7-01/080.10 Unit Employee Fund Committee

The Unit Employee Fund Committee consists of six members elected by employees assigned to the Transportation Bureau.

The Committee shall be responsible for the overall operation of the Unit Employee Fund, subject to approval of the Unit Commander.

The Unit Fund Administrator and Assistant Unit Fund Administrator will not be members of the Committee unless elected as such.

The Committee shall annually, at their first meeting following the general election, elect a Chairperson and a Secretary from among the members of the Committee.

Meetings shall be conducted as needed for the purposes of planning and to determine expenditures. Overtime will not be granted for Committee meetings.

Robert's Rules of Order shall govern the conduct of all meetings.

The Secretary shall record and distribute the minutes of the meeting. The minutes shall be submitted to the Unit Commander within five days after the meeting and an approved copy posted at Headquarters. Votes on all actions and expenditures shall be recorded on the minutes by number not by name.

Committee members and Fund Administrators shall not obligate the fund for any expenditure unless the full amount is in the fund to pay the expenditure at the time the obligation is made, and the Unit Commander's approval has been obtained for the expenditure.