



INTERNATIONAL TECHNICAL, OFFICE AND PROFESSIONAL ADVISORY COMMITTEE BYLAWS

PREAMBLE

The UAW International Technical, Office and Professional Advisory Committee (ITOPAC) shall be an advisory body to the UAW International Executive Board on all matters concerning new technical, office and professional employees' policy or changes in said policy.

The purpose of this International TOP Advisory Committee is to coordinate the activities of the TOP Advisory Councils/Sub-Councils which represent employees who are of the technical, office and professional classifications and to act as a clearing house of information for all matters pertaining thereto.

It is also the purpose of this Committee to discuss and analyze methods of organizing the unorganized technical, office and professional employees and to present their views and problems to the Director of the TOP Department of the International Union.

The objectives of this Committee are to provide the greatest amount of security for all Technical, Office and Professional members within the jurisdiction of the UAW and to promote their general welfare through the combined strength of the TOP Advisory Councils and Sub-Councils.

It shall be the duty of this Committee to coordinate its activities with the Technical, Office and Professional Department and their Director, and also with the Regional Directors, and advise the Directors and Officers of the International Union of their issues or concerns and proposed solutions.

ARTICLE I - Representation

1. The International Advisory Committee shall be composed of members elected by the Regional ITOPAC and/or the Sub-Councils established herein.

A. Each of the following Regional Technical, Office and Professional Leadership Councils shall be entitled to one representative:

Region 1
Region 1A
Region 1D
Region 2B
Region 4
Region 6
Region 8
Region 9
Region 9A

B. Each of the following Sub-Councils shall be entitled to one representative:

Academic Council
Private Industry Council
Public Employee Council
Health Care Providers Council
Health Insurance Providers Council
Arts, Entertainment & Media Council
Gaming Council

The representatives to the Sub-Councils referred to in this section shall be elected at a National TOP Conference. Notice of such election shall be part of the Call Letter for said Conference.

2. The members shall serve on the UAW ITOPAC until such time as their successors are chosen.

3. In the event Sub-Council bylaws are silent regarding officer vacancies, if both Sub-Council Chair and Vice-Chair offices are vacated at the same time, the Director of International Union, UAW Technical, Office and Professional Department may appoint an interim Sub-Council Chair to perform duties until the next regular election of officers can be held.

ARTICLE II – Meetings

1. All meetings of the UAW ITOPAC shall be conducted under Robert’s Rules of Order.
2. The UAW ITOPAC shall meet semi-annually; meetings will occur in person with a virtual option for attendees. When in-person meetings cannot be held, meetings can be conducted virtually. The exact time and date shall be arranged by the UAW International Advisory Committee and the UAW Technical, Office and Professional Department. Additional meetings may be scheduled as are deemed necessary by the Chair and the UAW Technical, Office and Professional Department.
3. Order of Business
 - A. Roll Call of Officers and Delegates
 - B. Presentation and Action on New Regional and Sub-Council Committees
 - C. Action on Minutes of Previous Meeting
 - D. Report of Regional and Sub-Council Chairs
 - E. Communications and Bills
 - F. Unfinished Business
 - G. New Business
 - H. Good and Welfare
 - I. Adjournment
4. All matters coming before the UAW ITOPAC shall be decided by a majority vote of those present and voting. Voting will be on the basis of one person, one vote.
5. All matters passed by the UAW ITOPAC will be referred to the UAW International Executive Board with a recommendation of adoption from the UAW ITOPAC for immediate action.

ARTICLE III – Election of All UAW International Technical, Office and Professional Advisory Committee Officers

1. The UAW ITOPAC shall elect a Chair, Vice Chair and Secretary.
2. Nomination and election of officers shall be held every three (3) years at the first regular meeting.
3. In case of vacancy occurring in any office (except Chair) a special election will be held at the next regular meeting of the UAW ITOPAC to fill the unexpired term of said office until the next regular election of officers.

ARTICLE IV – Duties of Officers of the UAW International Technical, Office and Professional Advisory Committee

1. It shall be the duty of the Chair to chair all UAW ITOPAC meetings and to work with the Technical, Office and Professional Department in scheduling meetings to work out general problems the UAW ITOPAC may encounter. The Chair shall be ex-officio of all committees.
2. It shall be the duty of the Vice Chair to assist the Chair in the discharge of his/her duties and perform the duties of the Chair in the event of the Chair's absence, death, removal or resignation from office until the next regular election.
3. It shall be the duty of the Secretary to keep an accurate record of the minutes of the ITOPAC meetings and to maintain a copy of these minutes in the UAW International TOP Department Committee file.
4. The officers shall be scheduled to report a day previous to all UAW ITOPAC meetings to set up the agenda, etc.

ARTICLE V – Amendment of Bylaws

These bylaws may be changed at any time in the following manner:

1. The change must be submitted in writing and read at a regular meeting of the UAW ITOPAC.
2. Such proposed amendments shall be acted upon at the next regular meeting of the UAW ITOPAC.
3. It shall require two-thirds (2/3) vote of those present and voting.

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