



# **SAMPLE C: Nomination & Candidate Acceptance Form**

## **SEIU LOCAL 503, OPEU OFFICER and STEWARD NOMINATION, JOB DESCRIPTIONS AND CANDIDATE ACCEPTANCE FORM of LOCAL # \_\_\_\_**

Active participation as an officer provides many opportunities for personal and leadership development. It is an opportunity to assist others in improving the quality of their work lives and in asserting their rights as workers.

### **JOB DESCRIPTIONS**

(Duties may vary--check your local's constitution and bylaws.)

**All Officers/Stewards:** Further the principles of unionism and SEIU Local 503, OPEU membership; work to make the Union as strong as possible in the workplace in the spirit of solidarity by organizing coworkers to be involved in the Union's program of fighting for justice and empowerment; support the decisions made by the membership; provide leadership to the local; do not engage in any conduct which is intended to harm the Union.

**MOST UNION ACTIVITIES ARE DONE ON ACTIVISTS' OWN TIME.**

**President:** Presides over all meetings of the Local and Executive Committee; builds agendas for meetings; votes in Executive Committee meetings only in the event of a tie; serves on and makes appointments to agency committees that include SEIU Local 503, OPEU Union member representatives; participates in the political program; attends statewide Union meetings acting as an official representative of Local #\_\_; appoints the Elections Committee; acts as the chief spokesperson for Local #\_\_; participates in General Council; works on an ongoing basis to enhance skills, knowledge, and abilities by attending trainings, conferences, meetings, reading mailings, and educational materials.

**Vice President:** In the absence of or upon the request of the President, performs the duties of the President; replaces the President for the unexpired term in the event of the incapacity, death, resignation, or removal of the President; conducts the Union presentation at new employee orientation; assists the President as needed; sets up and maintains a working communication system; is a voting member of the Executive Committee.

**Secretary-Treasurer:** Records minutes of all meetings; keeps correct and current records; publishes meeting minutes as required; is the custodian of all local records; maintains the financial records for disbursements of funds; coordinates fund-raising events as needed; ensures that financial matters are in compliance with the constitution and bylaws of Local #\_\_ and SEIU Local 503, OPEU; is a voting member of the Executive Committee.

**General Council Delegates:** Attend all sessions of the General Council, serve on working committees as appointed, actively work for adoption of resolutions sponsored by the local including appearing before the working committee, as well as speaking for the resolution on the floor of the Council. Delegates take an active part in the process of electing Statewide Officers. Delegates talk with the candidates, hear the campaign speeches and responses to questions from the delegates and take information on both candidates and resolutions back to their locals.

**Chief Steward:** Assists stewards as necessary; serves as a steward where no steward exists; trains, mentors, and recruits stewards as needed; organizes local steward councils or committees; participates in statewide chief steward systems; maintains local union grievance files, handles appeals, and participates in arbitration screenings.

**Steward(s):** Attends steward meetings; handles grievances through the steps within the agency; works closely with the Union Organizer in the handling and investigation of grievances; serves as a main communication channel between Union leaders and staff; is a primary provider of direct services to the local members; is a voting member of the Executive Committee.

(see reverse)

SAMPLE C: (Continued – for posting and downloading from the web)

TERM OF OFFICE IS TWO -YEARS  
Effective May 1, 2010 through April 30, 2012

Return the completed form to (Elections Committee Member Names) by (Date)

I, \_\_\_\_\_, nominate the following person(s) to the following offices:

\_\_\_\_\_ for President \_\_\_\_\_  
(Nominee's acceptance signature)

\_\_\_\_\_ for Vice President \_\_\_\_\_  
(Nominee's acceptance signature)

\_\_\_\_\_ for Secretary \_\_\_\_\_  
(Nominee's acceptance signature)

\_\_\_\_\_ for Treasurer \_\_\_\_\_  
(Nominee's acceptance signature)

\_\_\_\_\_ for GC Delegate \_\_\_\_\_  
(Nominee's acceptance signature)

\_\_\_\_\_ for GC Delegate \_\_\_\_\_  
(Nominee's acceptance signature)

\_\_\_\_\_ for Chief Steward \_\_\_\_\_  
(Nominee's acceptance signature)

\_\_\_\_\_ for Steward \_\_\_\_\_  
(Nominee's acceptance signature)

\_\_\_\_\_ for Bargaining Delegate \_\_\_\_\_  
(Nominee's acceptance signature)

\_\_\_\_\_ for Bargaining Delegate \_\_\_\_\_  
(Nominee's acceptance signature)



## **SAMPLE D: Candidate Statements**

Sample to be used for posting on our webpage  
for your local election.



### **Candidate Statements to be Mailed with Ballots:**

Each candidate for local office may submit a candidate statement to be mailed with ballots. This statement is limited to 200 words. Words in excess of 200 will be cut.

The deadline for submittal is 5:00 pm on \_\_\_\_\_ (Date).

Submit statements to: (Name, address, fax, email information, etc.).

Acceptable formats for candidate statements can be any of the following:

PREFERRED: Electronic format, (Microsoft Word, text only) – submitted via email.  
E-mail (in text only)  
Hard copy typed or printed  
Word processed on CD

Statements can be mailed, e-mailed or faxed. (Give specifics – name, place, deadline with date & time).

NOTE: The material submitted will be produced in a uniformly formatted document, and printed in a format that can be enclosed with the ballot.

# SAMPLE E: Election Ballot

(Mail to all eligible voters)



SEIU Local 503, OPEU  
OFFICER/STEWARDS BALLOT for  
LOCAL # \_\_\_\_\_ Local Name \_\_\_\_\_

This is your local officer and steward ballot.

Please follow these simple instructions:

1. Vote for one (1) each of the officers and (#) stewards (delegates, etc.).
2. If a "Write-In" is elected, the individual must follow the standard procedure of accepting the nomination in writing and acknowledging expectations of the position.
3. Fold completed ballot and place in ballot box **OR** if mail ballot  
Enclose the ballot in the plain white envelope
4. Place the plain white envelope inside the return envelope.
5. **SIGN** the **OUTSIDE** of the return mail envelope. Do not remove the label as it is used for member verification.
6. Mail early enough for the ballot to arrive **ON OR BEFORE** (DATE).

President: Vote for one (1)

- Linda Leadership
- Alan Activist
- Write-In

Vice President: Vote for one (1)

- Carla Contract
  - Write-In
- 

Secretary-Treasurer: Vote for one (1)

- Mike Minutes
  - Darrick Dollars
  - Write-In
- 

General Council Delegate\*: Vote for two (2)

- Rebecca Resolution
  - Paul Policy
  - Write-In
- 

Stewards: Vote for (#)

- Gary Grievance
  - Annie Arbitration
  - Maddie Mediation
  - Ron Remedy
  - Write-In
- 

\*Alternates will be determined by the next highest votes received.  
DO NOT SIGN YOUR NAME ON THIS BALLOT

**SAMPLE F: Tally Sheet**  
(for the Elections Committee when counting ballots)



BALLOT TALLY SHEET FOR LOCAL # \_\_\_\_\_  
of SEIU Local 503, OPEU  
OFFICER/STEWARD ELECTIONS  
(may be handwritten)

PRESIDENT (or list other position)

Linda Leadership

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Alan Activist

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WRITE-INS

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**SAMPLE G: Election Results Sheet**  
(for Elections Committee when counting ballots)



RESULTS SHEET FOR LOCAL # \_\_\_\_\_  
of SEIU Local 503, OPEU  
OFFICER/STEWARDS ELECTIONS  
(may be hand-written)

PRESIDENT: Linda Leadership

VICE PRESIDENT: Carla Contract

SECRETARY-TREASURER: Mike Minutes

GENERAL COUNCIL DELEGATES: Rebecca Resolution  
Paul Policy

STEWARDS: Gary Grievance  
Ron Remedy

Signatures of Ballot Counters:

\_\_\_\_\_

Date: \_\_\_\_\_