

CWA LOCAL 2252 ELECTION FOR

EXECUTIVE OFFICERS RULES 2023 -*Updated 10/25/2023*

1. Local Election Committee

- a. Local elections shall be by secret ballot referendum through Email and Text (telephonic and web-based). Ballot Point Election Services will send voting instructions by US Mail to each member.
- b. The nominations and election of Executive Officers shall be conducted under the supervision of the Election Committee. The Committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the CWA Constitution, Local 2252 Bylaws and Rules and Federal laws, with reasonable opportunity for each member to vote.
- c. A member shall not be permitted to serve on the Election Committee if he or she is a candidate for any office of the Local, Delegate, or Alternate to the CWA Convention.
- d. There will be a Chair, a Co-Chair, and a Secretary of the Election Committee.
- e. All questions concerning the conduct and challenges of elections shall be determined by the Election Committee, subject to the right of appeal to the governing board and membership of the Local in accordance with Article XV of the CWA Constitution.
- f. A copy of the Local 2252 Election Rules will be provided to all candidates by the Election Committee prior to the mailing of the Notice of Election/Ballot Package.
- g. The Election Committee will notify all Candidates of the date, time, and place for the preparation and mailing of ballot packages. Information about any ballot package being returned and resent to the member. Observers have the right to witness these activities. This information will be sent to the Candidates via e-mail and posted on the Local 2252 website by the Election Committee.

2. Campaigning

- a. Each candidate will be afforded a reasonable opportunity to have campaign materials distributed by Local 2252 to the membership. All requests to mail campaign material must be prepared by the candidate. Each candidate will be responsible for printing, folding, and stuffing their own envelopes. Postage also needs to be attached to each envelope by the candidate. The Local will print the mailing labels and take the envelopes to the Post Office. Candidates should call the Local 2252 Office at least 2 days before the date they plan to drop off campaign materials. Local 2252 will have all labels printed within 72 hours of a request. The expense and labor for printing the labels shall be borne by the candidate and all expenses will be paid to the Local **prior** to receiving delivery of the campaign materials.
- b. Each candidate will be treated equally with respect to the conditions and expenses of the distribution of campaign literature.
- c. No Local 2252 or National union funds nor Employer funds shall be used to promote the candidacy of any individual. The use of Employer or Union stationery, facilities, equipment, or personnel to promote the candidacy of any campaign is prohibited. Use of plain Local 2252 paper, facilities, equipment, or personnel in connection with any campaign is prohibited unless Local 2252 is

compensated. Use of union stationery with the Local 2252 name, insignia, or other mark identifying Local 2252 is prohibited.

- d. No member may campaign during work time that is paid for by Local 2252, the National union or any Employer. An individual may campaign while on paid vacation or personal leave. An individual may not campaign with co-workers during work hours unless **both** are on a break or lunch. Campaigning incidental to regular union business would not be a violation of this section or Federal law.
- e. Candidates have the right to inspect the voter eligibility list once within 30 days prior to the election, Candidates do not have the right to copy or photograph or reproduce the membership list, only the right to inspect it and/or compare it with a personal list of members. Candidates must make an appointment with the Election Committee to inspect this list during regular Local 2252 office hours on days designated by the Election Committee.

3. Eligibility to Vote

All members of Local 2252 in good standing are eligible to vote. The Local 2252 Office Secretary shall furnish the election committee with the latest membership list available, having made a reasonable effort to update the membership address list prior to the mailing of the Notice of Election/Ballot packet. Questions on the membership status of an individual whose name does not appear on the membership list should be resolved by the Election Committee. To facilitate ballot sorting and voter identification at the tally of ballots, the Election Committee will utilize the member's CWA ID number for each member's name on the eligibility list.

4. Challenging a Voter

- a. Any member may challenge the right of a person to vote.
- b. Reasons for such challenges are for example:
 - The person is not a member in good standing.
 - The person attempting to vote is not the member on the list, and
 - The member has already voted.
- c. The Election Committee shall, by vote, decide each challenge, and provide feedback to the challenger on the final decision.

5. Observers

Each candidate may have one (1) observer at the location where the ballots are being prepared. Each candidate may have one (1) observer via Zoom to view the ballots being counted. Such observers must be members in good standing of Local 2252 per CWA guidelines. Observers must not be a candidate. Observers are limited to observing the process and asking procedural questions. Any challenges to the eligibility of any individual voter or the counting of a ballot must be submitted in writing by the candidate to the Election Committee. Observers are allowed to be present when the ballot package envelopes are stuffed, labeled, and mailed and during any visits to the post office to pick up and re-mail ballot packages which were returned undelivered. Observers may not conduct any campaigning while acting as an observer and may not otherwise interfere with the election process or the counting of a ballot. **Candidates are required to notify the Election Committee of the identity of their observer**

prior to the mailing of the Notice of Election. Each candidate is limited to one (1) observer.

Observers will sign in and follow established guidelines, which will include but not be limited to, no use of recording or photographic devices while they are present.

6. Notice of Election

A notice of the election will be mailed to each member at their last known home address not less than 20 days before the ballots are counted. The ballot package with voting instructions will also serve as a Notice of Election following this time frame. The Notice of Election will specify the date, and time, of the counting of the ballots.

7. Ballots

- a. The ballots shall be sent via email and text containing the office and the names of the nominees.
- b. Write-in votes are not permitted.
- c. Position on the ballot shall be determined by alphabetical order.

8. Voting Procedure

- a. Each member eligible to vote by email or text will be sent an envelope containing:
 - Notice of election
 - Voting instructions
- b. A member of the Election Committee will check for returned, undeliverable mail twice a week. Times and dates will be posted on the Local website and observers may be present at these times.
- c. The Election Committee will make every reasonable attempt to obtain accurate addresses for members whose ballot packages were undeliverable and will re-mail these ballot packages as soon as possible. Since Observers have the right to be present for the pickup and remailing of ballot packages, these times will be posted in advance on the Local 2252 website by the Election Committee.

9. Counting the Ballots – Mail Ballots

- a. Counting of the ballots will be handled by Ballot Point Election Services.
- b. General
 - Each candidate may have an observer present at the counting of the ballots. Observers will sign in and follow established guidelines, which will include but not be limited to, no use of recording or photographic devices during the proceedings.
 - Ballot Point Election Services will tally the ballots in all elections. The Election Committee will notify the membership of its tentative certification of the results. Absent a challenge to the election, the tentative certification shall become final 10 days thereafter.
 - Any challenge to the conduct of the election must be filed in writing with the Election Committee within 10 days of the tentative certification of the results. The Election Committee shall rule on any such challenges and shall within 20 days of the tentative certification of the results make a final determination or certification.

- Both the tentative certification and the final certification shall be given to the District 2-13 Office, and shall be posted on Union bulletin boards and the Local 2252 website as soon as possible.

10. Election Record

The Election Committee shall turn over to the District 2-13 Staff handling the receivership all records, including the eligibility list, the return email address and cell phone numbers list, etc. The District 2-13 Staff Rep. shall keep them for one year from the date of the election. At the end of one year, the District 2-13 Staff Rep. and the Chair of the Election Committee shall destroy the entire record.