

LOCAL 21 UNION OFFICER ELECTION GUIDELINES

All candidates will be given a copy of the Union Officer Election Guidelines and must sign to acknowledge receipt.

CANDIDATE STATEMENTS

Candidate statements & photos will be posted on the Local 21 website and included in the Election newsletter which will be mailed to each Local 21 member with the ballot. The Election Guide will include the following disclaimer: “Disclaimer: The Election Committee has no input on the content, quality or accuracy of candidate statements herein, nor does the Election Committee take on the responsibility to confirm or deny the validity of such statements at any time during an election campaign.”

- 1). The deadline to submit your statement & photo is 5:00 p.m. on **Monday, October 16**. Please email them to Andrea Prebys at andrea@ifpte21.org. You will receive an email confirming receipt of statement/photo.
- 2). The statement is limited to 150 words. Please send your statement as a Word document. When counting the words, please note that “San Francisco,” “San Jose,” “Santa Clara,” “Local 21,” for example, will be counted as one word, not two. Hyphenated words will be counted as one word. All articles (e.g. definite, indefinite, etc.) will be counted.
- 3). If your statement is longer than 150 words, you will be notified immediately and given the opportunity to shorten it. The revised version must be submitted to our office by 5:00 p.m. on **Wednesday, October 18**. If you don’t submit a suitable statement by that time, your original statement will be shortened by the Election Committee (cutting it off at the 150 word threshold).
- 4). In addition to your statement, please list how you want your name to appear on the ballot and the Election Guide. Please also list your employer, job title and chapter for the Election Guide. (We will preface each statement with this information, but it will not be included in the 150 word limit.)
- 5). The **confidentiality of candidate statements** is not guaranteed; however, it is the policy of the Election Committee to not purposely disclose them prior to publication of the final draft of the Election Guide.

CANDIDATE ENDORSEMENTS

If you plan to use names of your endorsers in either your campaign statement or campaign literature, you are required to provide the Election Committee with a written confirmation from the person endorsing you. An emailed statement from the endorser will be sufficient; it should be sent to the attention of Andrea Prebys at andrea@ifpte21.org.

Chapters, councils or any other official body of the union *are not allowed* to make an endorsement of a candidate or group of candidates in the name of the chapter or council.

Such action could easily be construed as an official advisement to members, thereby violating the basic rule that the union must remain neutral in the matter of internal union elections.

INSPECTION OF ELIGIBLE VOTER LIST

Each candidate will have the opportunity to inspect the eligible voter list one time. It will be available for inspection in Local 21's San Francisco office on **Monday, October 30 through Tuesday, October 31** between the hours of 9:30 a.m. and 4:30 p.m. on those days. You will not be able to copy, photograph or in anyway reproduce the eligible voter list. Please contact Andrea Prebys by 5:00 p.m. on **Friday, October 27** if you wish to inspect the voter list (please indicate the day and time you wish to see the list). A Local 21 staff member will be present while you review the list.

CAMPAIGNING

CAMPAIGNING USING EMPLOYER OR UNION RESOURCES

Federal law prohibits candidates for union office from utilizing union or company resources in the conduct of their election campaigns. **This means it is inappropriate to campaign on company time and use employer resources such as paper, copy machines or the mail system.** Additionally, employer email systems are considered an employer resource and should not be utilized for campaign purposes.

The prohibition against using employer resources, such as the email system, to promote candidates for union office applies to all situations where resources are used to promote a candidate(s) regardless of whether the party using the employer resource is running for union office.

CAMPAIGN LITERATURE

Campaign literature cannot be posted in any Local 21 union office; any campaign literature left in the union office following a chapter meeting or candidate forum will be discarded. Chapters can make and enforce their own rules regarding posting of union campaign literature on workplace bulletin boards which are set aside for union business, though the assumption is that any rules will be equitably applied to all candidates.

Candidates are prohibited from using Local 21 chapter or council letterhead, and/or the IFPTE logo, when making or advertising the endorsement of a candidate or group of candidates. Such action could easily be construed as an official advisement to members and is in violation of the rule that the union must remain neutral.

MAILING CAMPAIGN LITERATURE

These are the guidelines for candidates who wish to use the union's membership information for the purpose of mailing campaign material. (The mailing must be at your expense – Local 21 does not pay for candidate mailings.)

1. No candidate will be allowed direct access to Local 21's membership information (e.g., you will not receive mailing labels or electronic files containing member names/addresses/emails). No candidate shall be allowed to copy Local 21's membership list nor can the list be taken from Local 21's office.
2. Candidates who would like to send a mailing to the union's membership may do so by the option specified below. If you have any questions regarding the mailing, please contact the Election Committee via Andrea at the Local 21 office (415-864-2100 x 123, or andrea@ifpte21.org).
3. Any mailing sent to the union's mailing list must include a disclaimer statement that the mailing was "not printed or distributed with the union or employer's resources."
4. Candidates sending campaign emails must include the disclaimer statement, "This email was not distributed using the union or employer's resources and cannot be forwarded using the union or employer's resources." Candidates should only send emails to personal email addresses not to work email addresses. *Please note: the union will not send any emails using the membership's information for individual candidates and will not give email addresses out to any candidates.*

Mailing campaign literature using the services of a mailing house (the union office will send the membership names/addresses directly to an employee of the mailing house);

Mailing house

You must make all the necessary arrangements directly with the mailing house; the only interaction between the union office and the mailing house will be in the transmittal of the file containing member names and addresses. You will need to provide Andrea with the name and address of the mailing house as well as the name and email address of your contact person. You also must supply a copy of the mailing to the Election Committee via ElectionCommittee@ifpte21.org.

Campaign Flyer on Local 21 Website

All candidates will have an opportunity to post a campaign flyer on the *Meet the Candidates* section of the Local 21 website. Please email the post ready flyer to the Election Committee at ElectionCommittee@ifpte21.org. The flyer must be one 8 1/2" x 11" page in pdf format. Candidates may email the flyer for posting as early as October 22 and no later than November 30. The flyer cannot be exchanged once it has been posted on the website. Standard posting will take 24-48 hours. Candidate's name, employer, job title, and chapter will be posted next to the flyer. *Please note: the Election Committee will not be proofing any material that you send to post.*

POSITION OF OFFICES/CANDIDATE NAMES ON BALLOT

The ballot will list offices in the order they appear in the Local 21 bylaws with the exception of the four area vice presidents, which will appear as the final race on the ballot as appropriate. Candidate names will appear on the ballot in the order they were drawn out of an envelope (we used random drawing rather than alphabetical order to determine placement).

Area Vice Presidents

East Bay Vice President: only members in the following chapters are eligible to vote for this office: Alameda County Counsel's Association; Alameda County Engineers Association; Alameda County Chapter (Public Works & Zone 7); Alameda County Management Engineers (CEMU); Alameda County Public Defenders; Berkeley Schools Administrators; Contra Costa County; Contra Costa Water District; East Bay MUD; City of Hayward; PACE; Port of Oakland; City of Richmond; San Leandro City Employees Association; Solano County; School Supervisors Association (16 chapters) **Richmond Executives will be eligible to vote pending dues checkoff and approval of chapter bylaws by Executive Committee by October 10.*

Oakland Vice President: only members employed by the City of Oakland are eligible to vote for this office (4 chapters).

San Francisco Vice President: only members employed by the City & County of San Francisco are eligible to vote for this office (17 chapters).

South Bay Vice President: only members in the following chapters are eligible to vote for this office: AMSP; Association of Engineers & Architects; CAMP; City of Cupertino; Santa Clara County Engineers & Architects Association; Engineer's Society, SCVWD; Professional Managers Association, SCVWD; Transportation Authority Engineers & Architects (8 chapters).

OBSERVER GUIDELINES

The ballots will be counted on **Friday, December 1**. The Election Committee (assisted by Local 21 front office staff and a representative from the California Elections Company) will pick up the ballots at approximately 9:00 a.m. and bring them back to the Local 21 office for tabulation.

Each candidate (or an observer representing the candidate) is allowed to accompany election officials when the returned ballots are picked up from the post office, transported to the Local 21 office, reviewed for eligibility, and counted. (If you plan to accompany the election officials to the post office, you must be in the Local 21 office at 8:45 a.m.)

No candidate will be allowed to have more than one observer present at any time, but you can change observers throughout the day. The observer's role is limited to observing the election process, asking procedural questions, challenging the eligibility of any individual voter, and lodging protests with the Election Committee, as appropriate.

1. The observer can be the candidate or anyone of the candidate's choosing (the observer is not required to be a Local 21 member);

2. You must notify the Election Committee of your observer's name(s) by no later than 12:00 noon on Wednesday, November 22. This rule applies even if the candidate is going to be the person acting as observer. This notification should be sent to Andrea at the Local 21 office (415-864-2100 x 123 or andrea@ifpte21.org);
3. Observers will sign an observer log indicating the times they were present;
4. Observers will wear an identifying nametag while in the ballot tabulation room;
5. Observers may challenge the eligibility of any voter by clearly specifying the basis for the objection to the Election Committee;
6. Observers do not have the right to count or handle the ballots in any way but will be allowed to observe all procedures closely (there will be a designated area from which observers can monitor the sorting, tabulation, etc.)

Immediately prior to the ballot counting, a representative from the California Elections Company will explain the tabulation process.

I have read the Union Officer Election Guidelines.

Candidate's Signature