

# **Rules for Local #10 General Election of Officers June 2018**

Nothing in these procedures or rules is to be construed as to alter the intent of the Constitution and Ritual of the International Association of Sheet Metal Air Rail and Transportation workers /or federal laws.

The term of office for those elected shall begin at the start of the business day Saturday June 30, 2018 and shall end at the close of business on Wednesday June 30, 2020. All elected positions are for a term of 3 years.

## **Voting Method**

All areas will vote by secret ballot. The times and locations of the polling places, will be mailed to the membership prior to nominations and election. A list of candidates for each office, along with the times and locations of the polling places, will be on the website available to the membership after nominations have been verified and prior to the election.

The names of the candidates will be drawn out of a hat and placed on the ballot in the order drawn.

Candidates shall not be permitted to campaign or solicit within 500 yards of the polling area on the day of Election. The polling area shall be determined by the Chief Judge or his/her designee. The Chief Judge shall determine the approved area for designated observers.

Members shall only vote at one (1) polling place, but may vote for all officers of Local #10. Any member caught voting more than once will have charges filed on them per the Constitution and Ritual of the International Association Sheet Metal Air Rail and Transportation Workers.

Anyone not on the voter list claiming eligibility will mark their ballot and enclose the ballot in a plain envelope with their name taped to it, and such envelope will be dropped in the official ballot box/envelope. When all ballots are returned to the Union Office to be counted, any questionable ballots will be checked for eligibility, and if found eligible, the ballot will be removed from the envelope and be mixed with the other ballots for purposes of counting. Such sealed ballots found to be ineligible will be held but not tallied.

Polls shall be open at the predetermined time and promptly close at the predetermined time. Members waiting in line at closing time should be allowed to vote.

Because of trespass laws; only members working in the production shops that have a ballot box will be allowed to vote in those production shops. Please respect all of our companies' right to regulate who is on their property.

## **Voting Eligibility**

Eligibility shall be determined in accordance with the provisions of the International Association of Sheet Metal Air Rail and Transportation Workers' Constitution and Ritual.

In order to be in good standing for election purposes, members will have to be in good standing for both monthly dues and assessments.

A list of eligible voters will be provided by the Financial Secretary-Treasurer for each polling place. No member will be allowed to vote unless their name is on the list, or the procedure outlined in the Voting Method has been followed

### **Judges and Tellers**

The Judge and Tellers shall make arrangements for and conduct the election at the times and places specified by the local union in accordance with the Constitution.

Each polling place will have at least one teller appointed by the Chief Judge.

### **Tallying of Votes**

At the close of the voting at each polling place, the teller in that area will seal the ballot box/envelope and keep said box/envelope in their possession until it is delivered to the Union Office in Maplewood by the method determined by the chief judge.

All ballot boxes will be opened and ballots counted by the Chief Judge or Teller(s) as designated by the Chief Judge. All ballots must be counted and tallied together at one place and time.

Election results will be announced after all the ballots are counted. Results of the election will be published on the website and will be officially announced at the regular July 2018 membership meeting. The Chief judge will call to inform all candidates whether they won or lost.

If any challenged ballots would change the outcome of an office, the challenge should be resolved prior to certification

Tally certification shall be presented at the next Union Meeting. Recording Secretary then files his/her report to IA

Any complaints concerning the conduct of an election must be filed with the General President within 7 days of the Election Report

Procedures for contesting elections found in the SMART Constitution must be exhausted before OLMS will consider any protest

### **Eligibility to Run for Office**

A member's eligibility to run for office shall be determined by the provisions of the SMART Constitution and Ritual (Article Twelve (12) Section Three (3)).

A candidate must be a member in good standing of the local union for a period of at least two (2) consecutive years immediately preceding their nomination and election.

Any eligible member may run for the office of:

President/Business Manager

Vice President

Recording Secretary

Financial Secretary/Treasurer-Business Representative

Business Representative

Executive Board

Union Trustee (4 Trustee positions available)

Conductor

Warden

Delegates to 2019 Constitutional Convention (4 positions available)

**Residency requirement:**

All elected officers and Business Representatives of Local #10 must establish permanent residence in the contract areas they represent within 3 months of being elected to office.

Those elected to the offices of President/Business Manager, Vice President, Recording Secretary, Financial Secretary-Treasurer/ Business Representative, Metro Business Representative, Conductor or Warden shall operate out of the main office in Maplewood, Minnesota and maintain residence within a reasonable commuting distance.

Reasonable commuting distance shall be defined as normal travel time when traveling from the person's normal residence to the Maplewood office under normal driving conditions.

The cost of relocating to reside in the area that these officers represent will be borne by the individual. No relocating costs will be passed onto Local 10.

Duties of the office commence immediately after installation and any cost of living expenses will be borne by the individual.

**Business Representatives Positions as follows:**

- ◆ Area 1 Metro
- ◆ Area 2 Metro
- ◆ Area 3 Metro
- ◆ Area 4 Southern MN
- ◆ Area 5 Central MN
- ◆ Area 6 Northern MN
- ◆ Area 7 South Dakota
- ◆ Area 8 North Dakota
- ◆ Area 9 Production

Any eligible member may run for a position in the General Election but may only run for one (1) position.

To be eligible to run for a Building Trades Business Representative position, the member must have worked as a Building Trades Journeyperson and paid the dues of a Building Trades member for the previous two years.

To be eligible to run for a Production Business Representative position, the member must have worked in Production and paid the dues of a Production member for the previous two years.

All incumbent candidates will have to have paid the appropriate monthly rate of dues to have held their previous position.

## **Executive Board Members**

Five (5) from Commercial Building Trades  
One (1) from Residential Building Trades  
One (1) from Architectural Building Trades  
Two (2) from Production

Any eligible member may run for any Executive Board position they are qualified for.

## **Trustee Members**

Four (4) Any eligible member may run for the office of Trustee

## **Nominations**

***To be eligible for nominations to Local Union office and to be eligible for election, dues for the month of June must be paid in advance, that is, on or before May 31, 2018.***

Nominations will be held at the Regular membership meeting Tuesday June 5, 2018 at 5:00 p.m. at the union hall in Maplewood, MN.

Pursuant to Article 12, Section 4 of the SMART Constitution and Ritual “Any member who is nominated for Local Union Office and who is not present at the meeting at which nominations are made, shall be dropped from the list of nominees unless within five (5) days after such nomination, he/she notifies the Recording Secretary in writing of his/her willingness to run for such office.” (June 11, 2018)

There will be a time limit of 1 minute for each nomination.

## **Election**

Elections in all areas will be held on June 19, 20 & 21 at the designated places and at the times listed on the Website. Ballots will be counted on Friday June 22 at the Union office in Maplewood, MN.

The installation of the newly elected officers will be at the regular July 2018 monthly membership meeting.

The term of office for those elected shall begin at the start of the business day Saturday, June 30, 2018 and shall end at the close of business on Wednesday, June 30, 2021.

# TO ALL CANDIDATES

## **The following rules will be in effect for the distribution of Literature for all candidates:**

Please contact: Dee Kjera, Office Manager 651-366-6410 if you are planning on a mailing literature to Local 10 members. You will need information on card type, quantity and size. Scheduling is set on first come basis.

All material will be printed by the candidate at his/her own expense using a union printer.

The Local #10 office staff will address, stamp and mail campaign literature. All mailings will be done outside of regular working hours. These expenses will be paid by the candidate prior to the start of work and at the current office staff hourly contract rate.

Candidates may not use the SMWIA or SMART logo on any campaign literature.

Candidates have the right to inspect a membership list once within 30 days of election, but shall not have the right to copy or remove this list from the Local #10 office.

Provisions must be made in advance with Local #10's Financial Secretary-Treasurer for a mailing or inspection of the membership list.

## **The following rules will be in effect for Campaigning of all candidates:**

There shall be no campaigning in or on the Metro JATC Training facilities, grounds or property or any other JATC Building. Exception to this rule is if a regular membership meeting takes place at same location.

Candidates must have equal opportunity to campaign.

Candidates may not solicit or accept any financial support from any Union, Employer or non-member.

Candidates may not campaign on Company or Union time. A leave of absence or vacation time should be utilized to campaign during working hours.

Candidates shall not be permitted to campaign or solicit within 500 yards of the polling area on the day of Election. The polling area shall be determined by the Chief Judge or his/her designee.

Each Local 10 office will offer equal space for candidates promotional literature intended for member pick up only.

# **Duties of Officers,** other than those specified in the' International Association of Sheet Metal Air Rail and Transportation Workers Constitution and Ritual:

## **President/Business Manager**

Attend monthly General Membership and Executive Board meetings.  
Attend as many satellite meetings as possible.  
Delegates all assignments to Business Representatives and office staff.  
Oversee contract negotiations in all areas of Local #10.  
By virtue of the office, be a delegate to the SMART Convention.  
By virtue of the office, be a delegate to the MN, SD and ND AFL-CIO.  
By virtue of the office, attend as many Trades and Labor meetings in all areas as possible.  
Attend all Council meetings that have to do with the business of Local #10 as possible  
Attend as many Trustee meeting in Local #10 as possible.

## **Financial Secretary/Treasurer/Business Representative**

Attend all General Membership and Executive Board meetings.  
Attend Trust meetings where required.  
By virtue of the office, be the Financial Secretary Treasurer of the Local 10 Inc. Board  
Attend as many satellite meetings as possible as directed by the President/Business Manager.  
Assist the President/Business Manager by being directly responsible for all Specialty contracts, sign shops, production, etc. Assist the area Business Representatives in servicing and negotiation of these contracts and servicing the members of said contracts.  
By virtue of the office, be a delegate to the SMART Convention.  
By virtue of the office, be a delegate to the AFL-CIO and Building Trades meetings in the area of Local #10.  
Attend any other meetings that the President/Business Manager assigns.

## **Business Representatives**

Attend all meetings in assigned areas as directed by the President/Business Manager.  
By virtue of the office, be a delegate to the SMART Convention.  
Attend as many AFL-CIO or Building Trades meetings as possible.  
Perform all duties and tasks assigned by the President/Business Manager in order to service our members.

## **Vice President**

By virtue of the office, be a member of the Executive Board  
Assist the President in the performance of his/her official duties  
Perform the duties of the president when the president is absent.

## **Recording Secretary**

By virtue of the office, be a member of the Executive Board  
Keeps correct minutes of each meeting and reads the same at the opening of the next meeting.  
Reads all official communications, documents, bill and expenses received.

### **Executive Board**

Executive Board consist of the president, vice president, recording secretary and additional members as may be decided by the local union who shall be nominated and elected in accordance with the provisions of Article Twelve (12) of the Constitution.

By virtue of the office, be a member of the Executive Board.

Attend all General Membership and Executive Board meetings.

Executive Board shall meet in regular sessions at such time and place as may be designated by the local union. Special meetings may be called by the president when necessary or requested.

### **Trustee**

Supervision over all funds and property of the local union.

Examine the financial statements and all books and records of the Financial Secretary-Treasurer on a monthly basis and the end of each quarter.

### **Warden**

Takes charge of the door at each meeting.

### **Conductor**

Examine official receipts of all members attending the meetings

Reports to the president or presiding officer at the opening of the meeting the name of anyone who is not in good standing or is ineligible to participate in the meeting.

### **Delegates to 2019 Constitutional Convention**

Four (4) positions are available.

Open to any qualified members and for those by the virtue of their elected position are NOT a delegate to the SMART Convention may also be nominated.

Same requirements for election as any of the other positions.