

If the chair has decided that a member is out of order and there is disagreement, you can ask the parliamentarian -- the expert on the rules -- to make a ruling by rising to a "point of parliamentary inquiry." This, like a question, needs no second and is not debatable. Points of order and parliamentary inquiry can also be used to challenge fellow members.

### CHANGING THE AGENDA

At some point we may find a meeting running longer than we expected, and because of this we may want to change the agenda and move up an important item to make sure it gets dealt with. To do this we move to "suspend the rules." This needs a second, is not debatable, and needs a two-thirds vote to pass. If the motion to suspend the rules passes, then a motion to move an item up on the agenda is in order.

A motion to adjourn is needed to end a meeting. This is in order at any time that a vote is not in the works, it needs a second, cannot be amended or debated, and needs a simple majority to pass.



These are your basic rights at union meetings and they should be upheld. When you call for enforcement of the rules, you'll probably be criticized for delaying the meeting and wasting time. But don't be fooled by these charges! The only thing you'll be delaying is the dirty tricks that are coming down!

## HELPFUL HINTS ON PRODUCING A LEAFLET

Vol. 2, No. 3

June-July 1976

The printed word: it can carry a lot of impact, spread a lot of ideas to a lot of people.

The time will come—if it hasn't already—that the grapevine in your workplace just isn't enough. You have to speak to a lot of people all at the same time, clearly and forthrightly. It's time to put out a leaflet, or a whole series of leaflets.

In this *NUTS & BOLTS* we will explain how to put out a professional-looking, inexpensive leaflet—even if you have no experience doing this kind of thing before. This is the kind of skill that's easy to acquire and use often in your organizing efforts.

### WRITING THE LEAFLET

We can't really go into this aspect, as it is a whole subject in itself, but here are a few hints:

1) Make it short. It's the unusual person who will read on and on. 500 words is really enough for a two-sided leaflet (8 1/2 by 11).

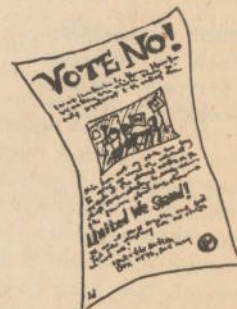
2) Don't write long rambling sentences. Make your sentences short and clear. Use plenty of colons, dashes, sentence fragments, lists, rather than go on and on in one sentence.

3) Write how you talk. Because it's being printed is no reason to attempt flowery prose and 500 dollar words. Write it as if you were rapping to a fellow worker. Be natural.

### THE HEADLINES

You need one catchy main headline at the top of your leaflet. Pick up on what people are likely to be thinking. If you are leafletting a ratification meeting, you might put

### A Typical Leaflet Format:



1. Headline
2. Text
3. Graphic
4. Text
5. Subhead
6. Text
7. Signature

"VOTE NO" right up top. If you're announcing a fund-raising event for your caucus, you could put "WHY SUPPORT THE RANK AND FILE ACTION GROUP?" If the grapevine has it that massive layoffs are coming up, it might be "UNITE TO SAVE OUR JOBS: Attend the union meeting Sunday!"

As you continue down the page, you need a few more headlines (or "subheads") to introduce the ideas presented and break up the text. Questions often make good subheads; for example, "What can we do about the layoffs?" So do exclamations or slogans, such as "We've had enough!" or "An injury to one is an injury to all!"

### PRODUCING THE LEAFLET

There are basically three methods we're going to cover. The first and most simple, cheapest, and quickest in emergency situa-



tions is typing on a stencil and mimeographing. The more elaborate and by far more attractive (because you can use big headlines and all kinds of graphics and photos) is mimeographing by use of an electrostencil. The third method is offset printing. It is considerably more expensive but very neat and professional-looking. The methods for layout are the same for electrostencil and offset.

### THE TYPED STENCIL

Of course, the first problem is to locate a mimeograph machine you can use. Many community organizations and churches have mimeographs and it's a good idea to find one you can make arrangements to use from time to time. If you have an office or are a pretty stable organization, you can buy a second-hand one for a few hundred dollars.

To prepare a typed stencil (stencils cost about 50 cents each), you simply insert it into a typewriter. Electric is best because it distributes pressure evenly, but not essential. Switch the ribbon control onto stencil or clear (halfway between red and black) and type as you would on paper. A clear plastic typing plate between the stencil and backing sheet makes for cleaner copy. Correct errors using blue liquid correction fluid according to instructions.

We've found it very difficult to draw clear-looking headlines onto a stencil. Although smaller, it looks better to type in caps across the top with a space between every letter and underline, such as:

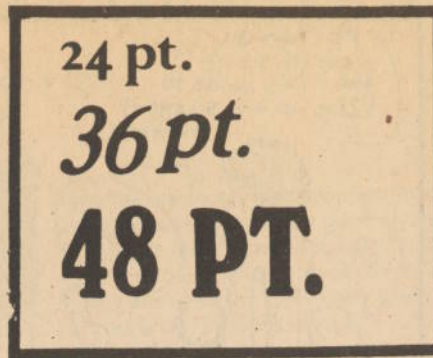
### END DISCRIMINATION IN HIRING!!

A stencil can be prepared in a few minutes and 1000 copies run off in another 20 to 30 minutes. White mimeograph paper costs about \$5 per 500, but for a dollar more you can use colors. This brightens up a typed stencil which is void of pictures. Try green, orange, blue or yellow.

### LAYING OUT A LEAFLET

An electrostenciled or printed leaflet requires more time, but the end result is worth it. First of all, you have to go to an art supply store and buy a few supplies:

- blue-line graph paper pad
- a blue pencil or two
- a fine felt tip (or ink) black pen
- rubber cement
- see-through rulers are good
- a cutting blade (disposable ones are available from 29 cents on up)



Also you have to buy the print for your headlines. This can be a confusing process, so get a catalog from the store first and pick a few sizes and thicknesses of the same type or a couple of types. For example, bold, medium, light refer to how heavy the lettering is; extended means it's spread out; condensed means squeezed together; italics means slanted; and so on. The sizes come according to "point" and you probably want a sampling of 24, 36, 48 point sizes to start out. This stuff is expensive (2 to 5 dollars a sheet, depending on brand) but it lasts for quite a few headlines!



Get your supplies spread out on a flat table (your kitchen works just fine), and place the various components of your leaflet—text typed on clean paper in black; headlines pressed onto graph paper; drawings, photos and cartoons—on a piece of graph paper the size of the finished page you will be using. Use a different page for each side. Then apply rubber cement and paste them down. You can rub off excess rubber cement with your (clean) fingers. Blue pencil lines and the blue lines of the graph paper will not be picked up by electrostencil or offset press, so use your pencil as a guide.

Electrostencils can be done commercially (e.g., at Gestetner's, 3333 W. Hunting Park, for \$4 each). Just take in your layout; they make the stencil, then you run it off.

### MAKING IT LOOK NICE—A FEW HINTS

Use nice big headlines, leave plenty of wide margins around the edges and between paragraphs, headlines and pictures. Use a picture or graphic on every page. You can "box" things in to set them off using tape (like a roll of thin black masking tape) from your art supply store, then just stick it on your graph paper. Look at magazine ads, newspapers, etc., to get new ideas on how to place things on the page. Most important—just don't clutter. Got three great ideas? Pick the greatest and save the other two. Too much on a page just confuses and looks messy.

### A WORD ON GRAPHICS

Once you've been doing this for a while, you'll get in the habit of cutting out an appropriate chart or cartoon or photo from the papers you read. A great source of cartoons is Fred Wright's book, available from UE. Original cartoons don't have to be done by dynamite artists—the originality and the familiarity of the subject make up for any lack of professionalism (your personnel manager drawn as a stick-man and labeled can make a real impact). Black and white drawings and newspaper pictures can be picked up by electrostencil. Your offset printer will have to screen glossy prints and blow-up or reduce the size of your graphics.

### SIGNING OFF

Be sure to sign who put the leaflet out, even if it's an embryonic caucus called "Some Concerned Members of Local 3." Give an address and if possible a telephone number. You may want a "tear-off" where people can write for more information, subscribe (if it's a newsletter type of thing), send a donation, etc. If your work was done by yourself and other hard-working but unpaid labor, be sure to print "Labor Donated" at the end. This shows you did not use a scab print shop. If you do use a printer, be sure it's union, and have the "bug" put on. In Philadelphia an inexpensive union print shop is Resistance, 1116 Spring Garden Street. This exists as a service to folks like us and is relatively inexpensive because it's a cooperative and nobody makes a profit.

So now you're set to do that mailing, or hand out your leaflet at the plant gate or door of the union meeting along with your fellow workers. Or hand them out in your departments or lunchroom (not on company time—unless you want to risk getting fired).

Spread the word! The more you do it, the better you'll get at leaflet-writing.