

## **Boeing Leadership Network Retirees Process for Reviewing and Accepting New Members**

The BLN Executive Board has decided to no longer fund the activity that verified whether a Boeing Leadership Network – Retirees (BLNR) applicant for membership had been an active BLN dues paying member. Therefore, it is now the responsibility of the BLNR Board to review all BLNR membership applications and determine whether the applicant meets the criteria for BLNR membership as defined in the BLN Articles and Bylaws.

The objective of the BLNR Board is to follow the BLNR membership criteria as defined in section 5.1c of the BLN Articles and Bylaws. However, the members of the BLNR Board do not have access to the dues records that were previously used to verify active BLN membership. Therefore, the BLNR Board must utilize other means to determine to the best of their ability whether an individual was a BLN member in good standing in the past.

Following is the process that the BLNR Board shall utilize to determine acceptance of a BLNR membership application:

1. All members of the BLNR Board shall automatically be sent a copy of the “BLN Retirees Focals: New BLNR Applicant!” e-mail.
2. The BLNR Board members shall have 10 full days to review the membership request.
  - a. The 10-day review process shall consist of 10 full days following the reception of the New BLNR Application e-mail.
  - b. The final decision shall be made on the 11<sup>th</sup> day following the receipt of the e-mail.
3. Each BLNR Board member is free to use their own personal process for reviewing the membership request.
4. The BLNR Membership and Communication Board member will maintain a spreadsheet that tracks Board feedback on membership requests and acceptance or rejection of the request.
5. A membership request will be declined if one or more BLNR Board members identify a reason to decline the membership, and a majority of the Board concurs with their finding.
  - a. If a Board member finds a reason to decline the request, they will do a “reply to all” to the New BLNR Applicant e-mail identifying the reason they have for rejecting the application.
  - b. All other Board members will review the reason and reply as to whether they agree or disagree with reason for not allowing membership.
  - c. If a majority of the Board members agree to the reason, the membership request will be rejected.

## **BLNR Membership Review Process**

- d. If there is a tie in the votes, the Membership and Communication Board member will facilitate further discussion about the application.
  - e. If necessary, the BLNR Membership and Communication Board member will contact the applicant for further information.
  - f. The BLNR Membership and Communication Board member will update the membership tracking spreadsheet to show the application was rejected
  - g. The BLNR Membership and Communication Board member shall delete from the BLNR membership database the record of the individual that was not accepted.
  - h. The BLNR Membership and Communication Board member shall contact via e-mail the individual whose application was rejected to inform them why their application was rejected.
6. If after the 10-day review period, no rejection reason is sent by a Board member or all rejection reasons are not agreed to by the Board, the membership request will be accepted.
- a. The BLNR Membership and Communication Board member will do a “reply to all” to the New BLNR Application e-mail stating that the criteria for acceptance has been met.
  - b. The BLNR Membership and Communication Board member will update the membership tracking spreadsheet to show acceptance of the application.