

[Company Name]

Elections Guidelines Policy

Approval Date	Effective Date	Last Review Date
Pending	Pending	April

Policy Number:	
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Approved by:	xx Executive Board
Responsibility:	xx Executive Board
Applies to:	xx Employees, xx Executive Board, xx Executive Members

1. PURPOSE

- a. The purpose of this policy is to define the eligibility for elections, how nominations should be conducted, and the procedures for conducting the elections in [Company Name].

2. APPLICATION OF THE POLICY

- a. This policy applies to all xx Employees, Executive Board, and its members.

3. ELIGIBILITY

- a. No member shall be eligible for election, be elected, nor hold office as Business Manager unless he or she shall have remained continuously in good standing in the Local Union electing him or her for two (2) years preceding the month of nominations, in addition to fulfilling the qualifications for other Local Union office.
- b. No member shall be eligible for election, be elected, or hold the office of President, Vice-President, Recording Corresponding Secretary, Financial Secretary, Treasurer, Trustee(3), Auditor(3), Conductor, and Guard unless he or she shall have remained continuously in good standing for not less than one (1) year preceding the month of nominations; and provided that no member shall be eligible for election, be elected, nor hold office unless he shall also have been a member of the organization for two (2) years immediately prior to the election in accordance with Article XXIV, Sub-Division 1, Section (b) of the Constitution.
- c. No member shall accept nomination for more than one position.

- d. Remained for this purpose is defined as to continue unchanged.
- e. Good standing for this purpose is defined as having dues paid at the Union Office within thirty (30) days after they have become due and payable on the first (1st) day of each month. Dues for any one (1) month shall be known as current dues for that month. No member whose dues have been withheld by his or her Employer for payment to the Local Union pursuant to his or her voluntary authorization provided for in a Collective Bargaining Agreement, or provided by Local Law, shall be declared ineligible to vote or to be a candidate for office in the Local Union solely by reason of alleged delay in the payment of dues. It is the responsibility of any member intending to stand for election to ensure that dues and/or assessments are fully paid and that the member is in good standing as per the Constitution and By-Laws.
- f. Any member who becomes an Employer, or attains a permanent full-time position in a Management or Non-contract capacity, shall not be deemed eligible for election nor permitted to hold office in the Local Union.
- g. No member shall be eligible for election, be elected or hold office who has not during the year, and in the case of one seeking the office of Business Manager two (2) years, immediately prior to the month of nominations, been continuously employed at the field. This restriction, however, shall not apply to any member employed by or working for a Local Union or the International Union or who has been assigned by his or her Local Union or the International Union to perform work in furtherance of the interests of organized labour, in either case in a sufficiently time-consuming capacity to preclude meeting the requirement of continuous employment in the field.

4. NOMINATIONS

- a. The nominations of candidates for elective office shall be held at a General Membership Meeting during the month of May or June preceding the election.
- b. The terms of all Local Union officers, Trustees and Auditors shall be four (4) years.
- c. The Recording Corresponding Secretary of the Local Union must notify each candidate of his / her nomination to the Local Union office. The candidate must return an acceptance of nomination to the Recording Corresponding Secretary, which should be received by the Recording Corresponding Secretary within ten (10) days of the date the candidate was notified of the nomination (Art XXIV, Subdivision 2, Sec. b - International Constitution) and, in addition, shall have been in regular attendance at all regularly scheduled Local Union Membership Meetings, held after nomination and before elections, subject however to a reasonable excuse based upon good cause such as physical incapacity or death in the family. In the event a written notice of acceptance is not received within ten (10) days of the date of notification for the position(s) to which a member is being nominated, the nominee shall be declared ineligible for election and shall have his or her name removed from the list of eligible candidates.

Within five (5) days after the nominations have been concluded, the Recording Corresponding Secretary shall mail to each member nominated, at his or her last known home address, a notice of his or her nomination and of the office to which he or she has been nominated.

- d. The names of all candidates nominated and the office or offices for which they were nominated shall be filed with the Chairperson of the Election Committee by the Recording-Corresponding Secretary. Letters of notification of acceptance received by the Recording Corresponding Secretary in envelopes marked "nominations" shall be opened in the presence of the Election Committee. The names of all candidates and the notifications of acceptance shall be filed with the Chairperson of the Election Committee.
- e. If a candidate is nominated for more than one position, he or she must select the one position for which he or she accepts the nomination and decline the other(s). Failure to do so shall result in the candidate being declared ineligible to run for any office in that election.

5. ELECTIONS

- a. The election shall be held during August by mail referendum vote of the membership of xx under the supervision of the Election Committee if an outside firm (e.g., Law Firm, Certified Public Accountants, or Election Specialty Firm) is used to administer this election. The election committee shall work with, and supervise, the outside firm.
- b. Ballots will be mailed to members eligible to vote at their home addresses. The member must ensure the Local has their correct address on or before the thirtieth (30th) of June.
- c. An Election Committee shall be appointed from the membership by the Business Manager. The Election Committee shall consist of at least three (3) members in good standing or more than five (5) members in good standing. Members nominated for any office are not eligible to serve on the Elections Committee during that election period.
 - i. The Business Manager, through the Recording-Corresponding Secretary, shall provide the newly elected members of the Election Committee with an outline of the procedures and duties of this Committee. The Election Committee shall have made available to them any minutes of previous Election Committee meetings along with the current By-Laws of the Local Union.
- d. The duties of the Election Committee shall be:
 - i. At their first (1st) meeting of the Election Committee, the Business Manager shall elect a chairperson and a recording secretary.
 - ii. Rule on the eligibility of all candidates who have declared their intent to seek office, as required by the Constitution and By-Laws.

- iii. Notify the Recording Corresponding Secretary of the Local promptly as to the disqualification of any candidate for office and the reasons for such disqualification. The Recording Corresponding Secretary of the Local shall immediately inform the disqualified candidate by registered mail of the ruling of the Election Committee.
- iv. Provide and designate a member of the elections committee to supervise the signing of an attendance record at meetings of members nominated or accepted the nomination. The designated person shall be responsible for seeing that the attendance records are forwarded to the Election Committee.
- v. Be responsible for the conduct of the election.
- vi. The preparation of an alphabetical member's voting list of all eligible members on the official records of the Local Union as of June 15th or the whereabouts of each election year together with the address listed with the Local Union office.
- vii. Prepare and print sufficient appropriate envelopes, ballots, and return addressed stamped envelopes. The ballot listing the nominees, Local Union Business Manager first and all other officers next in the order in which they appear in Article II, Section (1), of these By-Laws, listing the nominees for each office. To have also printed sufficient, appropriate ballots listing the nominees for Executive Board members. Ensure that all envelopes and return-addressed envelopes are returnable in the name of the Local Union. All ballots shall be mailed out at least 30 days before the election date (i.e., the date that ballots are counted).
- viii. Request assistance from the Local Union staff or the International Union to fulfill their duties.
- ix. Make every effort to ensure the delivery of any undelivered ballots to the proper address of the member.
- x. In the presence of all committee members, remove the returned ballots, count the same and certify the results in writing to the membership. The Election Committee shall make certain that adequate safeguards are maintained to protect the secrecy of the ballots if an outside firm is used to administer and count the ballots. The election committee shall supervise this process.
- xi. Upon written request from any eligible candidate for office, the Election Committee shall ensure fair and equitable distribution of any election campaign material at the candidates' expense.
- xii. The Election Committee shall determine and inform the candidates of the limitations of campaign material and establish a date for all such material to be submitted.

- e. The candidate for each office receiving the most votes shall be declared elected by the Election Committee, and the installation of such Elected Officers shall take place during September.
- f. The Election Committee shall declare any persons out on withdrawal, suspended or whose application for membership has yet to be approved before the adjournment of the general business meeting in June as ineligible to vote in the upcoming election.
- g. The Election Committee shall declare any member whose required dues are not fully tendered as of the close of the union office on the first (1st) business day in July in an election year as ineligible to vote in the upcoming election.
- h. Each candidate shall have the right to an observer, who shall be a member in good standing in the Local Union and providing the member shall have been authorized in writing to be present at the counting of the ballots by the candidate. The observer may challenge the eligibility of any ballot, and the ballots challenged shall be set aside pending a determination as to their validity by the Election Committee.
- i. The Recording Corresponding Secretary shall preserve all declarations of Candidacy, Election Records, Ballots, and any other election material for not less than one (1) year.
- j. Election Protest
 - i. Any protest relating to the nominations and elections of officers must be made to the Local Union by registered mail within thirty (30) days after the election, writing the specific reasons for such protest. Any member making a timely protest may appeal the decision of the Local Union thereon to the General Executive Board and the General Convention in accordance with Article XVII of the Constitution.

SIGN-OFF ([Company Name] – Elections Guidelines Policy)

Employee / Executive Board Member
(Please Print)

Employee / Executive Board Member
(Signature)

Witness

Date