

PETITION INSTRUCTIONS AND SUBMISSION GUIDELINES

Frontier Airlines - LEC 165 Special Local Council Meeting Petition

Purpose: This packet explains how to properly complete, verify, and submit petition materials so eligible signatures can be counted. Follow these instructions exactly. Petitions may not be emailed or digitally submitted.

KEY REQUIREMENTS

- **Use only the current petition form.** The correct version requires an ALPA number only and does not request an employee number. Discard old versions.
- **Wet signatures are required.** A wet signature is a physical handwritten signature made in ink on the printed form. Digital, typed, copied, or scanned signatures do not count.
- **Do not email petitions.** Completed petitions and Petition Holder Statements must be mailed or hand-delivered. Do not send signed petitions electronically in any form.
- **Do not leave petitions unattended.** If a petition page was left unattended, do not use it. It cannot be verified and should be discarded. Anyone who signed an unattended page should sign a new petition.

ELIGIBILITY TO SIGN

You may sign only if you are an active member in good standing assigned to LEC 165. Do not sign if you are on probation, inactive, or not a member in good standing.

SUBMISSION OPTIONS

Individual Mailing	Multiple Signatures	Hand Delivery
Print petition. Complete each column. Sign in ink. Complete and sign the Petition Holder Statement. Mail both documents to Capt. Tim Brown.	Print petition pages. Verify each signer is in LEC 165, active, in good standing, and not on probation. Each signer must complete all fields and sign in ink. Complete and sign the Petition Holder Statement. Mail all pages to Capt. Tim Brown.	Print petition. Collect only verified signatures. Complete and sign the Petition Holder Statement. Hand-deliver the original documents in the traditional manner.

PETITION HOLDER RESPONSIBILITIES

Anyone collecting signatures must personally verify that each signer is who they say they are, belongs to LEC 165, is not on probation, and is an active member in good standing. The Petition Holder Statement must be completed, signed in ink, and submitted with the petition page(s).

Mail completed original documents to:
Capt. Tim Brown
P.O. Box 69
Hebron, KY 41048

FINAL CHECKLIST BEFORE SUBMISSION

☐ Current petition form only | ☐ All required fields completed | ☐ Every signature is handwritten in ink | ☐ Eligibility verified for each signer | ☐ Petition Holder Statement completed and signed | ☐ Original documents mailed or hand-delivered only

Timely and accurate submission helps ensure eligible members have their voices formally recognized.

**FRONTIER AIRLINES
LOCAL EXECUTIVE COUNCIL 165
PETITION FOR SPECIAL LOCAL COUNCIL MEETING**

My signature below indicates that I am an Active member in good standing of LEC 165 and that I am requesting the ALPA President to direct the Vice President–Administration/Secretary to call a Special Local Council Meeting for LEC 165, pursuant to the **ALPA Constitution and By-Laws, Article III, Section 3C**, which states that when petitioned in writing by thirty percent (30%) of the Active members in good standing of a Local Council, the President shall within fifteen (15) days direct the Vice President–Administration/Secretary to call a special meeting, to be convened within forty-five (45) days of receipt of the petition.

Purpose / Agenda Items Requested: Recall of LEC 165 **Captain Representative John Howell and Recall of First Officer Representative Charles Weihing**, pursuant to the ALPA Constitution and By-Laws, Article III, Section 2F.

Further, due to multiple domiciles within the LEC, the members request the President require the LEC meeting be proctored in each LEC 165 domicile, meeting announcement will be sent no later than the 3rd of the month prior to the month in which the meeting will be held to allow LEC members to bid to attend.

#	Printed Name	Signature	ALPA #
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Petition Holder Statement

I, _____, certify that the following petition page(s) numbered page ____ through page ____ were obtained by me and signed by the pilot(s) whose name, signature, and ALPA number are on the page(s).

I am mailing or hand-delivering to Capt. Timothy Brown to collect and submit to ALPA National.

Signed, _____ on this date _____.