

## ATU Local 1596 Pension Plan Procedure for Notice of Meetings

This Policy provides a specific procedure for posting notices of meetings for the Board of Trustees (“Board”) of the ATU Local 1596 Pension Plan (“Plan”).

### 1. INTRODUCTION:

The Board intends the following procedure (“Procedure”) as a guide for giving notice of each Meeting of Board or of Trustees, including any Regular Meeting, Special Meeting, Workshop, or Emergency Meeting. The Board does not intend this Procedure to modify, conflict with, or supersede any requirements set forth in the Plan, including, but not limited to, requirements for calling a Meeting and for taking official Board action. The following capitalized terms in this Procedure have the following meanings:

- A. Meeting shall mean any gathering, whether formal or casual, of two or more Trustees of the Board to discuss some matter on which foreseeable action will be taken by the Board.
- B. Regular Meeting shall mean a Meeting called according to a schedule, which has been proposed to the Trustees at least 60 days beforehand and which the Board anticipates will entail the Trustees meeting at least once each calendar quarter to conduct recurrent Plan business.
- C. Special Meeting shall mean a Meeting, other than a Regular Meeting or Emergency Meeting, called to conduct Plan business that is considered by the Trustee or Trustees authorized to call such a meeting, to require the Board’s attention before the next Regular Meeting.
- D. Workshop shall mean a Meeting called to discuss potential Board action and at which formal action will not be taken.
- E. Emergency Meeting shall mean a Meeting called for the Board to address a matter that may become moot or result in imminent or additional substantial harm to the Plan, unless addressed in fewer than four (4) days.
- F. Plan Administrator shall mean, unless or until the Board appoints a different person or entity (at which point it shall mean such different appointed person or entity):

Pension Resource Center LLC  
4360 Northlake Boulevard Suite 206  
Palm Beach Gardens, FL 33410  
P: 561 624-3277 F: 561 624-3278  
Email: [ATU1596@ResourceCenters.com](mailto:ATU1596@ResourceCenters.com)

- G. LYNX Designee shall mean the Executive Assistant to LYNX’ CEO, unless or until LYNX designates otherwise by written notice to the Board Chair, Board Secretary, and Plan Administrator (at which point it shall mean such other designee).

- H. LYNX Central Station (or LCS) shall mean the LYNX Central Station building at 455 North Garland Avenue, Orlando, FL.
- I. LYNX IT Contact shall mean the LYNX Director of Marketing Communications, unless or until LYNX designates otherwise by written notice to the Board Chair, Board Secretary, and Plan Administrator (at which point it shall mean such other designee).

**2. NOTICE OF MEETINGS:**

**A. Preparation of Notice.** The Plan Administrator shall normally prepare the public notice for posting (“Notice”) for each Regular Meeting, Special Meeting, or Workshop of the Board. The Trustee(s) who call a Meeting may prepare the Notice, and the Plan Administrator shall, if requested, assist in preparing the Notice.

**B. Content of Notice.** The Notice shall include all of the following items:

- (1) Meeting date and time.
- (2) A description of the general subject matter(s) to be considered at the Meeting or, if available at the time of the posting of the Notice, an Agenda identifying the subject matter(s) to be considered. (*See Note*, below).
- (3) Specific address for the Meeting location, reserved and confirmed by the Plan Administrator.

**C. Respective Responsibilities Regarding the Notice.**

- (1) Duties of Trustee(s) calling Meeting. It is the duty of the Trustee(s) calling a Meeting to:
  - i. Assist the Plan Administrator in preparing the Notice.
  - ii. Provide the Plan Administrator with Agenda items (ideally at the time of calling the Meeting), and provide the Plan Administrator any revised Agenda the Trustee(s) calling the Meeting develop in advance of the Meeting.
  - iii. Notify the Plan Administrator of the intended location and time of the Meeting, allowing enough time for the Plan Administrator to execute the duties in Section 2.C.(2), below.
  - iv. Ask promptly that the Plan Administrator cancel the Meeting and, if so desired, properly re-notice the Meeting, if the Trustee(s) calling the Meeting find that the Posting of Notice requirements of Section 2.D., below, were not met for the Meeting.
- (2) Plan Administrator Duties. In addition to preparing the Notice, as set forth in Section 2.A., above, the Plan Administrator shall be responsible for:
  - i. Confirming the availability and reserving the Meeting location for the time designated in the Notice, which shall require the Plan Administrator to contact the LYNX Designee if the Meeting is intended to take place at LYNX Central Station.
  - ii. Confirming the availability of, and reserving, an alternative Meeting location acceptable to the Trustee(s) calling the Meeting, if so requested or if suitable space at LYNX Central Station is not available at the desired Meeting time.
  - iii. Delivering the Notice (and Agenda, when available) to the Board Chair, if not already in the Board Chair’s possession, before delivering the Notice (and Agenda, when available) to the LYNX Designee.

- iv. Delivering the Notice (and Agenda, when available) to the LYNX Designee at least twenty four (24) hours before 5:00 p.m. of the day marking the relevant Minimum Time, as provided in Section 2.D.(3), below.
- v. Delivering the Notice (and Agenda, when available) to the LYNX IT Contact with a request that the Notice (and Agenda, when available) be posted on the calendar of events of the LYNX website.
- vi. Posting the Notice (and Agenda, when available) on the Plan's webpage, in a verifiable manner, no later than the time specified in Section 2.D.(3), below.
- vii. Archiving verification of the posting of the Notice (and Agenda, when available) upon either receipt of verification of posting from the LYNX Designee or posting on the Plan's webpage.
- viii. Causing any revised Agenda also to be posted, in the time remaining before the relevant Meeting, in the locations set forth in Section 2.D.(1), below.

(3) LYNX Designee Duties. The LYNX Designee shall be responsible for:

- i. Arranging for a responsible alternative designee to monitor communications regarding Notices and fulfill the LYNX Designee's Notice-related duties, if there are two or more consecutive work days (excluding weekend days or official U.S. holidays) that the LYNX Designee plans to be absent from work.
- ii. Responding within twenty four (24) hours (excluding weekend days or official U.S. holidays) to each request from the Plan Administrator to post a Notice (and Agenda, when available) or to reserve meeting space at LYNX Central Station.
- iii. Posting on the public bulletin board in the lobby at LYNX Central Station each Notice (and Agenda, when available) no later than 5:00 p.m. on the first work day after the LYNX Designee receives the Notice (and Agenda, when available) from the Plan Administrator.
- iv. Promptly providing the Plan Administrator photographic or written verification of the posting of the Notice (and Agenda, when available) that the LYNX Designee posts, and witnessing and confirming that the Notice (and Agenda, when available) was posted no later than 5:00 p.m. on the first work day after the LYNX Designee received the Notice (and Agenda, when available) from the Plan Administrator.
- v. Promptly posting any revised Agenda on the public bulletin board in the lobby at LYNX Central, as soon as possible after receipt from the Plan Administrator.

**D. Posting of Notice.**

(1) Primary Locations. At a minimum, each Notice (and Agenda, when available) shall be posted on:

- i. the Plan Administrator's webpage for the Plan, and
- ii. the public bulletin board in the lobby at LYNX Central Station, which shall require delivery of the Notice to the LYNX Designee as provided in Section 2.C., above.

(2) Secondary Location(s). Notice (and Agenda, when available) may, but is not required to, be posted in additional locations as desired under the circumstances by the Plan Administrator or the Trustee(s) calling the Meeting. For example, the Notice (and Agenda, when available) may be posted at the following locations:

- i. On the bulletin board in one or more of the LYNX employee lounges,
- ii. On the calendar of meetings and events on the LYNX website, with LYNX' consent.

(3) Minimum Time. Each Notice shall be posted:

- i. Seven (7) calendar days in advance of any Regular Meeting.
- ii. Four (4) calendar days in advance of any Special Meeting.
- iii. Four (4) calendar days in advance of any Workshop.
- iv. As soon as possible in advance of any Emergency Meeting.

The Agenda should be posted as soon as it is available, if not available at the time of posting of the Notice.

### **3. CONFIRMATION OF NOTICE – MEETING CANCELLATION**

- A. Confirmation of Posting of Notice.** At each Meeting, the first order of business should be for the Trustees in attendance to discuss and determine whether proper public notice of the Meeting has occurred, consistent with the Posting of Notice requirements in Section 2.D., above.
- B. Cancellation of Meeting.** If the Board Chair finds that the Posting of Notice requirements of Section 2.D., above, have not been met for the Meeting, the meeting shall be cancelled.