or the rear of the MEC table.
- (E)** Tables placed to the rear of the MEC table shall not be positioned behind the spectator seats.

SECTION 4: MEC Agenda Request

SUBJECT: MEC Agenda Request

SOURCE: Capt. John Doe, JBU MEC Chairman

BACKGROUND INFORMATION:
(If Applicable)

PROPOSED SOLUTION:
(If Applicable)

SECTION 5: MEC Proxy Form

PROXY FORM

In accordance with ALPA Constitution and By-Laws Article IV Section 6, I,
_____ assign my proxy to _____,
(Print name) (Print name)

To vote for me for the duration of the Meeting of JetBlue-MEC that commences on
_____ Eastern.
(Month, Day Year) (Time)

(Signature)

Council _____

SECTION 6: 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.

Although MEC members must effectively utilize the standard resolution format to clearly state the question and provide the background information necessary to understand the need for a resolution, the proposed solution, in the form of a resolution, is what the body must consider.

A resolution may be a policy statement (e.g. Council 193 supports...) or it may be a directive in nature (e.g. Council 193 directs...). If a resolution is the means to direct some individual or committee to accomplish something, or if a statement of desired policy is to be made, this direction of statement is contained in the "THEREFORE BE IT RESOLVED" section of the resolution. This section should be written first. At least write down the objective of the resolution before undertaking the "WHEREAS" section.

The "WHEREASES" are developed to enumerate the various reasons for adoption of the "RESOLVED" portion of the resolution. "WHEREASES" should be concise and pertinent and should assist in the understanding of the resolution but should not contain any action to be taken. "WHEREASES" should avoid accusatory or inflammatory statements, which 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).

Although there are many examples that could be developed, it seems constructive to use the following example from the Board of Director delegates' handbook. The resolution is a primary example of HOW NOT TO WRITE A RESOLUTION. You will note that it embodies both a policy statement and a directive, with the policy portion buried in the "WHEREASES".

Example 1 (Poorly written resolution)

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 are 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.

Example 2 (Policy Resolution)

*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.*

Example 3 (Directive Resolution)

*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, acted on by the MEC.

(A) OFFICIAL RESOLUTION FORM

SUBJECT: Official Resolution Form

SOURCE: Capt. John Doe, JBU MEC Chairman

BACKGROUND INFORMATION:

PROPOSED RESOLUTION:

WHEREAS,

WHEREAS,

THEREFORE BE IT RESOLVED,

Motion:

Second:

Vote:

Abstentions:

SECTION 7: REPORTS FORMAT

- (A)** Committee Reports are to be organized in a readily consumable 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 considered by the MEC, the Committee Chairman shall submit them separately as agenda items; they must contain any additional information which the reporter feels will be of value to the reader in the near future and the Committee Reports must be timely.
- (B)** This format is designed as a guide to writing effective and informative reports, but should in no way inhibit or prohibit the effective communication of information from Committee Chairmen to the MEC.

(1) Introduction and Review:

Should cover actions taken as directed by the MEC and progress reports on follow-up items from previous MEC meetings, as well as all other Committee activities, which have taken place since the last report.

(2) High Interest and Action:

Should address specific subjects of high interest and problem areas and include the following:

- (a) Complete background material and all pertinent facts.
- (b) Specific definition of the problem.
- (c) Possible solutions and an evaluation of each.
- (d) A specific, recommended solution shall be submitted separately by the Committee Chairman as an agenda item for consideration by the MEC.

(3) Recap and Review:

This Section should review all important matters from previous reports not covered in this report which may require attention in the near future, as well as pointing out possible new high interest and problem areas which the MEC should be aware of in the coming months.

(C) COMMITTEE REPORT FORM

COMMUNICATIONS COMMITTEE REPORT

Month Day, Year

Capt. John Doe, Chairman: FO Jane Doe, Vice Chairman

INTRODUCTION:

Should cover actions taken as directed by the MEC and progress reports on follow-up items from previous MEC meetings, as well as all other Committee activities, which have taken place since the last report.

COMMITTEE STRUCTURE:

Should cover current members:

Capt. John Doe, Council 191 Chairman

FO Jane Doe, Council 193 Vice Chairman

Capt. John Smith Council 195 Member

Any new members Interim Members,

FO Jane Smith, Council 199 Interim Member

Current openings.

CURRENT ITEMS IN PROGRESS:

Self-explanatory.

OPERATIONAL ISSUES:

Any current issues.

IN CLOSING:

Closing remarks.