

Special Instructions Related to COVID-19

In the months of October and November 2020, all SMART-TD Locals will have a legal and constitutional obligation to make the call for nominations and conduct elections, respectively, for Local officers (*i.e.*, President, Vice President, Secretary and Treasurer, a board of 3 Trustees, and Collector where such office exists). As most Locals continue to face challenges related to COVID-19 and its effects on their ability to gather for meetings, the following guidelines are intended to make sure we are safely fulfilling all obligations.

Nominations: Notice of nominations must be posted at all locations where the Local's members report for duty, a minimum of ten (10) days in advance of a meeting where nominations are accepted from the floor or by a nominating petition(s) signed by at least five (5) members eligible to vote (examples of notices and petitions included in this booklet on pages 4 and 5).

The included Special Circular and How-to guide provide guidance on conducting elections under normal conditions. Use the procedure in the two paragraphs below if it not possible to hold a nomination meeting due to COVID-19 related restrictions.

When a nomination meeting cannot be held due to COVID-19 related restrictions, a notice of nominations must still be posted at all locations where the Local's members report for duty a minimum of ten (10) days prior to the deadline for nominating petitions to be submitted. Instead of including information pertaining to the time and location of a nomination meeting, the notice should set a specific date and time whereby nominations will be closed, and must include the Local Secretary's pertinent contact information along with instructions for submitting written nominations. For your convenience, an example COVID-19 nomination notice has been included on page 6 of this booklet. In situations where nomination meetings cannot be held, it is permissible for the Secretary to accept nominations submitted in writing, via hand delivery, text, email, and/or USPS mail.

With respect to choosing a deadline for nominations, typically, this would be determined by the members present at a regular or special meeting of the Local. Where it is not feasible to hold such a meeting, the Local President, Secretary, and Treasurer should all agree on a nomination deadline that works best. As noted, the minimum mandatory notice for nominations is ten (10) days. However, given the circumstances, we recommend giving more notice. Most Locals choose a time period that is closer to thirty (30) days in advance.

Elections: Your Local's bylaws should indicate which method to use for conducting regularly scheduled elections. In situations where bylaws call for walk-in/floor voting, gathering size restrictions may present some unique challenges. It might be necessary for voters to wait outside of the polling location or outside of the building in order to adhere to capacity limits and/or maintain a safe distance from others. If a nomination meeting is held, Locals whose bylaws call for walk-in/floor voting, but wish to conduct a mail referendum vote, may take action to deviate from its bylaws on a one-time basis by a majority vote of members present at the nomination meeting.

The Local should pay close attention to adhere to the appropriate guidelines for meeting size restrictions and maintaining a safe distance from others. In the event you feel that your Local cannot conduct its nominations or elections while also adhering to your state and/or local government mandates, or if you have safety concerns that are not addressed herein, please contact the SMART-TD President's Department by calling (216) 228-9400, by emailing President_TD@smart-union.org, or by writing to SMART Transportation Division, 24950 Country Club Blvd., Ste. 340, North Olmsted, OH 44070.