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Ang isinaling bersiyon ng dokumentong ito ay makukuha sa www.seiu1021.org at sa mga opisina ng SEIU 1021.

將有一份翻譯本會在工會網址 www.seiu1021.org 上登出及可在 SEIU 1021 工會各辦事處取閱。

Một bài dịch của văn kiện này sẽ có sẵn ở trang www.seiu1021.org và tại văn phòng của SEIU 1021.

In the event of a discrepancy between a translated version and the English version of this document, this English version shall prevail.



NOMINATION AND ELECTION NOTICE

All seats on the SEIU Local 1021 Executive Board will be open for nomination and election. Nominations will be accepted by signed petition (see details below). A mailed-ballot election will be held in accordance with the rules and procedures contained in this notice. The specific offices to be nominated and elected are listed below.

The following rules and procedures are in effect for the election of Executive Board members and must be followed by all members, nominees, candidates, and staff. Nominees and candidates should be aware that Department of Labor election guidelines forbid the use of union or employer resources in election campaigns. Campaigning at worksites during work hours is a violation under Department of Labor guidelines (see #15 "Campaigning" and #16 "Union/Employer Resources" below). Candidates and their supporters are expected to abide by these rules and procedures, as proven violations may cause election results to be set aside.

The Local 1021 Election Committee will contract with an Election Administrator to help the Election Committee conduct the election in accordance with these rules. The Administrator's duties shall include the mailing of ballots, the processing of duplicate ballot requests, advising the Election Committee on the resolution of any challenges to ballots, the counting of ballots, the production of a voter pamphlet, and providing the Administrator's certification of election results to the Election Committee.

(1) The Executive Board offices to be elected (to serve a three-year term) are listed below.

- President
- Regional Vice Presidents
- Vice President of Politics
- Vice President of Organizing
- Vice President of Representation
- Secretary
- Treasurer
- Social & Economic Justice Committee Chair
- Retirement Security Committee Chair
- Retiree Council Chair
- Industry Chairs
- County Area Representatives
- Budget & Finance Committee

(a) The following offices shall be elected at-large:

President
Vice President of Politics
Vice President of Organizing
Vice President of Representation
Secretary
Treasurer
Social & Economic Justice Committee Chair
Retirement Security Committee Chair.

The President shall automatically serve as a delegate to the SEIU International Convention. All other Executive Board members shall be considered eligible as delegates to the SEIU International Convention. If the number of Executive Board members is greater than the number of delegates to the SEIU International Convention, all subsequent delegates shall be selected at random from among the Executive Board members.

(b) **Retiree Council Chair:** Retired members in good standing shall elect a Retiree Council Chair. (Retired members may only run for Retiree Council Chair and may only vote for Retiree Council Chair and Retirement Security Chair.) The Retiree Council Chair shall serve as one of the members of the Budget and Finance Committee.

(c) **Industry Chairs:** Members in good standing in each industry shall elect one (1) Industry Chair. **Industries are Cities, City/County of San Francisco, Counties, Courts, Health Care, Private Sector/Non-Profit, Registered Nurses, Education, and Special Districts.** (Note: The Education Industry was formerly named Schools Industry. The modification in industry name was made in accordance with SEIU 1021 Bylaws Article 7.2.)

(d) **County Area Representatives:** Members in good standing in each county having a minimum of 100 members shall elect one (1) to three (3) members of the Executive Board. Representation is

proportional and determined by the number of members in good standing in each county, i.e., 100-5,000 members in a county = one (1) board member; 5,001-10,000 members in a county = two (2) board members; 10,001 or more members in a county = three (3) board members. "County" is defined by the headquarters location of employers of members represented by Local 1021. Alameda and San Francisco shall each elect three (3) Executive Board members. Amador, Butte, Calaveras, Contra Costa, Del Norte, Marin, Mendocino, Napa, Sacramento, San Joaquin, Shasta, Solano, Sonoma, and Yuba shall each elect one (1) Executive Board member. Where there is more than one (1) industry in a county and the county has more than 5,000 members, county seats shall be held by members of different industries. The candidate receiving the highest number of votes shall be declared elected to the first county seat. The candidate receiving the second highest number of votes from a different industry than the first candidate shall be declared elected to the second county seat. The candidate receiving the third highest number of votes from a different industry than the first and second county seat shall be declared elected.

(e) **Budget & Finance Committee:** Members in good standing in each region shall elect two (2) members of the Budget & Finance Committee. Regions are defined as follows:

Region A. North Central (Napa, Solano, Sacramento, Butte, Shasta, Yuba)

Region B. North Coast (Marin, Mendocino, Del Norte, Sonoma)

Region C. East Bay

Region D. San Francisco

Region E. San Joaquin/Calaveras/Amador

(f) **Regional Vice Presidents:** Members in good standing in each region shall elect one Vice President for that region.

(2) Descriptions of the duties of offices above are found in the SEIU Local 1021 Bylaws (available in each Local 1021 office and posted on the union's website, www.seiu1021.org).

(3) No member shall be a candidate for more than one (1) Executive Board office or seat at a time.

(4) **ELIGIBILITY:** To be eligible, a candidate must have been a member (with the exception of a candidate for Retiree Council Chair) in continuous good standing in accordance with the SEIU Local 1021 Bylaws and rules established by the SEIU Election Committee and the SEIU Executive Board for at least two (2) years immediately preceding **December 11, 2015**. In the case of a member whose chapter, unit, or jurisdiction affiliated into Local 1021 less than two (2) years prior to the deadline for filing of the nomination petition, the candidate must have been a member in continuous good standing of the chapter, unit, or jurisdiction for at least one-half (1/2) of the length of time the chapter has been in existence. **Members, especially those considering running for Union office, are urged to confirm their dues payment history and membership status by calling the Local's Membership Department at 877-687-1021. Missing dues payment(s) must be resolved in order for a nominee to be certified as a candidate.**

(a) Eligible candidates for at-large Union offices (President, Vice President of Politics, Vice President of Organizing, Vice President of Representation, Secretary, Treasurer, Social and Economic Justice Committee Chair, Retirement Security Committee Chair) must be regular members currently employed in an SEIU 1021 bargaining unit.

(b) Eligible candidates for County Area Representative must be regular members currently employed in an SEIU 1021 bargaining unit based in the county area they represent ("County" is defined in Rule 1(d) above.)

(c) Eligible candidates for Industry Chair must be regular members currently employed in an SEIU 1021 bargaining unit based in the industry they represent.

(d) Eligible candidates for Regional Vice Presidents and Budget & Finance Committee members must be regular members currently employed in an SEIU 1021 bargaining unit in the region in which they are running ("Region" is defined in Rule 1(e) above.)

(e) A candidate for Retiree Council chair must be a retiree member in good standing as defined in the SEIU Local 1021 Bylaws.

(5) Write-in candidates and proxy voting shall not be permitted in this election.

(6) **NOMINATIONS:** Nominations shall be made by means of a petition furnished by the Election Committee and signed by no less than twenty-five (25) SEIU Local 1021 members in good standing as follows:

(a) A member who signs a nomination petition for an Industry Chair must be a member in good standing of that same Industry.

(b) A member who signs a nomination petition for a Regional Vice-President must be a member in good standing of that same region.

(c) A member who signs a nomination petition for County Area Representative must be a member in good standing of that same County.

(d) A member who signs a nomination petition for a Budget and Finance Committee seat for a region must be a member in good standing of that same region.

(e) A member who signs a nomination petition for Retirement Security Committee Chair must be a retiree member in good standing or a member in good standing of any industry, region or county.

(f) Only retiree members in good standing may sign a petition for Retiree Council Chair.

(g) A member who signs a nomination petition for any of the at-large (local-wide) offices (i.e., President, Vice President of Politics, Vice President of Organizing, Vice President of Representation, Secretary, Treasurer, Social & Economic Justice Committee Chair, and Retirement Security Committee Chair) may be a member in good standing of any industry, region or county.

A nomination petition shall include the signature of the nominee, and all signatures shall be both printed and signed. The signature of the nominee shall count as one of the twenty-five required signatures. Beginning no later than November 13, 2015, nominating petitions may be secured from administratively staffed union offices in Oakland, San Francisco, Sacramento, Stockton, Jackson, Santa Rosa, and Fairfield, the SEIU Local 1021 website (www.seiu1021.org), or the Election Committee.

Original petitions (not copies) must be mailed to the Local 1021 Election Committee c/o P.O. Box 12546, Oakland, CA 94604 and must be received in that post office box no later than 5:00 pm, December 11, 2015. Petitions must be received in the post office box and may not be hand-delivered to a Local 1021 office. It is recommended that petitions be mailed with proof-of-delivery service. Petition withdrawals must be submitted in writing to the Local 1021 Election Committee c/o P.O. Box 12546, Oakland, CA 94604 and must be received in that post office box no later than **5:00 pm, December 11, 2015**. Petition withdrawals must be received in the post office box and may not be hand-delivered to a Local 1021 office.

(7) If only one (1) eligible candidate is nominated for an office, s/he shall be deemed elected. The candidate shall have his/her name on the ballot, under the name of the office, with the word "Elected" next to it.

(8) **ELECTION NOTICE:** On or about November 6, 2015, a copy of this "Nomination and Election Notice" shall be mailed to all members at their last known home address.

(9) **CANDIDATE STATEMENTS:** Candidates may submit statements in the language(s) of their choice. Statements must be mailed to the Local 1021 Election Committee c/o P.O. Box 12546, Oakland, CA 94604 and received in that post office box no later than **5:00 pm, December 11, 2015**. Candidate statements must be received in the post office box and may not be hand-delivered to a Local 1021 office. Candidate statements must be typewritten and submitted on 8½" (wide) x 5½" (high) white paper with no less than ½" margins (top, bottom, and sides). In addition to a paper copy, candidates must submit an electronic pdf file of their statement (which will be used to produce the candidate booklet) to the Election Committee c/o 2016.election.committee@seiu1021.org no later than **5:00 pm, December 11, 2015**. Statements are limited to a total of two hundred (200) words. It is the responsibility of the candidates to put at the top of their statements their name and the office for which they are running, which will count towards the 200 word limit. Translation of the original statement into another language or languages is the responsibility of the candidate. A candidate's statement—including any and all language translations—must fit within the same area, 8½" (wide) x 5½" (high) with no less than ½" margins, and is limited to the 200 word maximum. Candidate photos are optional. A passport sized photo (2" x 2") may be submitted as part of a candidate's statement but photos must be submitted electronically in a jpeg file or tif file and fit within the paper dimensions listed above. It is the responsibility of the candidate to allow space for and specify the location of the photo within the layout of the candidate's statement. The wording of a candidate's statement will be printed exactly as received in the pdf file, up to 200 words only. Candidate statements shall be presented in alphabetical, last-name order under the heading of each office. If a candidate statement is not received from a candidate, the candidate's name and the office she or he is running for will be printed in the candidate statements booklet with the words "No statement received" next to or below the candidate's name. Candidate statements will be mailed to eligible voters and posted on the Local 1021 website. A candidate who has withdrawn his/her petition shall also have his/her candidate statement withdrawn.

(10) **CANDIDATE CERTIFICATION AND APPEAL:** The Election Committee will certify all candidates no later than December 18, 2015. Candidates that are disqualified by the Election Committee due to ineligibility will be notified by email on or before December 21, 2015. Appeals of these disqualifications must be filed with the Executive Board no later than **5:00 pm, January 4, 2016**. Such appeals will be heard by the Executive Board on **January 9, 2016**.

(11) **CANDIDATE LISTING:** Eligible candidates shall be listed on the ballot in alphabetical, last-name order for each office.

(12) **BALLOT MAILING:** Ballots shall be sent to all members in good standing (current in dues payment and other financial obligations owed to the union as of December 31, 2015) at their last known address through first class U.S. mail on or about **February 4, 2016**. The mailing will include a ballot, a ballot envelope marked "secret ballot envelope," a prepaid business reply envelope, ballot instructions in English, Spanish, Tagalog, Chinese, and Vietnamese, a booklet containing candidate statements and this notice.

(13) **MEMBERSHIP MAILINGS:** A candidate may, at his/her expense, mail election-related literature to the Local 1021 membership, or a portion thereof, provided it is submitted to the union-designated mailing house in a timely manner and in accordance with election rules. Candidates wishing to mail campaign literature must coordinate such mailings with JB Mailing Services (4960 Blum Road, Martinez, CA 94553; phone (925) 370-1775) and are responsible for all costs associated with the mailing. Local 1021 will attempt to comply with requests for mailing to portions (e.g., stewards) of the membership. The candidate must provide written instructions to the mailing house as to the date on which the literature is to be mailed and must allow at least three (3) business days for preparation of the mailing. The database of eligible voters will not be available to the mailing house until after January 19, 2016.

(14) **MEMBERSHIP LISTS:** Eligible candidates may inspect (not copy) a list of eligible voters which shall be maintained at Local 1021's 29th Street office (447 - 29th St., Oakland, CA 94609) during regular business hours.

It is recommended candidates make appointments in advance by calling the Local 1021 Membership Department at (877) 687-1021.

(15) **CAMPAIGNING:** Local 1021 chapters/bargaining units are encouraged to provide reasonable and equal access to all candidates for the purpose of addressing the membership. For example, if a candidate is invited to speak at a union meeting, all candidates for the position should be invited to speak at the same meeting. Candidates must campaign on their own time, which may include paid vacation time. Candidates are encouraged to document their campaign time. Candidates must limit their campaigning to the non-work time of the members, for example, breaks or lunches, before or after work. Candidates may not use the Local 1021 logo or letterhead in their campaign materials.

(16) **UNION/EMPLOYER RESOURCES:** The use of union and employer funds and other resources (including cash, facilities, equipment, supplies, email and campaigning on time paid for by the union or employer) to support any candidate is prohibited. No candidate or prospective candidate may solicit or accept financial support or any other direct or indirect support of any kind from any non-member of Service Employees International Union. Chapter/bargaining unit newsletters, publications and websites cannot feature or provide unusual coverage of candidates during the election period but chapters/bargaining units are encouraged to remind members to vote and publish the election schedule in newsletters.

(17) **DUPLICATE BALLOTS:** In the event that a member does not receive a ballot in the mail by **February 11, 2016** s/he may request a duplicate ballot by contacting the Election Administrator at **(800) 864-1263**. The Election Administrator shall prepare and send a duplicate ballot. Members receiving duplicate ballots will be required to sign a statement that they have not voted. Duplicate ballots shall be clearly marked as such. The deadline to request a duplicate ballot is **6:00 pm, February 24, 2016**.

(18) **BALLOT DEADLINE:** Ballots will be received in a restricted access post office box under the control of the Election Administrator or its designee to be used solely for the receipt and storage of voted ballots. Those returned as undeliverable will be secured in a separate post office box under the control of the Election Administrator. All ballots must be received in the designated post office box by **9:00 am, March 4, 2016**, in order to be considered valid.

(19) **BALLOT COUNT:** A ballot will not be valid and counted unless the Election Administrator in consultation with the Election Committee is able to determine that the ballot was received from an eligible voter. A distinctive code or mark for each voter may be printed on the ballot return envelope and may be used by the Election Administrator for sorting ballots and determining voter eligibility at the ballot count. Ballots will be picked up at 9:00 am on March 4, 2016 by the Election Administrator and Election Committee and delivered to the union's 100 Oak Street, Oakland, office. The ballots will be opened and counted by the Election Administrator in consultation with the Election Committee at the Union's Oak Street office (100 Oak Street, Oakland, CA 94607) on **March 4, 2016**. Election results will be posted on the Local 1021 website and in Local 1021 offices.

(20) **OBSERVERS:** Either the candidate or a non-candidate member observer appointed by the candidate may observe the preparation, mailing, pickup, and counting of the ballots. The date, time and place of the preparation and mailing of ballot packages will be determined by the Election Administrator. Only the Election Administrator and those clerical assistants employed by the Election Administrator shall handle ballot envelopes, the ballots, tally sheets, or any other items associated with the counting of ballots. The Election Committee shall meet at 8:00 am at the Local's Oak Street, Oakland, office on March 4, 2016 to pick up the ballots.

(21) **CHALLENGED BALLOTS:** In the event any ballots are challenged by candidates or observers or the Election Committee at the counting of ballots, said challenged ballots shall be set aside prior to opening and counting of unchallenged ballots, and the Election Administrator in consultation with the Election Committee shall determine the validity of the challenges. Unresolved challenged ballots insufficient in number to affect the election results shall not be counted.

(22) **ELECTION CHALLENGES:** Any challenge or protest concerning the conduct of the election must be submitted in writing, with specific facts setting forth the challenge or protest, and must be received by the Election Committee c/o Local 1021, **P.O. Box 12546, Oakland, CA 94604** no later than **5:00 pm, March 14, 2016**. Untimely challenges or protests will not be considered. Challenges to the election will be considered only if they cite specific violations of election rules and procedures and/or the Local 1021 Bylaws and if the alleged violation may have affected the outcome of the election. The committee will investigate challenges and issue a report no later than **March 21, 2016**. The Election Committee is the final authority on all election and campaign issues subject to any appeal which may be available through the SEIU International Constitution and Bylaws.

(23) **UNION STAFF:** While in the performance of their duties, Union staff shall remain uninvolved and neutral in relation to candidate endorsements and campaign activities.

(24) The Election Committee and the Election Administrator may establish procedural provisions as may be necessary for the proper conduct of this election.

ELECTION SCHEDULE

(Note – All times are Pacific Standard Time)

- November 6, 2015** On or about this date, election notice, rules, and procedures mailed to members.
- November 13, 2015** Nominating petitions available starting on this date.
- December 11, 2015** Deadline for receipt of nominating petitions and candidate statements in the designated post office box. Deadline for withdrawal of previously submitted petitions and statements. Also deadline for receipt of pdf file of candidate statement and jpeg file or tif file of candidate photo.
- December 18, 2015** Deadline for eligible candidates to be certified by Election Committee.
- December 21, 2015** Notice of disqualification and notice of appeal emailed to disqualified candidates.
- December 31, 2015** Only members in good standing as of this date are eligible to vote.
- January 4, 2016** **5:00 pm** deadline for disqualified candidates to file appeal with Executive Board.
- January 9, 2016** Appeals heard by the Executive Board.
- February 4, 2016** On or about this date, ballots and voter information mailed to members in good standing.
- February 11, 2016** If a member has not received a ballot in the mail by this date, the member may call the Election Administrator and request a duplicate ballot: **(800) 864-1263**.
- February 24, 2016** The deadline is **6:00 pm** on this date to request a duplicate ballot.
- March 4, 2016** The deadline is **9:00 am** for receipt of ballots in the designated post office box. The Election Committee will meet at **8:00 am** at the Local 1021 Oak Street office (100 Oak St., Oakland, CA 94607). Ballots will be picked up at the restricted-access post office box at **9:00 am**. Ballots will be counted by the election administrator and Election Committee at Local 1021's Oak Street office. Election results will be posted on the Local 1021 website (www.seiu1021.org) and in Local 1021 offices following certification of the ballot count.
- March 14, 2016** Election challenges or protests must be received in Local 1021's post office box (P.O. Box 12546, Oakland, CA 94604) by **5:00 pm** on this date in order to be considered by the Election Committee.
- March 21, 2016** The Election Committee will issue a report on any election challenges or protests by this date.

Members should call (800) 864-1263 Monday-Friday (excluding holidays), 7:00 am to 6:00 pm, with questions regarding the election or to request a substitute ballot.

**MAKE SURE YOUR MAILING ADDRESS IS UP TO DATE!
CALL THE MEMBER RESOURCE CENTER AT (877) 687-1021 TO CONFIRM YOUR ADDRESS
BE SURE TO VOTE!**