

# TRANSPORT WORKERS UNION OF AMERICA • LOCAL 555



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REPRESENTING THE RAMP, OPERATIONS, PROVISIONING, AND FREIGHT AGENTS OF SOUTHWEST AIRLINES

## In order to participate in one of the **District 5 Membership Meetings** you will need to do the following:

1. **Sign up for the meeting by sending an email to [frontdesk@twu555.org](mailto:frontdesk@twu555.org) with the subject line: DISTRICT 5 MEMBERSHIP MEETING.** The email needs to **contain the following** information:
  - Your **first and last name** (when you sign into the Zoom meeting, you will have to have your first and last name showing in order to be admitted to the meeting)
  - your **employee number** and your **Station** and **department** (for example: #1234 DAL Ramp)
  - your **email address** (no [@wnco.com](mailto:@wnco.com) email addresses will be permitted)
  - whether you will be attending the **AM** or **PM** meeting
2. **Sign-up emails must be received no later 10:30 for the AM meeting, or 1:30 for the PM meeting,** so that verification can be done, and an invitation can be emailed back to you.
3. You will receive an email invitation to the specific District Zoom meeting you indicated you will attend (**you will not be permitted to attend (join) another District meeting via Zoom**). The reason for this is to ensure the accuracy of the membership votes that will take place at each meeting.
4. When joining the meeting, ensure that your name for the Zoom meeting is your first and last name. Without a first and last name that matches what you had in your email, you will not be admitted into the meeting.
5. All Zoom attendees will have to be verified, this can take several minutes. While the verification takes place, you will be in the Zoom "waiting room" and you will be admitted once your name is verified.
6. Due to the verification process, **please log on to the Zoom meeting at least 10 minutes prior to the start of the meeting.**
7. If you sign in late to the meeting, you may not be admitted into the meeting.
8. Anyone who leaves the meeting will **NOT BE ADMITTED BACK INTO THE MEETING**. Please make sure when you join the meeting that you are in a location with a strong internet connection.
9. Please make sure your **microphone is muted when you enter the room**. You may only speak in the meeting when you are called upon. The rules of the meeting will be discussed at the beginning of the meeting.

**Failure to follow these rules and the rules discussed at the beginning of each meeting may result in your removal from the meeting.**