

SAMPLE Election Form A - Notice of Nomination and Election



MEMORANDUM

TO: Members of Local # _____ /Worksite Name of SEIU Local 503, OPEU

FROM: The Elections Committee: (include names of committee members)

RE: Notice of Nomination and Election

The local is in the process of electing new officers, General Council delegates, and stewards.

Nominations for all officers, General Council Delegates, alternates and steward positions will open (at the local meeting) on (Date). Please use the enclosed nomination form to nominate your candidate - including yourself if you are interested. You need to have your candidate(s) read the job description on the nomination form and complete the candidate information form on the back, including the signature line. To be valid the candidate must have accepted the nomination in writing on the nomination form and be verified by the Elections Committee as a SEIU Local 503, OPEU member.

The forms must be returned to the Elections Committee by (Date), 12 noon.

Ballots, ballot instructions, and Candidate Statements (if Local chooses) will be mailed to each member's last known address on (date). Ballots are due at SEIU Local 503, OPEU Headquarters by 5 p.m. on (date). The Elections Committee will count ballots at SEIU Local 503, OPEU Headquarters on or before (date). New stewards, General Council delegates and officers will be sworn in at the local meeting on (Date).

SAMPLE Election Form B - 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 co-workers 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 #___; serves as General Council delegate; 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; may be a voting member of the Executive Committee.

(see reverse)

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 Election Form C - Candidate Statements



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 (Bylaws: Article 4, Section 5). Words in excess of 200 will be not be published.

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:

- Ideal: Electronic format, (Microsoft Word, text only)
- E-mail
- Hard copy typed or printed
- Word processed on CD

Statements can be mailed, e-mailed or faxed. (Give specifics – name, place, deadline with date and 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. Words in excess of 200 will be cut out of the document. Statements will be printed as submitted. Any spelling and/or punctuation errors will not be corrected.

SAMPLE Election Form D – Ballot



**SEIU Local 503, OPEU
OFFICER 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

NOTE: Officer is broadly interpreted and may include General Council delegates, chairs, vice-chairs, regional seats, stewards, etc. Check your local Constitution and Bylaws (C&Bs) for your local officers.

SAMPLE Election Form E - Tally Sheet



BALLOT TALLY SHEET FOR LOCAL # _____
of SEIU Local 503, OPEU
OFFICER/STEWARD/GENERAL COUNCIL DELEGATE ELECTIONS
(May be handwritten. Use separate tally sheets for each position.)

PRESIDENT (or list other position)

Linda Leadership

Alan Activist

Write-Ins

SAMPLE Election Form F - Election Results Sheet



RESULTS SHEET FOR LOCAL # _____
of SEIU Local 503, OPEU
OFFICER ELECTIONS
(May be handwritten.)

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/Election Committee Members:

Date: _____

SAMPLE Election Form G - REPORTING FORM

Original – Date: _____
 Update – Date: _____



LOCAL OFFICER ELECTION AND GENERAL COUNCIL CREDENTIAL REPORT FORM
(Use this form for any Officer or GC Delegate update)

This is to certify/credential the following officers who were elected at the Local _____ # _____ election held on _____, 20_____ and will take office effective _____.

PRESIDENT: _____ Serves as GC Delegate
 Serves as Bargaining Delegate

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. _____

H/E-MAIL: _____ W/E-MAIL: _____

VICE PRESIDENT: _____ Serves as GC Delegate
 Serves as Bargaining Delegate

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. _____

H/E-MAIL: _____ W/E-MAIL: _____

SECRETARY: _____ Serves as GC Delegate
 Serves as Bargaining Delegate

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. _____

H/E-MAIL: _____ W/E-MAIL: _____

TREASURER: _____ Serves as GC Delegate
 Serves as Bargaining Delegate

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. _____

H/E-MAIL: _____ W/E-MAIL: _____

Authorized Signatures (required):

President _____ Date: _____

Secretary _____ Date: _____

Use Additional Pages as necessary to report all elected positions (list alternate positions in order of votes received).
Submit Election Results by May 1 to: 1) SEIU Local 503, OPEU Accounting Department, PO Box 12159, Salem 97309; and/or
2) to your Organizer at your local field office.

Other Elected Local Representatives:

BARGAINING DELEGATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

BARGAINING DELEGATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

CHIEF STEWARD: _____

- Serves as GC Delegate
- Serves as Bargaining Delegate

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

GENERAL COUNCIL DELEGATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

GENERAL COUNCIL DELEGATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

Use Additional Pages as necessary to report all elected positions (**list alternate positions in order of votes received**). Submit Election Results by May 1 to: 1) SEIU Local 503, OPEU Accounting Department, PO Box 12159, Salem 97309; and 2) to your Organizer at your local field office.

Other Elected Local Representatives: List alternates in order of most votes received.

1ST BARGAINING ALTERNATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

2ND BARGAINING ALTERNATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

1ST GENERAL COUNCIL ALTERNATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

2ND GENERAL COUNCIL ALTERNATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

3RD GENERAL COUNCIL ALTERNATE: _____

ADDRESS: _____

CITY: _____ ZIP: _____ CELL: _____

H/ PHONE: _____ W/PHONE: _____ Ext. ____

H/E-MAIL: _____ W/E-MAIL: _____

Use Additional Pages as necessary to report all elected positions (**list alternate positions in order of votes received**). Submit Election Results by May 1 to: 1) SEIU Local 503, OPEU Accounting Department, PO Box 12159, Salem 97309; and 2) to your Organizer at your local field office.

Other Elected Local Representatives:

NAME: _____ TITLE: _____ Serves as GC Delegate
 Serves as Bargaining Delegate
ADDRESS: _____
CITY: _____ ZIP: _____ CELL: _____
H/ PHONE: _____ W/PHONE: _____ Ext. _____

NAME: _____ TITLE: _____ Serves as GC Delegate
 Serves as Bargaining Delegate
ADDRESS: _____
CITY: _____ ZIP: _____ CELL: _____
H/ PHONE: _____ W/PHONE: _____ Ext. _____
H/E-MAIL: _____ W/E-MAIL: _____

NAME: _____ TITLE: _____ Serves as GC Delegate
 Serves as Bargaining Delegate
ADDRESS: _____
CITY: _____ ZIP: _____ CELL: _____
H/ PHONE: _____ W/PHONE: _____ Ext. _____
H/E-MAIL: _____ W/E-MAIL: _____

NAME: _____ TITLE: _____ Serves as GC Delegate
 Serves as Bargaining Delegate
ADDRESS: _____
CITY: _____ ZIP: _____ CELL: _____
H/ PHONE: _____ W/PHONE: _____ Ext. _____
H/E-MAIL: _____ W/E-MAIL: _____

NAME: _____ TITLE: _____ Serves as GC Delegate
 Serves as Bargaining Delegate
ADDRESS: _____
CITY: _____ ZIP: _____ CELL: _____
H/ PHONE: _____ W/PHONE: _____ Ext. _____
H/E-MAIL: _____ W/E-MAIL: _____

Use Additional Pages as necessary to report all elected positions (**list alternate positions in order of votes received**). Submit Election Results by May 1 to: 1) SEIU Local 503, OPEU Accounting Department, PO Box 12159, Salem 97309; and 2) to your Organizer at your local field office.