

OPEIU Local 8 Election & Nomination Process **Policy and Procedures**

Local 8's election process is described in the Constitution and Bylaws Article 14, Terms of Office and Elections. These policies and procedures are not intended to invalidate or contradict any part of Article 14, but rather to provide guidance to the Local 8 Membership and the Election Committee.

Notification to Membership of Nominations and Election

- The Local 8 Newsletter shall serve as notification of nominations and elections per Article 14 Terms of Office and Elections in the Local 8 Constitution and Bylaws. The Newsletter shall be mailed (not necessarily post marked) first class or sent electronically with no less than a 15-day notice. To determine the latest date in which the Newsletter can be mailed or emailed, start with date of nominations and/or election as 15 and then count backwards. For example, if the nominations were held on Wednesday, January 24, the Newsletter would have to be mailed (or sent electronically) on Tuesday, January 9.
- The Local 8 Newsletter shall have the nomination/election notification on the front page or other prominent placement and shall contain: the offices to be filled by election; the date and time for submitting nominations; the proper form for submitting nominations, that is, whether written, or orally from the floor; the date and time for the election, name and workplace of any candidates. The announcement of nominations and elections shall also refer members to Articles 11, 12 and 13 to help with understanding the duties of any position that may be up for election.

Nomination Process

- Nominees must be in attendance at the meeting where they are nominated or declare in writing their willingness to accept the nomination. Written declaration must be presented before the close of nominations and must be in the form of a hard copy email or other written material that clearly identifies the nominee and includes a date. Text messages and emails from an electronic device without a timely written hard copy provided will not be accepted.
- Nominations will be called on the floor of the Assembly for a total of three times before closing nominations.
- Self-nominations are allowed.
- Nominations do not need a second.
- Nominees will be asked to state the spelling of their name, where they live and where they work.

OPEIU Local 8 Election & Nomination Process
Policy and Procedures

- Candidate statements: Nominees for any officer position including the Executive Board, will not be allowed to make a speech from the floor, although an introduction is allowed. The Election Committee will provide further instruction to nominees about submitting a candidate statement in the newsletter. Nominees for any Trustee, delegate or committee position shall be allowed to make a one-minute speech from the Membership Assembly floor.

Notification to Candidates for Election

- Within ten (10) working days after nominations, the Local 8 office shall send to each candidate by mail (and by email if all candidates can receive by email) a cover letter explaining Election Rules and the date and times of the election; a copy of Local 8's Election Policy and Procedures; a copy of the Local 8 Constitution and Bylaws; and a copy of the U.S. Department of Labor Electing Union Officers publication. The Local 8 office will verify with each candidate, via email if possible, that the materials have been received.

Election Board Rules

- The Election Board may also be referred to as the Election Committee. The term is interchangeable.
- The Election Board shall meet at the Membership Assembly during committee sessions if necessary to count ballots,
- The Election Board shall meet within one (1) week after being notified of a mail ballot election for the purpose of reviewing election policy and procedures. Each member of the Election Board shall be provided with the materials to be sent to each candidate.
- Unless designated Alternate positions are required in the Local 8 Constitution and Bylaws, Alternates will be those nominees who do not get elected as Delegates in the order of the highest vote.
- If there is a tie for the order of the Alternates, or if the order isn't clear, membership seniority shall be used.
- Any vacant Delegate and Alternate positions may be appointed by the Executive Board on an interim basis until the next Membership Assembly, at which time there shall be an election for vacant positions in accordance with Article 14 of the Local 8 Constitution and Bylaws.
- The office of Local 8 will be responsible for determining voter eligibility. No member may establish eligibility the day of the election.
- The Election Board will work with the Local 8 office to coordinate a system for mailing ballots. The Board will see that an impartial post office box is rented for the return of mail

OPEIU Local 8 Election & Nomination Process
Policy and Procedures

ballots. The Board will pick up mail ballots at the times designated by the Election Board and verify the eligibility status of the member voting by mail before including the vote in the final count of ballots.

- The Election Board will be reimbursed for any time loss they may incur in carrying out their duties as specified in the Local 8 Bylaws.
- It is the responsibility of the Board to see that all elections conducted by Local 8 are in compliance with the rules and regulations set for such elections and that said rules and regulations are applied on an equal basis to all candidates and members.
- See Article 14 Terms of Office and Elections in the Local 8 Constitution and Bylaws for further details.
- The Ballots will list each candidate's name and place of employment. The Election Board shall conduct a drawing to determine each candidate's position on the ballot.
- The Election Board shall have a process for "challenged ballots".
- After the election, all records will be given to the Local 8 office for proper filing and storage.

Candidate Rules

- Any candidate may inspect the membership list provided for the election but cannot obtain a copy of the list or take notes of information from the list.
- Candidates may make mailings to all or part of the general membership provided:
 - a. all costs generated in mailing campaign literature is done at the candidate's own expense and paid in advance. Local 8 will provide requested mailing labels to the mail service upon request.

Space will be made available in Local 8's newsletter for each candidate to submit copy in support of their candidacy. The amount of space shall be between fifty (50) to two-hundred and fifty (250) words or less depending on space available and made available equally to all candidates. Microsoft word count shall be used to determine number of words. The Election Board shall decide the amount of space allowed.

- Each candidate is entitled to have one observer present at the time the votes are tallied.

Approved at October 26, 1988 membership meeting.

Amended and approved at the January 25, 2006 membership meeting.

Amended and approved by the Local 8 Executive Board on April 11, 2007.

Amended and approved by the Local 8 Membership on May 23, 2007.

**OPEIU Local 8 Election & Nomination Process
Policy and Procedures**

Amended and approved by the Local 8 Executive Board on June 10, 2009.

Amended and approved by the Local 8 Membership on June 24, 2009.

Amended and approved by the Local 8 Executive Board on August 10, 2016.

Amended and approved by the Local 8 Membership on September 24, 2016.

Amended and approved by the Local 8 Executive Board on September 13, 2023.

Amended and approved by the Local 8 Membership on September 23, 2023.

s:OPEIU8 Policy Handbook/election and nomination process policy and procedures rev 9.23.23.doc
liuna#242/afl-cio