

January 8, 2018

**SEIU-UHW
NOMINATIONS AND ELECTIONS GUIDELINES
Executive Board Vacancy Elections**

Seeking a Position on the Executive Board is a serious commitment of time, your talent and your leadership.

RESPONSIBILITY OF ELECTIONS COMMITTEE

The duties of the Election Committee are to carry out the elections as stated in Resolution 07-11, Vacancy Elections Procedures adopted August 6, 2011.

NOMINATIONS AND ELECTION TIMELINE

Proper notice shall be given to all members in constituencies with vacant seats setting out all the details of the nomination and election.

The timelines, vacant positions, and all the union constituencies are posted on the website at:
<http://www.seiu-uhw.org/boardelections>

The following Guidelines, Procedures and Safeguards are in accordance with the SEIU-UHW Constitution and Bylaws and the Labor and Management Reporting and Disclosure Act (LMRDA) of the U.S. Department of Labor:

NOMINATION GUIDELINES

- Only SEIU-UHW members who have been members in continuous good standing for at least one year as of the nomination deadline stated in the notice may run for elected office; SEIU-UHW staff who are members in good standing for at least one year are eligible to run only for union-wide offices. If you have not been a member in continuous good standing for one year, you may contact the Membership Department, at 510-251-1250, in order to bring your dues account current. If by the nomination deadline you satisfy your full dues obligation for the one year period, you will meet the one year continuous good standing requirement to run for office in this election.
- Eligible members may run for any union-wide office. Members can run for other offices only within his or her constituency as determined in the general election of 2017.
- Each candidate must complete a Nomination Form and gather the required number of signatures on the Nomination Petitions for the position he/she is seeking. Slate petitions are permissible. Nomination Forms and Nomination Petitions may be picked up at any SEIU-UHW office between 9:00 a.m. and 5:00 p.m., Monday through Friday, downloaded from the website at <http://www.seiu-uhw.org/boardelections> or requested by phone or email at 510-587-4505 or boardelections@seiu-uhw.org.
- Only members in good standing in SEIU-UHW, as of the nomination deadline, may sign the nomination petitions.
- The official nominating petition(s) must be signed by all the nominee(s) in order for the nomination to be considered valid.

- The official nominating petition(s) for Executive Board and Executive Committee Members and the Ethics and Financial Officers shall be signed by at least fifty (50) members in good standing in the appropriate constituency) of the candidate. **The election committee strongly encourages candidates to gather 60-80 signatures to ensure validity and expedite the verification process.**

- Members signing petitions are asked to enter their employee number--this greatly assists the election committee in verifying membership and is used for this purpose only.

- **Candidate Statements:** Each nominee is encouraged to prepare a statement of qualifications and a platform which shall not be longer than two hundred (200) words; no exceptions. A number or date, i.e. 9/15/2016, will be counted as a word. Your statement will not be edited in any way, however, if your statement exceeds 200 words, your statement will cease at 200 words. Candidates may include one photo, see specifications below.

These statements shall be included in a voter guide web page available for members to browse; www.seiu-uhw.org/boardelections, or at SEIU-UHW offices, and by request from your SEIU-UHW field representative, or by calling 510-587-4505.

These statements must be received by email no later than the nomination deadline.

Attach your statement to an email, OR place it in the body of an email message and send to boardelections@seiu-uhw.org

Photos:

Only send photos in .jpg/.jpeg format. Files must be no larger than 5 megabytes. Attach photo to your email message and send with your statements to boardelections@seiu-uhw.org

To try to ensure a more standard size and shape for photos, SEIU-UHW will re-size photos to uniform dimensions as much as possible. There will be some variation due to photo shape and orientation.

- Nominees shall be 1) certified for candidacy by phone or email or 2) notified in writing of the reasons for his/her disqualification within 3 days. Any question regarding the eligibility of a nominated candidate shall be decided by the election committee. Appeals shall be made in writing and postmarked by registered mail-return receipt requested to the SEIU-UHW Ethics Officers, Co-Chairs, SEIU-UHW Election Committee, c/o 560 Thomas Berkley Way, Oakland, CA 94612 no later than three (3) mail delivery days after receiving notice. All nominees not complying with this notice requirement shall be considered to have withdrawn.

- Nominees wishing to withdraw their nomination must do so within four (4) days of the close of nominations by phone at 510-587-4505 or via email at boardelections@seiu-uhw.org. The committee shall validate all withdrawals.

- Nomination Forms and Nomination Petitions must be submitted **by mail only**, addressed to SEIU-UHW Elections Committee, PO Box 23323, Oakland, CA 94623 by the deadline stated on the Notice of Nomination and Election.

If only one (1) candidate is nominated for a particular office she/he shall be elected without any further Procedures.

ELECTION PROCEDURES

- Candidates may be listed on the ballot by slate.
- No write in or proxy voting will be allowed.
- Members not in good standing may contact the Membership Department at 510-251-1250 to bring dues current. Members who bring their account current within five days before the election date will be eligible to vote.
- **For Elections by Mail:**
 - Ballots, together with a postage paid return envelope, shall be mailed to the constituency membership at their last known address and the ballot package shall be a double envelope to insure fairness and secrecy.
 - Replacement Ballot: Members who do not receive a ballot in the mail or spoil a ballot should call 510-587-4505 to request a replacement ballot.

- **For Onsite Elections:**

Members will be asked to present a SEIU-UHW membership card, employee badge, valid driver's license, or some other form of valid identification at the polls.

- The candidate(s) receiving the highest number of votes shall be declared elected.

CAMPAIGNING GUIDELINES

- Candidates and members shall not campaign when they are doing assignments using union leave time.
- No union or employer resources shall be used in campaigning: office or cell-phones; union social media sites, copiers or fax machines; logos; stationery/office supplies; vehicles; official union or employer meeting times, e.g. labor-management meetings, steward meetings, etc.
- UHW Staff who are SEIU-UHW members may campaign, but can only do so on non-work time using non-work resources.
- Candidates may run as individuals or run with others as a slate.
- Every candidate shall have the right, once within the thirty (30) days prior to an election in which she/he is a candidate, to inspect a list containing the names and last known addresses of all members of the particular constituency of the office being sought.
- The Union will comply with all reasonable requests of any candidate to distribute by mail via a mail house, at the candidate's expense, campaign literature in aid of that person's candidacy. Any such assistance given to one candidate shall also be made available to all other candidates, at their own expense. Such requests should be directed to the election committee **at boardelections@seiu-uhw.org**; or 510-587-4505
- Campaigning should comply with Department of Labor "coming and going" regulation: *"Campaigning by union officials which is "incidental" to union business is not a violation of federal law. For example, any campaigning by union officials which occurs as a consequence of conducting legitimate union business, such as shaking hands with members while visiting work sites on official business, is permissible"* (Conducting Local Union Officers Elections: A Guide for Election Officials)

ELECTION SAFEGUARDS (In compliance with SEIU-UHW Bylaws)

- No candidate (including a prospective candidate) for any office in this Union or supporter of a candidate may solicit or accept financial support or any other direct or indirect support of any kind from any non-member of the Service Employees International Union.
- The Union shall refrain from discrimination in favor of or against any candidate.
- When an election committee has certified the results of an election, the committee shall turn over ballots and other records to the Ethics Officers who shall preserve for one year the ballots and all other records pertaining to the election.

VOTE COUNT

- Vote count details shall be outlined in the nomination and election notice.
- Any candidate shall have the right to have one observer present at the counting of the ballots. Candidates shall notify the election committee of the name of his/her observer no later than two (2) days prior to the vote count to the committee's email address or phone number.
- The ballots shall be tabulated and the candidate(s) for each office receiving the highest number of the votes cast shall be declared elected.

PROTEST PROCEDURES

Any member wishing to protest the manner in which the election is being conducted may do so by filing a written protest with the Election Committee. Pre-election protests must be filed within seven (7) days of the alleged conduct. Any challenges to the outcome of the election must be the subject of a post-election protest; raising the issue(s) in a pre-election protest is insufficient. Post-election protests must be filed within seven (7) days of the Election Committee's certification of the balloting results.

A member not satisfied with a ruling of the Election Committee concerning a post-election protest may petition the International President within fifteen (15) days after the Election Committee's ruling to review the action of the Election Committee pursuant to the provisions of the International Constitution and Bylaws.

ALL REQUESTS OR ISSUES REGARDING THE ELECTION SHOULD BE DIRECTED IN WRITING TO THE SEIU-UHW ELECTION COMMITTEE:

Mailing Address: P.O. Box 23323, Oakland CA 94623

Email address: boardelections@seiu-uhw.org Phone: 510-587-4505

The SEIU-UHW Election Committee Members

Co-Chairs Ethics Officers: Dory Machica (Kaiser Division); Martha Alvarez (Hospital Division)

Members: Gigi Toledo (Kaiser Division); Sonya Allen-Smith (Kaiser Division); Toni Burns (Hospital Division)