

USW LOCAL UNION ELECTIONS GUIDELINES

The following guidelines shall be adhered to in the upcoming Local Union Elections. You will see that not all of the guidelines below are specifically included in the USW Local Union Elections Manual (LUEM). As stated in the LUEM "The rules and procedures stated in this Manual do not cover every last detail involved in Local Union elections." For that reason, we have included some from the USW International Elections Manual which are consistent with the primary principle of conducting the Local Union Elections in a fair, open and transparent manner, ensuring that all members in good standing have the right to nominate, vote and run for office.

With respect to the Candidates, it is absolutely critical for an open, fair and transparent process that all Candidates for the same position are treated equally.

- Local Unions must comply with all reasonable requests of any candidate to distribute, by mail or otherwise, at the candidate's own expense, campaign literature in aid of such person's candidacy to all members in good standing.
- Local Unions must not discriminate in favor of or against any candidate with respect to the use of lists of members. Strict adherence to the International Union policy against the copying or dissemination of such lists, and against the distribution, at the Local Union's expense, of campaign literature on behalf of any candidate or of the Local Union itself will assure compliance with this requirement of the Act.
- Every bona fide candidate shall have the right, once within thirty (30) days prior to the election, to inspect (but not to copy) a list containing the names and last known addresses of all members of the Local Union who are subject to a collective bargaining agreement requiring membership in the Union as a condition of employment. This list shall be maintained and kept at the principal office of the Local Union by the Secretary-Treasurer.
- In order to make certain that no member is given the impression that a candidate has the endorsement of a United Steelworkers entity, no candidate or supporters of candidates shall print, or be permitted to print campaign material on any type of union letterhead, to apply any United Steelworkers logos to any campaign materials or media, or to use any union materials or media, whether from the local, the district, or the international.

THE USW LOGO IS THE PROPERTY OF THE UNION AND IS NOT TO BE INCORPORATED IN ANY CAMPAIGN MATERIAL OR MEDIA.

- No moneys, facilities or resources of the Local Union and no moneys, facilities or resources of an employer shall be contributed or applied to promote or oppose the candidacy of any person. Resources of the Local Union may be utilized for notices, factual statements of issues not involving candidates, and other expenses necessary for the holding of an election. The prohibition includes, but is not limited to, the expenditure of

money from the Local Union treasury, the use of Local Union equipment or supplies, the publication and dissemination of campaign literature on behalf of or against a candidate at the Local Union's expense, and the use of Local Union financed publications or communications to members to support or oppose a candidate. This prohibition applies to all Local Union communications.

- The Local Union is prohibited from directly or indirectly linking their websites and/or social media, blogs, texts, emails as well as other digital communications tools with a candidate's website(s) and/or social media, blogs, texts, emails as well as other digital communications tools. There must be scrupulous adherence to the International Union's policy against the copying or dissemination of membership lists and contact information.
- Local Union equipment (such as, but not necessarily limited to, typewriters, computers, scanners, fax machines or duplicating machines) or supplies may not be used for campaign purposes, regardless of how small the value of the supplies or use of the equipment may be.
- Even if no actual cost to the Local Union is involved, union offices may not be used for campaign activities, because such use may create the appearance of Union endorsement. Campaign stickers and posters shall not be displayed, nor shall campaign materials be stored in Local Union offices.
- Local Union members, officers and employees may not use cell phones provided and fully paid for with Union funds to engage in campaign activities. Where someone is personally responsible to pay the monthly cost of the cell phone in excess of a limited reimbursement provided by the Local Union, such persons will be considered to have met their obligation to pay for personal use related to campaign activities.
- Local Union Staff who have vehicles enrolled in the Local Union's Allowance Program may not use the enrolled automobile for campaign activities, except when and to the extent that the conditions of their employment permit them to use the cars for purely personal purposes. In those situations where Local Union Staff permissibly use their automobiles covered under the allowance for campaign activities, they must reimburse the Local Union for the consequent use costs over and above the cost of the Local Union Staff use of the automobile for union purposes. The display of bumper stickers or other campaign materials on such cars is prohibited.
- Nominations and elections must not take place at the same meeting.
- Nominations shall take place from the floor at the meeting(s) immediately preceding the date on which the Local Union election is to be held.
- Only members in good standing may nominate for office. However, the ineligibility of a person to make a particular nomination must, in order to be effective, be raised in timely fashion at the nomination meeting(s).

- Only members of the Unit may make a nomination at that Unit meeting. Nominations at the Unit meetings are open for all positions that are up for election in the Local and Unit.
- The person chairing the nomination meeting should open nominations for each office separately, giving all members ample chance to make nominations for each office, and keep order during the meeting. When the time for nominations arrives, the chairperson of the meeting announces, "Nominations are now open for the office of President." Any member may then rise and, when recognized by the chairperson say, "I nominate Joe Smith for President." That is all that is required; no seconding speech is necessary. A member may also place the member's own name in nomination. The chairperson should then announce, "Joe Smith has been nominated. Are there any other nominations for President?" This procedure should be continued until three consecutive calls for "other nominations" go unanswered. The chairperson should then declare the nominations for that office closed and proceed to the next office.
- Nominees must indicate their acceptance or rejection of their nomination within the time limits and in the manner prescribed by the approved By-Laws or rules of the Local Union.
- The Election Committee (Tellers) may be appointed by the President or the Executive Board of the Local Union.
- The Election Committee shall have at least three (3) members.
- No Officer, no candidate, or acclaimed candidate for Local Union office or Grievance Committee Member shall serve as a member of the Election Committee.
- The Secretary-Treasurer shall provide the Election Committee with the list of nominees as recorded in the Local Union minutes.
- The Election Committee shall check to see that acceptances or rejections of nominations by the nominees are obtained in accordance with the By-Laws or rules of the Local Union and within the stated time limit.
- Eligibility of nominees shall be verified through the records of the Secretary-Treasurer insofar as continuous good standing as well as workplace employment are concerned.
- Ineligible nominees shall be notified in writing of the reason for their failure to meet eligibility requirements.
- The decision of the Election Committee on eligibility questions shall remain in force unless overruled by the Local Union Executive Board at the regular meeting when duly-filed protests shall be heard.
- All protests must be filed in writing with the Local Union prior to or at the Unit and Local Union Executive Board meeting at which the report of the Election Committee is read.

- The Local Union Executive Board shall consider and act upon the Election Committee report and the protests. Prior to conducting the vote on the Election Committee's report, any protests that have been properly filed must be read, debated and voted on by the Local Union Executive Board. Only after all protests have been fully acted upon can the vote on the Election Committee's report be conducted. Immediately following the meeting, the Secretary-Treasurer shall send a copy of any protest together with a description of the action of the Local Union on the protest to the International Secretary-Treasurer.
- The decision of the Local Union Executive Board regarding a protest may be appealed by interested members of the Local Union within ten (10) days of Local Union Executive Board's action to the International Secretary-Treasurer for consideration by the International Executive Board. The International Executive Board may affirm, set aside or modify the action of the Local Union.
- The Local Union action shall remain in effect unless stayed, set aside or modified by action of the International Executive Board.
- In the event that the election for any Local Union office or position of Grievance Committee Member is invalidated as a result of an election protest, the office or position shall be filled by the pre-election incumbent until a new election is held and a successor is elected and qualified. The new election shall be held promptly in accordance with the procedures outlined in this Manual.
- A Unit Executive Body may, as a body, endorse particular candidates only if the Executive body has first provided an opportunity to all candidates for the same position(s) to speak to the Unit's membership.
- If the Executive Body extends an invitation to speak to a candidate then they must extend the same invitation to all candidates for that position.
- If the Executive Body denies a request to speak by a candidate, they must also deny the request to speak by all other candidates for that position.
- All candidates must be treated the same.
- Union funds, facilities and resources of the Local Union shall not be used to promote or prejudice the candidacy of members running for local union office.