

## MAMW Local Lodye Election Aulide



## William W.Winuisinger tiducation and Technology Genter

## Preface

This is the 2015 edition of the IAMAW Local Lodge Election Guide. The purpose of this Guide is to provide guidance to LL officers, members and others for conducting and participating in elections of Local Lodge officers. This Guide contains the information and resources needed to run a local lodge election free of challengeable errors that could necessitate a costly re-run.

As official union representatives and as union members, we know the values and traditions of democracy that are contained in the IAMAW Constitution. In addition, we must also know our duties and obligations under the law covering election of union officers as administered by the U.S. Department of Labor (DOL). Please see the LaborManagement Reporting and Disclosure Act of 1959 (LMRDA) Title IV - Elections, Section 401.

Consistent with our democratic values and DOL directives, it is imperative that we thoroughly understand the local lodge election procedures and requirements to ensure that our elections are conducted in a manner consistent with the IAM Constitution and the applicable law.

Under our Constitution and under the law, we are obligated to hold elections for local lodge officers every three years. We may encounter situations where an election does not take place as a result of the incumbent officers not being challenged. However, we must be prepared to conduct elections when necessary to do so.

In conducting Local Lodge elections, it is wise to plan for the election as far in advance as possible. Critical issues in the planning of elections include the appointment of tellers by the Local Lodge President, deciding how votes are tabulated (if not in Local Lodge bylaws), proofing ballots, printing election materials, mailing notices, absentee ballots, election day, poll location, poll times, posting results, installation of officers, conducting a run-off election if necessary, and retaining all election materials.

Most of the tasks/activities noted above have a specific date by which they must be accomplished. Compliance with required deadlines is critical. A timeline and checklist of election tasks is included with this Guide. Failure to follow the mandated times and procedures for any reason exposes the election to a challenge that could possibly result in a rerun election. Election challenges are investigated by the Grand Lodge. Election challenges submitted to the Department of Labor (DOL) can result in a re-run election supervised by DOL.

As representatives, it is our responsibility to assure that every election is conducted properly so our members may exercise their rights of democracy and avoid the additional costs, resources, delays and uncertainty associated with re-running an election.

This step-by-step Guide was assembled to provide a chronology of a Local Lodge election from start to finish. Subjects are referenced and indexed to the IAMAW

Constitution, IAM Official Circulars (787, 809 "Election Policy Attachments" and 815). There are "SAMPLE" documents to illustrate a model guide to facilitate the election process. There are "SAMPLES," dated to a calendar to help visualize dates that correspond with the event and the time they need to take place.

In addition to the materials and resources contained in this Guide, It is also necessary to have copies of the IAMAW Constitution, your Local Lodge Bylaws, the IAMAW Ritual, and the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA) Title IV Elections, Section 401.

## Local Lodge Election Process Overview

- Since Local Lodge elections must be held every three years, pre-planning for printing of ballots with a union print shop is recommended. The number of ballots required plus a percentage for spoiled ballots should be determined in advance. A sample ballot listing offices and instructions for the ballot with a numbered and detachable stub, (minus candidates) assures all offices are represented and information requirements are met. Advance preparation means only candidate names will need to be submitted to finalize ballots, ensuring their delivery within the timeline requirements of the election.

■ If the method for determining the vote count is not specified in the Local Lodge bylaws, the Local Lodge may, by majority vote at a Local Lodge meeting, decide in advance and give notice that the candidates who receive the highest vote for their respective offices shall be declared elected. To select this method, a motion must be made and passed at the regular Local Lodge meeting at least one month prior to Nomination and Election Notices being sent. If not in the Local Lodge bylaws and no vote is taken and motion passed at the Local Lodge meeting in advance of the election, the winning candidate for office must receive a majority (not a plurality) of the votes cast for that office.

■ Not Less than sixty (60) days prior to election, official notice is sent to all qualified voting IAMAW Local Lodge members by U.S. mail announcing Local Lodge election for officers, nomination notices and absentee ballot application forms. The notice must also specify the date, time, and place of nominations, of the election and the run-off election, should one be necessary.

- All members must be given a reasonable opportunity to nominate candidates for office. If the Local Lodge members work multiple shifts and for that reason some members are unable to attend the Local Lodge nomination meeting, "the lodge shall accommodate members who are working nights" as set forth in Official Circular 781.
- At least sixty (60) days prior to the election three (3) tellers are appointed by the President to assist in conducting the election. The Local Lodge President should appoint a "Head Teller" from the three appointees or appoint an additional member to oversee the election processes.

Verify and complete valid absentee ballot requests.

- Nominations, acceptances in person or in writing, verification of all nominated members to be in good standing.
- Notify Recording Secretary if valid nickname is to be used on ballot.

■ Ballots ordered.
■ Absentee ballots sent.

- Conduct election, tabulate votes, verify results
- Conduct run-off election in case of a tie vote or if a majority of votes cast is required and no candidate for that office achieves a majority.
- Announce winning candidates, post results.
- Secure all election materials under seal and retain for one (1) year.

■ Installation of elected officers at first meeting in January.

- Consult IAMAW Constitution for further detailed application, explanation or time constraints.


## Local Lodge Elections

## I. Description and Processes

II. Requirements and Compliance of - IAMAW Constitution and U.S. Federal Law

## A. Lodge Officers that must be elected

1. IAMAW Constitution ARTICLE B, SEC. 4, page 102, LL Election Guide page (111); ARTICLE C, SEC. 7 page 109, lines14-18.
2. Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), Title IV - Elections, SEC. 40(b) 1; Transportation LL Election Guide pages (63-65)
B. Terms of office and election requirements
3. Officers - IAMAW Constitution ARTICLE B, SEC. 4, page 102, lines 1622, page 103 lines 5-10; LL Election Guide pages (111-112)
4. Officers - *Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), Title IV - Elections, SEC. 401(b) -Transportation LL Election Guide pages (63-65)
5. Auditors - IAMAW Constitution ARTICLE C, SEC. 7, page 109, lines 1418; LL Election Guide page (121)
C. Members MUST be in good standing to vote or participate in elections IAMAW Constitution, ARTICLE II, SEC. 4, page 9, line 34-37, page 10, line 1; LL Election Guide page (80)
III. Planning for the election - Transportation LL Election Guide using IAMAW Official, Policies, Procedures and References and the law.
A. Determining the method of counting votes - IAMAW Constitution - ARTICLE B, SEC. 4, page 103, lines 12 -16; Transportation LL Election Guide page (8) and (112)
B. Voting rights of members
6. Retired, Laid Off or Exempt Members - IAMAW Official Circular 815; Transportation LL Election Guide, pages 59-60.
7. Members in good standing - IAMAW Constitution, ARTICLE II, SEC. 4, page 9, line 34-37, page 10, line 1-9; LL Election Guide pages (80-81); ARTICLE III, SEC. 10, page 18, lines 27-29, LL Election Guide page (92); Official Circular 809 - LMRDA Election and Other Requirements, page 1 and 2, paragraph III; Transportation LL Election Guide page (42)
8. LMRDA Title IV, SEC. 401 (e);Transportation LL Election Guide page (64)

## C. Notices and deadlines

1. Nominations/Election notice with place, poll times and re-run date if necessary, (IAMAW Constitution ARTICLE B, Sec. 4, page 102, lines 2431, page 103, lines 1-4) LL Election Guide pages (111-112); Official Circular 809 - LMRDA Election and Other Requirements, paragraph IV; Official Circular 781 - Lodge Meetings for Multi-Shift Membership; Transportation LL Election Guide Page (42)
2. Absentee ballot requests - IAMAW Constitution, ARTICLE B, SEC. 4, page 103, line 20-22; LL Election Guide page (112); Official Circular 809 LMRDA Election and Other Requirements, page 4, paragraph VI; Transportation LL Election Guide page (43).
3. Mailed notice - (SAMPLE) in Transportation LL Election Guide page (9)
D. Teller Appointments - IAM Constitution, ARTICLE B, SEC. 4, page 104, lines 12-15; Transportation LL Election Guide page (111)

Official Circular 809 - LMRDA Election and Other Requirements, paragraph VIII, -Transportation LL Election Guide page (44)

## E. Ballots/Absentee ballots, part 1

1. Ballots - IAMAW Constitution, ARTICLE III, SEC. 8, page 17, line 31, page 18, lines 1-9; LL Election Guide pages (91-92)
2. Absentee ballots - IAMAW Constitution, ARTICLE II, SEC. 3, page 6, lines 25-30, page 7, lines 1-37 and 8, lines 1-7; LL Election Guide pages (7779); ARTICLE B, SEC. 4, page 103, lines 17-30; LL Election Guide page (112).
3. Accounting for Ballots - Transportation LL Election Guide, pages (12)
4. SAMPLE ballots - Transportation LL Election Guide, pages (11)
F. Nominations - IAMAW Constitution ARTICLE B Sec. 4, page 102, lines 16-23; Transportation LL Election Guide page (111)
5. Candidates nominated, acceptance in writing if absent from nominations meeting; IAM Official Circular 809, LMRDA Election and other Requirements, page 3, paragraph V , item D ; Transportation LL Election Guide page (43)
6. Candidate notifies Recording Secretary in writing of the way name is to appear on ballot - IAMAW Official Circular 809 LMRDA Election and other Requirements, page 5, paragraph IX, item B; Transportation LL Election Guide page (44).
7. Determine method of choosing the order of listing candidates on ballot IAMAW Official Circular 809; LMRDA Election and other Requirements, page 4, paragraph IX, item B; Transportation LL Election Guide page (44)

## G. Candidates

1. Member qualification requirements; IAMAW Constitution ARTICLE II, SEC. 4, page 9, lines 22-30; LL Election Guide page (80) \& ARTICLE B, SEC. 3, page 101, lines 1-33, page 102, lines 1-12; Transportation LL Election Guide pages (110-111); IAMAW Official Circular 809 LMRDA Election and Other Requirements page 2, paragraph III; LaborManagement Reporting and Disclosure Act of 1959 (LMRDA), Title IV Elections, SEC. 401(e); Transportation LL Election Guide page (64)
2. Retired member qualification requirements; IAMAW Official Circulars 815, Eligibility and Voting Rights of Retired, Laid Off or Exempt Members paragraph A, item 2, and 809 - LMRDA Election and other Requirements; Transportation LL Election Guide, pages (59 and 42)
3. Rights of Candidates - IAMAW Official Circular 809, LMRDA Election and other Requirements, page 5, paragraph X, item A; LL Election Guide page (44) *Request one observer IAMAW Constitution ARTICLE B, SEC. 4, page 104, lines 15-18; LL Election Guide page (113)

## IV. Conducting the Election

A. Head Teller and Teller Responsibilities - IAMAW Constitution, ARTICLE B, SEC. 4, page 104, lines 12-15; LL Election Guide page (113); IAMAW Official Circular 809 LMRDA Election and Other Requirements Attachment A; Transportation LL Election Guide pages (46-47)
B. Absentee ballots, part 2 - (EXAMPLE) Transportation LL Election Guide, pages (13-14); IAMAW Official Circular 809, LMRDA Election and other Requirements, page 3, paragraph VI - Transportation LL Election Guide, page (43)

1. MUST return by U.S. mail - IAMAW Constitution ARTICLE II, SEC. 3, page 8, lines 1-6; LL Election Guide page (79)
2. Must be received by close of the polls on election day - IAMAW Constitution ARTICLE II, SEC. 3, page 8, lines 1-6; LL Election Guide page (79)
3. Presented by Recording Secretary to Tellers UNOPENED - IAMAW Constitution ARTICLE II, SEC. 3, page 8, lines 6-7; LL Election Guide page (79)
4. IAMAW Official Circular 787 - Absentee Ballots - Transportation LL Election Guide pages (55-56)
C. Observers - IAMAW Constitution, ARTICLE B, SEC. 4, page 104, lines 15-18; LL Election Guide page (113); IAMAW Official Circular 809, LMRDA Election and other Requirements, paragraph X, page 5; Transportation LL Election Guide pages (39-40)
D. Voting procedures - IAMAW Official Circular 809, LMRDA Election and other Requirements, Attachment A, Transportation LL Election Guide pages (46-47) and (EXAMPLE) Transportation LL Election Guide pages (15-17)
E. Verification of member eligibility - IAMAW Official Circular 809, LMRDA Election and other Requirements, Attachment A. Transportation LL Election Guide pages (46-47)
F. Ballot and stub boxes - IAMAW Official Circular 809, LMRDA Election and other Requirements, Attachment A, Transportation LL Election Guide pages (4647)
G. Challenged ballots - IAMAW Official Circular 809, LMRDA Election and other Requirements, Attachment A, Transportation LL Election Guide page (46-47)

## V. Concluding the Election

A. Tabulating votes - IAMAW Official Circular 809, LMRDA Election and other Requirements, Attachment A, Transportation LL Election Guide page (46-47)
B. Tally sheets - (EXAMPLES) Transportation LL Election Guide pages (19-20)
C. Announcing winners - (EXAMPLES) Transportation LL Election Guide pages (22-23)
D. Publishing and posting official results -IAMAW Constitution ARTICLE C, SEC. 3, page 106, lines 1-12; LL Election Guide page (118); (EXAMPLE) Transportation LL Election Guide page (22-23)
E. Installation of Officers- IAMAW Constitution ARTICLE B, SEC. 5, page 104 lines 28-32; LL Election Guide page (113); IAMAW Ritual page 9.
VI. Review, Questions and Discussions - Hand out

## References:

IAMAW Constitution
IAMAW Official Circulars (OC); 787, 815, 809 and 781
Excerpt form IAMAW Recording Secretaries Manual pages 6-7
*IAMAW Ritual
Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), Title IV - Elections, SEC. 401
*Local Lodge By-Laws

## Determining Method of Official Vote Count

The proper method for determining the winner of a Local Lodge election is set forth in the first instance in the Local Lodge bylaws. Only if the Local Lodge bylaws are silent on this issue, can the method be determined by a majority vote at a membership meeting of the Local Lodge in advance of the nominations and election. If the Local Lodge bylaws are silent and no vote is taken at a Local Lodge meeting, then the default method is a majority of all votes cast for a particular office.

If the method of determining the vote counts for an election is not specified in the Local Lodge bylaws, the members may decide in advance by majority vote that "the candidates who receive the highest vote for their respective offices shall be declared elected. In all other cases, a majority of all votes cast shall be required for election." (IAMAW Constitution, ARTICLE B, Page 103, lines 12-16.)

If it is the membership's decision to use "receiving highest vote", a motion stating this method of counting votes must be made and passed at the regular Local Lodge business meeting before the nomination notices are mailed out.

If the Local Lodge membership decides to determine a winner by "the candidates who receive the highest number of votes shall be declared elected," the motion should be made and voted in compliance with the IAMAW Constitution, ARTICLE B, SEC. 4 page 103, lines 12-16. *Use the IAMAW Constitution text to word the motion.

For example, if a December election is being held, notices must be mailed in October . The motion of "receiving highest vote" must be made and passed prior to the mailing of nomination and election notices in order for the information in the election notice to meet the "Not less than 60 days prior" requirement. The motion of "receiving highest vote" may have to be made and passed at the regular Lodge meeting in September. *If a November Election is held, then the same advanced date(s)/timeframes may be required in an earlier month.

## IAMAW Local Lodge 5432 Address, City, State, Zip Code

Notice sent via U.S. Mail
Nominations and Election Notice
In accordance with the IAMAW Constitution, Local Lodge 5432 will be accepting nominations and holding elections for the following Lodge Officers:

President (1) one
Vice President (1) one
Secretary Treasurer (1) one
Recording Secretary (1) one
Conductor/Sentinel (1) one

Trustees (3) three
Audit Committee (3) three

Nominations for these positions will be held at the regular monthly meeting of Local Lodge 5432 in November at the following date, time and location:

Tuesday, November 10, 2015
7:00 p.m
Local Lodge 5432 Hall
123 Main Street
Anytown, OH 34345
Nominations will be accepted only from members in good standing of Local Lodge 5432. Candidates for elective office must be members of the Local Lodge for at least 1 year at the time of nomination and free from delinquency to the Local, District and Grand Lodges.

- Local Lodge officer elections will take place on December 11, 2015 at the Local Lodge 5432 Hall, Address, City, State, Zip Code. Only members in good standing of Local Lodge 5432 will be permitted to vote in the elections. Polls will be open from 6:00 a.m. to 6:00 p.m. to accommodate members working all shifts. If necessary, a run-off election will be held on the next regularly scheduled Lodge meeting on January 12, 2016 at the Local Lodge 5432 Hall, Address, City, State, Zip Code. Polls will again be open from 6:00 a.m. to 6:00 p.m.
- The candidate who receives the highest number of votes for each office shall be declared elected. [Alternative: The candidate who receives the majority of the votes cast for the single position offices shall be declared elected.] Each elected candidate will serve a three year term.

In accordance with the IAM Constitution, any member entitled to receive an absentee ballot shall make a written request to the Recording Secretary of Local Lodge 5432 no later than 30 days before the election.

To qualify for an absentee ballot, a member must:
o Reside more than 25 miles from the designated balloting place.
o Be confined because of a verified illness or on leave qualifying under U.S. family leave laws.
o Be on vacation (active employees only).
o Be on official IAM business approved by the Local Lodge, District Lodge, or Grand Lodge.
o Be on employer work or travel assignment.
o Be on reserve military leave.
In solidarity,
Recording Secretary
Recording Secretary
LL 5432
Address, City, State, Zip Code

## - Post on IAMAW Bulletin Boards -

## Request for Absentee Ballot for the December 1, 2015 IAMAW Local Lodge 5432 Officers Election

I, $\qquad$ , (Print)

IAMAW Book number $\qquad$ , am herby requesting an
Absentee Ballot for the election due to the following reason(s).
Check those that apply:
o I reside more than 25 miles from a designated balloting place
o I will be confined because of verified illness or on leave qualifying under US family leave laws.
o I will be on vacation.
o I will be on official IAM business.
o I will be on an employer work or travel assignment.
o I will be assigned to reserve military leave.
I certify that the above request is accurate.

Signed $\qquad$ Date $\qquad$

Please complete and return this absentee ballot request form to:

Recording Secretary
IAMAW Local Lodge 5432
Address, City, State, Zip Code

## IAMAW Local Lodge No. 5432

Officers Election December 11, 2015
Do not deface this ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.


NO Write-In candidates.

Do not deface ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.
NO Write-In candidates.
1.) Mark ballot.
2.) Fill in stub.
3.) Detach stub.
4.) Place top portion (ballot) in ballot box.
5.) Place numbered stub in stub box.
$\qquad$ , IAMAW Book Number $\qquad$ Local Lodge 5432. Address $\qquad$ City $\qquad$ State $\qquad$ Zip $\qquad$ (stub number) 0001
(union bug)

# IAMAW Local Lodge 5432 Ballots accounted for to use in Local Lodge Officers Election December 11, 2015 

## All Ballots from Printer 2,000

Ballots Mailed

- 160 (Absentee

Ballots)*
*(Recording Secretary sends out Ballots from lowest number in order; e.g., \#1- \#160)


## OFFICIAL BALLOT <br> IAMAW Local Lodge No. 5432 <br> Officers Election December 11, 2015

Do not deface this ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

NO Write-In candidates.


NO Write-In candidates.
Do not deface ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot. NO Write-In candidates.

## 1.) Mark ballot.

2.) Fill in stub.
3.) Detach stub.
4.) Place top portion (ballot) in ballot box.
5.) Place numbered stub in stub box.

Name $\qquad$ IAMAW Book Number
Local Lodge 5432.
Address $\qquad$ City
0001
(union bug)

## IAMAW Local Lodge 5432 Address, <br> City, State, Zip Code

## ABSENTEE BALLOT INSTRUCTIONS:

## Dear IAM Member:

1. Please follow the enclosed instructions carefully.
2. Carefully fill out BALLOT and STUB.
3. Carefully detach STUB from BALLOT.
4. Place BALLOT in PLAIN envelope and securely seal PLAIN envelope.
5. Place PLAIN envelope in outer return envelope marked "BALLOT".
6. Separately, place STUB into return envelope marked "BALLOT" to accompany sealed PLAIN envelope.
7. Seal outer envelope marked "BALLOT".
8. Timely mail outer envelope to Local Lodge Recording Secretary so ballot will be received prior to the closing of the polls on Election Day as specified in the official Nomination and Election Notice.

NOTE: Absentee Ballots MUST be returned via U.S. mail only.

In Solidarity,
Recording Secretary
Recording Secretary
IAM Local Lodge 5432


NO CAMPAIGNING WITHIN

## 50 FEET

## VOTING PROCEDURE

1) Show union book - member must be current on dues payments.
2) Stamp date of election in back of union book.
3) Sign in for ballot.
4) Receive ballot, mark required number of candidates, and fill in the stub.
5) Detach ballot from stub, then deposit ballot in the ballot box and stub in the stub box.

## VOTER SIGN-IN REGISTER

## LOCAL LODGE 5432 OFFICERS ELECTION

## DECEMBER 11, 2015

## POLLING LOCATION: <br> IAMAW, Local Lodge UNION HALL ADDRESS

MEMBERS WHO CAST BALLOTS IN THE ABOVE
REFERENCED ELECTION ARE REQUIRED TO SHOW IDENTIFICATION AND SIGN FOR BALLOT BELOW:

Name
$\qquad$ $\xrightarrow{\square}$
$\qquad$ $\xrightarrow{\square}$
$\qquad$
$\qquad$
$\qquad$
$\qquad$

## OFFICIAL BALLOT <br> IAMAW Local Lodge No. 5432 <br> Officers Election December 11, 2015

Do not deface this ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.


Do not deface ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot. NO Write-In candidates.
1.) Mark ballot.
2.) Fill in stub.
3.) Detach stub.
4.) Place top portion (ballot) in ballot box.
5.) Place numbered stub in stub box.

Name $\qquad$ IAMAW Book Number $\qquad$ Local Lodge 5432.

Address $\qquad$ City $\qquad$ State $\qquad$ Zip___ (stub number) 0001
(union bug)

# IAMAW LOCAL LODGE NO. 5432 <br> OFFICIAL TALLY SHEET RESULTS December 11, 2015 Lodge Officers Election 

NAME(S) AND OFFICE

## VOTES

## PRESIDENT

James Smith
Susan White

BALLOTS SPOILED (Voids)

## TELLERS



HEAD TELLER $\qquad$

DATE

# OFFICIAL TALLY SHEET <br> IAMAW Local Lodge No. 5432 Officers Election December 11, 2015 



# OFFICIAL BALLOT <br> IAMAW Local Lodge No. 5432 <br> Officers Election January 8, 2016 

Do not deface this ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.
(Sample Ballot for Run-off or Special Election)


Do not deface ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

NO Write-In candidates.
1.) Mark ballot.
2.) Fill in stub.
3.) Detach stub.
4.) Place top portion (ballot) in ballot box.
5.) Place numbered stub in stub box.

Name $\qquad$
Address $\qquad$
City $\qquad$ State $\qquad$ Zip $\qquad$
Local Lodge 5432, IAMAW Book Number $\qquad$
(stub number) 0001
(union bug)

# OFFICIAL RESULTS SHEET <br> IAMAW Local Lodge No. 5432 <br> Officers Election December 11, 2015 <br> TO BE POSTED AT LOCAL LODGE ONLY 

Teller
Teller
Teller


Head Teller $\qquad$ Date $\qquad$

OFFICIAL ELECTION RESULTS<br>LOCAL LODGE 5432<br>IAMAW<br>OFFICERS ELECTION<br>December 11, 2015

## Date:

Dear Sisters and Brothers:
In accordance with the IAMAW Constitution, the following Local Lodge Officers have been elected to serve a three (3) year term.

## PRESIDENT

## VICE PRESIDENT

RECORDING SECRETARY
SECRETARY-TREASURER
CONDUCTOR-SENTINEL

## TRUSTEES

1.)
2.)
3.)

## AUDITORS

1.)
2.)
3.)

In solidarity,
Recording Secretary
Recording Secretary
LL 5432
Address, City, State, Zip Code

