



*Solidarity House*

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INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA - UAW

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SHAWN FAIN, *PRESIDENT* • MARGARET MOCK, *SECRETARY-TREASURER*  
VICE-PRESIDENTS: MIKE BOOTH • RICH BOYER • LAURA DICKERSON



### CALL LETTER

## UAW MEMBER ADVISORY COMMITTEE ON ETHICS *In Person Meeting* - January 21-24, 2026

Greetings:

The Member Advisory Committee on Ethics will be holding their second in person meeting on January 21-24, 2026.

### Date and Location Information:

**Crown Plaza Nashville Airport, 412 Royal Parkway, Nashville, TN 37214**

*(Note: If hotel location changes an update will be sent)*

Wednesday January 21, 2026 – Arrival

Thursday and Friday January 22-23, 2026 – Meeting Days (8 a.m. – 4 p.m.)

Saturday January 24, 2026 – Departure/Travel Day

## Member Advisory Committee on Ethics Scope of the Committee

### The Committee is responsible for:

- Reviewing the Union's existing internal rules and policies on ethical practices and financial matters – including the Ethical Practices Codes, Administrative Letters, and other guidance – and how those rules and policies are understood by the Union's Officers and employees.
- Drawing upon Committee members' individual experience and expertise to develop any recommendations to the IEB for improving existing ethics guidelines, practices (both financial and ethical), policies, enforcement standards, and education of these standards.
- Reviewing the operation and function of the Ethics Officer positions to determine whether adjustments might improve their effectiveness and/or promote transparency.
- The Committee will provide a mechanism for two-way communication and dialogue between the Committee union members and the Ethics Officer to enhance understanding, acceptance, and operations of the Ethics Program. The Committee will have the ability to make recommendations about the operation of the Ethics Program to the Ethics Officer, who will give full consideration to those recommendations but will not be bound to accept them.

For information on the UAW's Ethics Program, please visit <https://uaw.org/ethics/>

### **Eligibility to Attend**

***Committee members*** and ***Alternates***<sup>1</sup> members who have been appointed by their Regional Director ***are the only members eligible to attend these meetings.***

The only criteria or prerequisite to being selected to serve on the Member Advisory Committee is that the applicants have been a UAW member in good standing for one (1) year. Members must remain in good standing for the duration of their service on the Committee.

**Airline Reservations:** Out of state attendees are responsible for making their own flight arrangements by calling TSI at 866-397-0667. Please mention MACE for your group. Flights will

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<sup>1</sup> **Note:** This is an 18-member committee, all members are required to attend all meetings.

be paid for and billed to the International Union. **You must make your flight reservation by December 23, 2025.**

**Hotel Reservations and Per Diem:** Hotel reservations will be made by the UAW's Travel Department. Hotel confirmations will be forwarded to the email address that committee members have provided. Room costs will also be directly billed to UAW International.

**Hotel Address:**

Crown Plaza Nashville Airport  
412 Royal Parkway  
Nashville, TN 37214  
(615) 795 – 0402

*(**Note:** If hotel location changes an update will be sent)*

**Per Diems for this meeting are as follows<sup>2</sup>:**

Wednesday, January 21, 2026 -	\$55.00 (arrival)
Thursday, January 22, 2026 -	\$29.00 (breakfast and lunch provided)
Friday, January 23, 2026 -	\$29.00 (breakfast and lunch provided)
Saturday, January 24, 2026 -	\$25.00 (travel day)

*Per Diems are also subject to your local union's by-law per diem rate, where it is permissible to be lower, but not higher than the IEB's rate.*

**Lost Time and Expenses**

**The International Union will reimburse Local Unions for lost time and relevant expenses as follows:**

1. Lost time (*when applicable*) is in accordance with UAW Administrative Letter Volume 50 Letter No. 3 and your local union bylaws.
2. Allowable expenses will follow the International Executive Board's policy concerning Per Diem, Overnight Stay, Transportation and Lost Time.
  - Current Per Diem rates are as follows:
    - \$55 per day - \$12 Breakfast, \$14 Lunch, \$29 Dinner.
    - Travel Day - \$25

**Other Expenses:** All other expenses related to this event (baggage, per diem, lost time, transportation to and from the airport etc.) will follow our normal reimbursement process.

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<sup>2</sup> *Subject to the International Executive Board's policy concerning Per Diem, Overnight Stay, Transportation and Lost Time. Guests of attendees are not permitted to partake in meals during this meeting.*

## **Procedure for Reimbursement**

Payments for Lost time will be in accordance with UAW Administrative Letter Volume 50 Letter No. 3 and your respective local union bylaws.

*Requests for lost time reimbursement payments will be limited to the meeting times specified in the call letter.*

1. Reimbursement requests must be submitted within 30 days after each MACE meeting.
2. Following the payment of lost time and allowable expenses, the local union's Financial Secretary must send a request for reimbursement to Jessie Brown at [JMBrown@uaw.net](mailto:JMBrown@uaw.net). The Financial Secretary must also cc the Local Union President and the Local Union Recording Secretary, when initiating reimbursement requests.
3. All requests for reimbursements must include the attached reimbursement form. **The reimbursement form must be completed in its entirety.**
4. You must include a **completed copy of the local union disbursement voucher**. The disbursement voucher must be **signed by all parties with accompanying receipts, (when applicable).**

*A virtual option will be available for those that have indicated that they are unable to meet in person.*

For the best virtual conference experience, delegates must use a computer or a tablet with a camera, **not a smartphone**. **Connecting via phone will not allow full participation in the virtual conference experience. There will not be a dial-in option**; committee members will only be able to connect via a link on a computer or tablet. Delegates will also need a stable internet connection. *A non-company email is preferred.*

**If for any reason you are unable to attend, please respond back to Jessie Brown, at [JMBrown@uaw.net](mailto:JMBrown@uaw.net)**

CS:jb  
opeiu494af1



## UAW MEMBER ADVISORY COMMITTEE ON ETHICS EXPENSE REIMBURSEMENT FORM

*This form must be submitted by 02/23/2026*

DATE AND LOCATION OF MEETING: January 21-24, 2026  
Nashville, Tennessee

LOCAL UNION NUMBER: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

WAGE RATE: (\$ . ) \$ \_\_\_\_\_

PER DIEMS: \$ 138.00

- \$55.00 (\$12 breakfast,  
\$14 lunch, \$29 dinner)
- \$25.00 (Travel Day)

HOTEL: \$ \_\_\_\_\_

AIR FARE: \* \$ \_\_\_\_\_

PARKING & TOLLS: \$ \_\_\_\_\_

OTHER: \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**REIMBURSEMENT REQUEST  
MUST BE SUBMITTED  
WITHIN 30 DAYS AFTER THIS  
MEETING**

*Please send to:  
Jessie Brown –  
jmbrown@uaw.net*

FINANCIAL SECRETARY'S SIGNATURE: \_\_\_\_\_

FINANCIAL SECRETARY'S NAME AND LOCAL UNION ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCAL UNION TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

\* Airfare and Hotel expenditures will be arranged through the UAW Travel Department.

**YOU MUST SUBMIT ORIGINAL RECEIPTS**