



**HOW TO HOLD
DELEGATE, ALTERNATE DELEGATE AND
LOCAL COMMITTEE OF ADJUSTMENT
ELECTIONS AND
GENERAL CHAIRPERSON
MAIL REFERENDUMS**

2018

FAQs: Some Things You Should be Aware of Before You Begin

Q: “How should we conduct this election? Does it have to be by secret mail referendum? Can we establish polling hours for a walk-in vote, or conduct the election by secret ballot vote of members present at a meeting?”

A: This should be addressed in your Local’s bylaws. Most Locals have differing methods, depending on whether the election is a regularly scheduled election, or an election to fill a permanent vacancy. This guide has reference to regularly scheduled elections for the offices listed on its cover.

Materials relating to mail referendum elections begin on page 7 of this flyer, and materials relating to walk-in (floor vote) elections begin on page 13.

If there are extenuating circumstances and the Local wishes to deviate from its bylaws on a one-time basis, it may do so by a majority vote of members present at the nomination meeting. If it is intended that the change will be permanent, the Local should act to amend its bylaws according to the procedures found in Article 21B, Section 48, of the SMART Constitution.

Q: “What if my Local does not have bylaws?”

A: Members present at the nomination meeting should choose the election method by a majority vote.

Q: “Who is responsible for conducting the election?”

A: In large part, the Local Secretary, with oversight by the President and input from the Treasurer and Local Chairperson.

Q: “What are the notification requirements surrounding Local elections?”

A: At least 10 days prior to the nomination meeting, a notice calling for nominations must be posted at all locations where the affected members report for duty.

At least 15 days prior to an election, notice must be mailed to the last known address of every member (including those who are inactive or ineligible to vote due to sickness, disability, or furlough status). Notice of the election should also be posted at all on-duty locations. The template provided in this flyer is designed to serve as notice of both nominations and elections. In the case of a walk-in/floor vote, notification must be mailed via postcard or similar means (see example on page 14). In the case of mail ballot elections, the ballot serves to notify of the election date (see example on page 10).

In the event of a run-off election, notice must be given at least 15 days prior to the election date. In the case of a walk-in/floor vote, notice must be posted at all on-duty locations. If the original postcard notice contained the required information about a possible run-off election, a separate 15-day mail notice is not necessary. In the case of mail ballot run-off elections, the ballot serves to notify of the election date.

When is a Winner Declared? When Would We Need a Run-Off Election?

As in any other election, the possibility of needing a run-off remains, especially where numerous candidates are seeking a position, because a candidate needs a majority of votes for election to the position (except when electing the Board of Trustees, in which case a majority of ballots cast is required). A majority vote is considered at least 50% of the valid cast votes, plus at least one more valid

vote. Instructions for conducting a run-off election are included in lines 65-82 of Article 21B, Section 57, of the SMART Constitution. Those lines read:

“The candidate receiving a majority of the votes cast for a given office shall be declared elected. If no one (1) of the candidates for a given office receives a majority of the votes cast, another ballot shall be submitted to all eligible voters upon which shall appear only the names of the two (2) candidates receiving the highest numbers of votes cast for that office. If any number of the candidates for a given office are tied for the highest number of the votes cast, another ballot shall be submitted to all eligible voters upon which shall appear only the names of the candidates receiving the highest number of votes cast for that office. If one (1) candidate receives the highest number but that number does not constitute a majority of the votes cast for a given office and any number of candidates are tied for the second highest number of votes cast, another ballot shall be submitted to all eligible voters upon which shall appear only the name of the candidate receiving the highest number and the names of the candidates receiving the second highest number of the votes cast for that office.”

“The Board of Trustees shall be elected by a majority of the ballots cast.”

What if There is More Than One Vice Local Chairperson for a Committee?

Q: “We currently have more than one Vice Local Chairperson at each of the Local Committees of Adjustment (LCAs). What is the proper procedure for electing multiple Vice Local Chairpersons? And then, how do you determine who is First Vice Local Chairperson?”

A: The proper procedure for electing multiple Vice Local Chairpersons involves approaching the ballot according to well-defined positions. In other words, nominations would be taken for First Vice Local Chair, for Second Vice Local Chair, etc., and the ballot would reflect that the voter is choosing from among candidates to fill a particular slot. (To illustrate, the ballot would give you a choice of candidates for “First Vice Local Chair, LCA-XYZ,” a choice of candidates for “Second Vice Local Chair, LCA-XYZ,” etc., and instructions on the ballot above each section would read: “Vote for one.”)

With this procedure, the choice of First or Second Vice Local Chairperson has been made by the members of the Local Committee of Adjustment, satisfying the following provision of the SMART Constitution’s Article Twenty-One B (21B), Section 81, found at lines 37-39: “When more than one Vice Chairperson is elected to a Local Committee of Adjustment, the Local Committee shall designate the Vice Chairperson who shall act as required by this paragraph.”

How Many Positions Can a Candidate Seek?

Q: “If a Local Chairperson position is up for election, and three people run for the office, can they run for Vice Local Chairperson as well?”

A: Candidates can run for as many positions as they want, as long as they are eligible and properly nominated. As an extreme example, a candidate can run for Delegate AND Local Chairperson AND First Vice Local Chair AND Second Vice Local Chairperson AND for LCA Secretary. However, there are certain positions which cannot be held simultaneously, and running for multiple positions increases the likelihood of the need for a run-off election.

Restrictions on holding multiple Local Officer positions are outlined in Article Twenty-One B (21B), Section 56, of the SMART Constitution, as follows:

“The elective officers of a Local shall consist of a President, Vice President, Secretary and Treasurer, and a Board of Trustees consisting of three (3) members. By action of a Local, the office of Secretary and Treasurer may be separated and elections held to fill each office. A Local having fifty (50) or more members may create the office of Collector....No member may fill more than one (1) of these elective offices at the same time.”

Further, it has been ruled that a member may not serve on more than one Local Committee of Adjustment (LCA) under the jurisdiction of a given General Committee of Adjustment (GCA) at the same time.

During the tabulation, if a particular person running for more than one position is found to have won several conflicting positions, he/she must choose the one he/she wants to retain, and a run-off is needed among the remaining candidates. If only one candidate remains in a race, that remaining candidate is declared elected by acclamation.

Local Chairperson Vacancies

It should be noted the position of Vice Local Chairperson differs from the positions of Vice President, Alternate Delegate or Alternate Legislative Representative in a crucial way:

When a Local President, Delegate, or Legislative Rep. resigns, retires, dies, or otherwise permanently vacates the office, the respective Vice President, Alternate Delegate, or Alternate Legislative Rep. steps up to fill the office for the rest of the term, until the next scheduled election, and a vacancy is thus created in the position of Vice President, Alternate Delegate, or Alternate Legislative Rep., which must be filled by an election at the soonest opportunity. (In general, if the next scheduled election for the office exceeds four months, a special election must be held.)

However, if a Local Chairperson’s position is permanently vacated, the First Vice Local Chairperson steps into the role of Acting Local Chairperson on a temporary basis – not for the remainder of the term. Article 21B, Section 81, calls for an election to be held to fill the vacant Local Chairperson position. After that special election, the Acting Local Chairperson steps back into his elected role as (First) Vice Local Chairperson. Of course, the Acting Local Chairperson can also run for the Local Chairperson position, and if he or she wins, then a vacancy is created in the office of Vice Local Chairperson.

When the Local Chairperson Also Serves as General Chairperson

It should also be noted the SMART Constitution’s Article 21B, Section 82, Lines 114-119 state:

“If less than three (3) Locals are located on a property, the General Chairperson shall be elected by referendum vote.

“A General Chairperson may not serve as Local Chairperson, except when there is only one Local Committee of Adjustment on a property, the Local Committee of Adjustment shall constitute the General Committee of Adjustment.”

For clarification, committees that function in this dual capacity are generally given an alphabetical designation (ex: LCA-XYZ) rather than the more common alpha-numeric designation (ex: LCA-123). As noted above, under this scenario the Local/General Chairperson **must** be elected by mail referendum ballot.



TRANSPORTATION DIVISION

NOTICE OF NOMINATIONS AND ELECTIONS

ATTENTION: MEMBERS OF SMART-TD LOCAL # _____

**2018 NOMINATIONS AND ELECTIONS FOR DELEGATE,
ALTERNATE DELEGATE, LOCAL COMMITTEES OF ADJUSTMENT, AND
CERTAIN GENERAL CHAIRPERSONS**

Pursuant to Article 21B, Section 57, of the SMART Constitution, elections of the above offices will be held by all SMART-TD Locals in November 2018. Nominations will be conducted at the regular meeting of Local # _____ to be held on the _____ day of _____, 2018, at _____ .m., at:

(location)

(address)

(city, state, zip)

Nominations may be made from the floor at the nomination meeting. Nominations do not require a second. Eligible members may self-nominate. Where nominations are made by nominating petition, at least five (5) members eligible to vote shall sign the petition. Petitions must be delivered to the Local Secretary prior to the nomination meeting or presented at the meeting. No nominations may be made following the close of this meeting. Local Secretary _____ may be contacted by email to: _____ or by phone at: _____

The election will be held: by mail referendum by walk-in vote
To vote, members must meet the eligibility requirements of Article 21B, Sections 49 and 53, of the SMART Constitution. Additional election information will be provided in a separate notice which will be mailed to all members at their last known address following the close of nominations.

Tabulation of ballots will be conducted at the regular meeting of the Local at the above address, on the _____ day of _____, 2018, at _____ .m



**TRANSPORTATION DIVISION
NOTICE OF RUN-OFF ELECTIONS**

ATTENTION: MEMBERS OF SMART-TD LOCAL # _____

**BE ADVISED RUN-OFF ELECTIONS WILL BE HELD FOR THE
FOLLOWING POSITIONS:**

**The election will be held: by mail referendum by walk-in vote
and will be conducted/tabulated at the regular meeting of Local # _____ to be
held on the _____ day of _____, 2018, at _____ .m., at:**

(location)

(address)

(city, state, zip)

**To vote, members must meet the eligibility requirements of Article 21B,
Sections 49 and 53, of the SMART Constitution. Questions relating to
the above should be directed to Local Secretary _____, who
may be contacted by email to: _____
or by phone at: _____**

GUIDELINES FOR MAIL BALLOT ELECTIONS

1. Develop a schedule for each step of the election, including ballot printing, mailing, receipt, and counting, which allows adequate time for each procedure.
2. In selecting a meeting date for an election, make certain that the tabulation of elections does not fall on a federal holiday when the post office would be closed.
3. Arrange with the U.S. Postal Service for a special post office box for receipt and storage of voted ballots, so that all mail sent to the box will only be released at a specified time on the election date to the Tellers. Do not use the union's regular post office box for the election if regular mail is normally routed there. In situations where the postmaster will not retain the key or combination to the election post office box, the Local President should appoint the Tellers prior to the mailing of the ballots and they should determine who among them will retain the box key or combination. The key or combination should be placed in a sealed envelope, and each Teller should sign his or her name across the sealed edge of the envelope.
4. Check the ballots carefully before and after printing to ensure that all candidates are listed, each candidate's name is spelled correctly, and all instructions and other aspects of the ballot are accurate.
5. Safeguard and be able to account for all ballots printed. The number of ballots printed minus the number issued to members must equal the unused ballots on hand at the end of the election. When the Local prepares its ballots by means other than an outside printer, a record should be made of the number of ballots prepared and all candidates so advised.
6. Update the membership address list to the extent possible to ensure that ballots are mailed to all members eligible to vote.
7. Inform all candidates of the date, time and place for the preparation and mailing of the ballots and of their right to have an observer present.
8. Mail a ballot to each member at least 15 days before the date when the voted ballots must be returned to the post office box. This will comply with the LMRDA requirements that a notice of election be mailed to all members not less than 15 days prior to the election.
9. Do not include campaign literature of any type in the ballot package.
10. When issuing duplicate ballots, mark the ballot-return envelope "Duplicate." If both the original and duplicate envelopes are returned, void the original unopened ballot. Record on the eligibility list all duplicate ballots issued.
11. Pick up ballots from the post office box at the scheduled date and time. Do not attempt to gain access to the ballots prior to that time for any reason. Any ballots received at the box after that time must be voided. It is a good idea to question the post office to ascertain if there is an overflow of the box being held outside the box.
12. Permit each candidate to have an observer at the pickup of the ballots and their delivery to the counting site. A candidate may serve as his or her own observer.

13. Conduct the ballot tally promptly after pickup, permitting at least one observer for each candidate to watch the entire proceedings. If for some reason there is a delay from the time the ballots are picked up and they are tabulated, the Tellers must remain together with the ballots.
14. Verify that all returned ballots are from eligible voters before opening the outer envelopes. Mark voters' names off a voters' eligibility list to ensure that no member casts more than one ballot.
15. Remove the sealed inner "A" envelopes containing the ballots from the outer envelopes and mix them thoroughly before they are opened, and the ballots removed and counted. This process will ensure the ballot secrecy.
16. Publish or post the results of the election. Preserve ballots and all other election records and materials for at least one year.

MAIL BALLOT ELECTION PLANNER AND CHECKLIST:

DATE

ACTIVITY

	<u>Update members' addresses</u> – 8 weeks prior to election.
	<u>Nomination notice</u> – Post at least 10 days prior to nomination meeting. Notice should advise that nominations filed by petition must be delivered to the Local Secretary prior to the nomination meeting, or presented at the nomination meeting when nominations are taken.
	<u>Make arrangements for post office box</u> – Don't forget to take holidays into consideration.
	<u>Nomination meeting</u> – Appointment of Tellers.
	<u>Contact candidates</u> – As soon as possible after the close of nominations. Accept withdrawals, and advise candidates of their right to inspect the membership list once within 30 days prior to the election.
	<u>Printing of ballots</u>
	<u>Preparing and mailing ballots</u> – Mail at least 15 days prior to the election date. Advise candidates of the time and date this will occur in order that they or their observer may be present.
	<u>Election date</u>

ENVELOPES USED IN LOCAL ELECTIONS CONDUCTED BY MAIL

1. Mailing Envelope Marked “Ballot Enclosed” – 4 1/8” x 9 1/2” (No. 10)

SECRETARY LOCAL NO XXX C/O POSTMASTER PO BOX 1234 ANYTOWN, USA 00000-0000	BALLOT ENCLOSED	MEMBER NAME 1234 MAIN ST. ANYTOWN, USA 00000-0000
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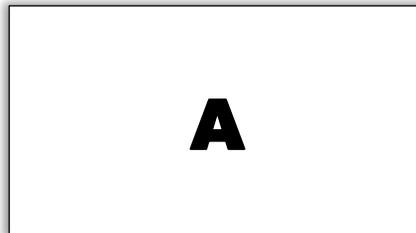
This large envelope will be used by the Secretary (or Secretary-Treasurer) to mail all the following ballot items to each member. The return address should be the same post office box address on the ballot return envelope, so the undelivered ballot packages are returned to the post office box.

2. Postage-Paid Ballot Return Envelope – 3 7/8” x 8 7/8” (No. 9)

From _____ Address _____ City _____ State _____ Zip _____	
BALLOT	SECRETARY LOCAL NO XXX C/O POSTMASTER PO BOX 1234 ANYTOWN, USA 00000-0000

This **postage-paid** return envelope will be used by the voter to return the secret ballot “A” envelope with the marked ballot sealed inside. It should be pre-addressed to the post office box for returned voted ballots and contain space for the voter to print his or her name and address in the upper left corner. While the depiction of this envelope above shows lines printed in the return address area, such lines are not necessary. Omitting them and leaving the area blank will not invalidate the election. **However, the voting instructions prescribed by Article 21B, Section 57, of the SMART Constitution MUST accompany the ballot material sent to members, so that members know they must place their names and addresses in this area for their ballot to be counted.** Do not fill this out for the voter.

3. Secret Ballot “A” Envelope – 3 5/8” x 6 1/2” (No. 6 1/2):



The secret ballot envelope, printed with an “A” on it, will be used by the voter to enclose the marked ballot. Advise members not to place any identifying mark or information on this envelope. All of the above envelopes can be purchased from the SMART Transportation Division Supply Department.

SAMPLE MAIL BALLOT

SPECIAL NOTES:

The sample ballot on the right is provided to give Locals an idea of how ballots should look and to assist in having them properly prepared.

You must arrange to prepare your ballots and have them printed. We regret that we cannot prepare and print them for you. You are strongly urged to have the ballots printed by a union printer. (Some print shops will handle the typesetting for you, also.) A receipt indicating the number of ballots printed and delivered can come in handy when you need to account for the use of all ballots, especially if a candidate challenges the outcome of the vote based on the handling of ballots. Likewise, it is a good idea to retain a copy of the postage receipt, to help account for the total number of ballots mailed.

NOTE: If the positions involved in the election include Local Committee of Adjustment (LCA) positions, and the Local has more than one LCA, a separate ballot must be prepared for each LCA.

In all cases, incumbents' names are listed first, followed by other candidates' names in alphabetical order (sorted by surname).

The sample ballot on the right is for a mail-in ballot. In the event the election is being conducted as a floor (or walk-in) election at a meeting, there is no need to include the time, date and location information included on this sample.

When conducting an election by mail, in accordance with the SMART Constitution's Article 21B, Section 57, the envelope with the ballot material that is mailed to each voter must include a leaflet carrying voting instructions. For your convenience, the following page provides an example using the required language and has been laid out for easy duplication.



Local _____

Election of officers will be conducted on the ____ day of _____, 20____, at ____ o'clock __.m., when tabulation occurs. In order for your vote to be tabulated, it must be deposited in the designated post office box before the ____ day of _____, 20____, at ____ o'clock __.m.

PRESIDENT

(Vote for one)

- I.M. Incumbent
- Justin Time

LEGISLATIVE REPRESENTATIVE

(Vote for one)

- I.M. Incumbent, Jr.
- Tom Able
- Dick Baker
- Harry Charlie, Sr.

TRUSTEES

(Vote for three)

- (insert name of candidate)

COMMON PITFALLS FOR MAIL BALLOT ELECTIONS

Failure to notify sick or furloughed members of nominations and elections. Federal law requires that all members be notified of the election. In the case of a mail referendum vote, the ballot serves as notification of the election (see example on page 10). This means balloting materials must be mailed to all members who are affected by the election – including those who are ineligible to vote due to sickness, disability, or furlough status, as contemplated by the SMART Constitution’s Article 21B, Section 49 (commonly referred to as ‘E49’ members). On tabulation date, ballots returned by ineligible voters should then be set aside and not counted.

Insufficient notice to the membership. As a reminder, notice of nominations must be posted at all on-duty locations at least 10 days in advance. Ballots and run-off ballots must be mailed at least 15 days prior to tabulation. Of course, it’s a good idea to post notice and mail ballots well in advance of these minimum requirements. Be sure to account for holidays when considering these time limits!

Failure to properly determine eligibility due to outdated or inaccurate records. The SMART Constitution’s Article 21B, Section 49, states: *“The Local Treasurer, in cooperation with the Local President and the Local Chairperson involved, will maintain a close check of the roster of members who are relieved from the payment of full dues and assessments under the provisions of this Section...”*

Improper campaigning procedures. Candidates may inspect the union’s membership list once within 30 days before the election (this does not include the right to copy the list). The use of union and employer funds in campaigning, including union or employer office supplies, social media accounts, or webpages cannot be used to endorse or promote any candidate, including incumbent officers. If a candidate wants to distribute campaign literature to members of the Local, (or a portion thereof) the Local must comply with that request, however, the candidate will bear the full cost associated with such distribution.

Improprieties in the preparation, handling, and securement of ballots. All ballots should be accounted for and safeguarded from the time they are printed until the time they are tabulated. Candidates’ names must appear in the correct order and be spelled correctly, as noted on page 10 of this flyer. Pay close attention to the PO box procedures outlined in Article 21B, Section 57, of the SMART Constitution and the corresponding ‘*Special Circular*’ publication pertaining to this election. If the Postmaster is unwilling or unable to secure the key or combination of the PO box, it should be sealed in an envelope, and the Tellers should affix their signature or a similar identifying mark across the seal. The envelope shall then remain in the possession of one of the Tellers until election date, whereby it shall be opened by all who were present when it was sealed.

Failure to include a postage-paid return envelope with balloting materials. This is required by Article 21B, Section 57, of the SMART Constitution.

Inappropriate use of observers. Observers have the right to oversee any part of the election process, including the printing, mailing, handling, and tabulation of ballots. Observers may also ask procedural questions, challenge the eligibility of individual voters, and lodge protests when appropriate. Observers may not wear campaign apparel, distribute campaign materials, engage in campaigning activities, or compromise (or give the appearance of compromising) the secrecy of ballots. Observers are also prohibited from counting or handling ballots and may not be used as Tellers.

GUIDELINES FOR POLLING AT A LOCAL MEETING (FLOOR VOTE)

1. Schedule voting hours to ensure all members have an opportunity to vote. Open the polls promptly. Allow all members who are waiting in line at closing time to vote.
2. Ensure that adequate information is available at the polling site to verify voter eligibility, such as the union's financial records of members' dues-paying status or an eligible voters list drawn up from those financial records.
3. Require voters to identify themselves through use of union cards, driver's licenses, work badges, or similar documents.
4. Ensure that each member can vote only once by crossing out names on the voter eligibility list, or other means.
5. Safeguard all blank ballots. At the end of the election, be able to account for all ballots prepared for the election.
6. Provide voters a place to mark their ballots in complete privacy, preferably voting booths. Ensure that voters do, in fact, cast secret ballots.
7. Provide a ballot box in which members place voted ballots and safeguard it throughout the election.
8. Maintain order at the polls at all times and direct voters into and out of the polls in an organized manner.
9. Forbid all campaigning at the polls. Do not permit oral campaigning, distribution of campaign literature, or signs in the polling area. Check the polling area and voting booths periodically to ensure that members have not left campaign material lying around.
10. Prohibit loitering in the polling place. Direct members to leave the polling area as soon as they cast their ballots.
11. Permit each candidate to have at least one observer at the polls and at the counting of the ballots. A candidate may serve as his or her own observer.
12. Preserve ballots and all other election records for at least one year.

FLOOR VOTE ELECTION PLANNER AND CHECKLIST:

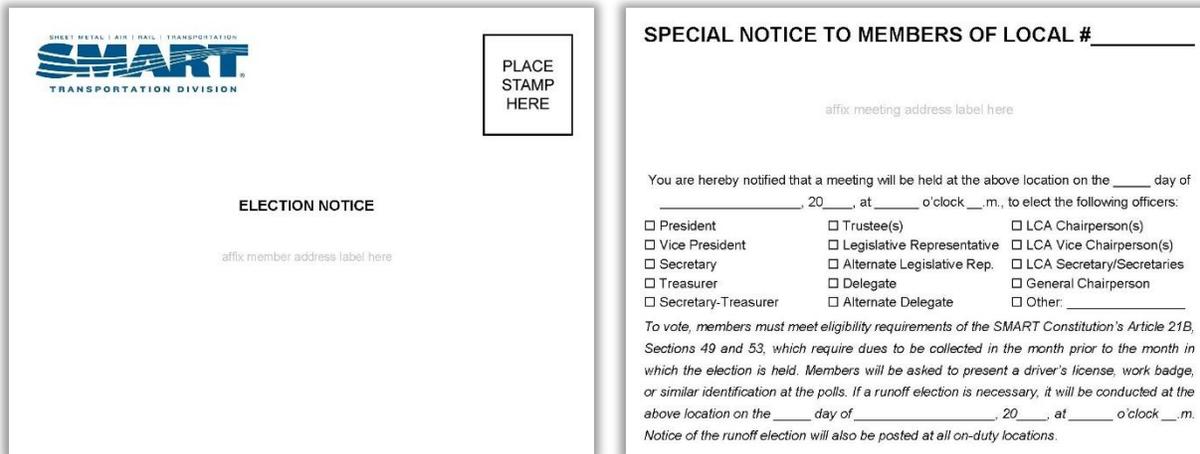
DATE

ACTIVITY

- _____ **Update members' addresses** – 8 weeks prior to election.
- _____ **Nomination notice** – Post at least 10 days prior to nomination meeting. Notice should advise that nominations filed by petition must be delivered to the Local Secretary prior to the nomination meeting, or presented at the nomination meeting when nominations are taken.
- _____ **Make arrangements for polling location** – Don't forget to take holidays into consideration. Also, make sure the meeting location will be available on the desired date of a run-off election, in the event one becomes necessary.
- _____ **Nomination meeting** – Appointment of Tellers.
- _____ **Contact candidates** – As soon as possible after the close of nominations. Accept withdrawals, and advise candidates of their right to inspect the membership list once within 30 days prior to the election.
- _____ **Printing of ballots**
- _____ **Preparing and mailing of election notice** – Mail at least 15 days prior to the election date. If this notice contains the required information about a possible run-off election, a separate mailed notice is not necessary. However, members must still be notified in some manner, such as posting at all on-duty locations.
- _____ **Election date**

EXAMPLE OF ELECTION NOTICE POSTCARD

(Postcards available from SMART Transportation Division Supply Department.)



SAMPLE FLOOR VOTE BALLOT

SPECIAL NOTES:

The sample ballot on the right is provided to give Locals an idea of how ballots should look and to assist in having them properly prepared.

You must arrange to prepare your ballots and have them printed. We regret that we cannot prepare and print them for you. You are strongly urged to have the ballots printed by a union printer. (Some print shops will handle the typesetting for you, also.) A receipt indicating the number of ballots printed and delivered can come in handy when you need to account for the use of all ballots, especially if a candidate challenges the outcome of the vote based on the handling of ballots.

NOTE: If the positions involved in the election include Local Committee of Adjustment (LCA) positions, and the Local has more than one LCA, a separate ballot must be prepared for each LCA.

In all cases, incumbents' names are listed first, followed by other candidates' names in alphabetical order (sorted by surname).

The sample ballot on the right is for a walk-in/floor vote. In the event the election is being conducted as a mail-in vote, you must include information relating to the time, date, and location that tabulation will occur.



Local _____

Mark an **x** or a **✓** in the box next to the name of the candidates of your choice. Do not put your name, initials, or any identifying information on the ballot. Ballots containing any identifying information will be voided. When finished, place your ballot in the ballot box.

PRESIDENT

(Vote for one)

- I.M. Incumbent
- Justin Time

LEGISLATIVE REPRESENTATIVE

(Vote for one)

- I.M. Incumbent, Jr.
- Tom Able
- Dick Baker
- Harry Charlie, Sr.

TRUSTEES

(Vote for three)

- (insert name of candidate)

COMMON PITFALLS WITH WALK-IN (FLOOR VOTE) ELECTIONS

Failure to notify sick or furloughed members of nominations and elections. Federal law requires that all members be notified of the election. In the case of a walk-in or floor vote, this means postcards (see example on page 14) must be mailed to all members who are affected by the election – including those who are ineligible to vote due to sickness, disability, or furlough status, as contemplated by the SMART Constitution’s Article 21B, Section 49 (commonly referred to as ‘E49’ members). On election date, voters should then be screened for eligibility prior to issuance of a ballot.

Insufficient notice to the membership. As a reminder, notice of nominations must be posted at all on-duty locations at least 10 days in advance. A postcard or similar notification must be mailed at least 15 days prior to election date. Of course, it’s a good idea to post notice and mail ballots well in advance of these minimum requirements. Be sure to account for holidays when considering these time limits!

Failure to properly determine eligibility due to outdated or inaccurate records. The SMART Constitution’s Article 21B, Section 49, states: *“The Local Treasurer, in cooperation with the Local President and the Local Chairperson involved, will maintain a close check of the roster of members who are relieved from the payment of full dues and assessments under the provisions of this Section...”*

Improper campaigning procedures. Candidates may inspect the union’s membership list once within 30 days before the election (this does not include the right to copy the list). The use of union and employer funds in campaigning, including union or employer office supplies, social media accounts, or webpages cannot be used to endorse or promote any candidate, including incumbent officers. If a candidate wants to distribute campaign literature to members of the Local, (or a portion thereof) the Local must comply with that request, however, the candidate will bear the full cost associated with such distribution.

Improprieties in the preparation, handling, and securing of ballots. All ballots should be accounted for and safeguarded from the time they are printed until the time they are tabulated. Candidates’ names must appear in the correct order and be spelled correctly, as noted on page 15 of this flyer. If the ballots must be transported from the polling location to the tabulation location, the ballot box should be sealed with tape and signed by the Tellers, who must accompany the ballot box during transportation.

Inadequate accommodations at the polling location. Voters should be allowed to vote in private booths, rather than be required to mark their ballots on walls, the registration table, or other members’ backs. To avoid confusion, disorder, and disgruntled behavior there should be a sufficient number of voting booths and ample space to properly control the flow of voters. The polling area should be a neutral environment, free of campaigning or campaign materials. Polling hours should be determined by a majority vote of members present at the nomination meeting, or as designated in the Local’s bylaws, with the goal of accommodating the highest possible voter turnout. If there are voters waiting in line at the close of polling hours, they must be allowed to vote.

Inappropriate use of observers. Observers have the right to oversee any part of the election process, including the printing, issuance, and tabulation of ballots. Observers may also ask procedural questions, challenge the eligibility of individual voters, and lodge protests when appropriate. Observers may not wear campaign apparel, distribute campaign materials, engage in campaigning activities, or compromise (or give the appearance of compromising) the secrecy of ballots. Observers are also prohibited from counting or handling ballots and may not be used as Tellers.



REPORT OF ELECTIONS

Local # _____ Date: _____

NOTE: The SMART Constitution's Article 21B, Section 57, lines 98-101, read: "Locals must, following each election of officers or succession to office, promptly notify the General Secretary-Treasurer, interested General Chairpersons, State and District Legislative Boards of the names and addresses of the new officers."

Mail to: SMART-TD, 24950 Country Club Blvd., Ste. 340, North Olmsted, OH 44070. Also, please send a copy to: SMART General Secretary-Treasurer, 1750 New York Avenue NW, 6th floor, Washington DC 20006.

Results may also be emailed to President_TD@smart-union.org, or faxed to (216) 228-5755.

President

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Vice President

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Secretary

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Treasurer

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Secretary-Treasurer

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Trustee

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Legislative Representative

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Trustee

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Trustee

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Alternate Legislative Representative

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Delegate

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Local Chairperson, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Vice Local Chairperson, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Alternate Delegate

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Vice Local Chairperson, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Secretary, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Local Chairperson, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Vice Local Chairperson, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Vice Local Chairperson, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Vice Local Chairperson, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Vice Local Chairperson, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Secretary, LCA-_____

Name: _____
Address: _____
City: _____
State: _____
ZIP: _____
Phone: _____
Email: _____

Local Chairperson, LCA- _____

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Secretary, LCA- _____

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Vice Local Chairperson, LCA- _____

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

General Chairperson, GCA- _____

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

Phone: _____

Email: _____

Changes for Directory

Please include information as to the time and place your Local holds its meeting ONLY IF CHANGE IS REQUIRED IN DIRECTORY, and furnish any other corrections to the directory that are necessary.
