

February 10, 2021

TO: All USW District Directors, Staff Representatives as well as  
**Amalgamated Local Union Financial Secretaries** in the United States

Greetings:

Please be advised, Article VII, Section 8 of the Constitution of the International Union and Part II of the Local Union Elections Manual provide that notice of the Local Union nomination meeting, to be held in March of 2021, must be given to each member at least one (1) week\* in advance of the meeting. They further provide that a notice containing the date, place and hours of the Local Union elections, to be held in April, must be mailed to each member in good standing, at the member's last known home address, at least fifteen (15) days previous to the date of the election.

Local Unions may comply with these requirements in a number of ways that are detailed in the Local Union Elections Manual. For your convenience, Consolidated Graphic Communications is prepared to print, address and mail Post Card Notices for Local Unions in connection with the forthcoming Local Union elections. The cost of this service, of course, is to be borne by the Local Union. **Note – Local Unions do not have to utilize this service provided by Consolidated Graphic Communications, but Local Unions must comply with the Notice requirements outlined in the previous paragraph.**

The four types of Notices available for use by your Local Union are listed below:

1. **Nomination Meeting Notice for Local Union Officers** (must be received by the members at least one week\* in advance of the meeting) – This Notice can be done as a postcard. It will contain the Local Union number, the District number, the date of the notice, the time, date and place of the meeting and a list of all Local Union Offices and Positions to be nominated from the floor at this Local Union Meeting.
2. **Nomination Meeting Notice for Unit Positions** (must be received by members at least one week\* in advance of the meeting) – The same Notice will be mailed to all members of the Local Union regardless of what Unit they belong to. It will contain the Local Union number, the District number, the date of the notice and a complete listing of the dates, times and locations of the Unit Nomination Meetings for all Units of the Local. It will also contain a list of the Unit Positions to be nominated from the floor at the meeting.

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**Note – If your Amalgamated Local Union will be holding no more than three Unit Nomination Meetings this information can be sent out on a Postcard Notice. For Locals with more than three Unit Nomination Meetings it will be necessary to send this Notice in a letter format.**

3. Election Notice (must be received by the members at least 15 days prior to the election) – The same Notice will be mailed to all members of the Local Union regardless of what Unit they belong to. It will contain the Local Union number, the District number, the date of notice, the date of the election and a complete listing of the hours of election and the location(s) of the polling place(s) for all Units of the Local. It will also contain a list of the Local Union Offices, Positions and Unit Positions to be elected.

**Note – If your Amalgamated Local Union will be holding no more than three polling places this information can be sent out on a Postcard Notice. For Locals with more than three polling places it will be necessary to send this Notice in a letter format.**

4. Combined Nomination Meeting and Election Notice (must be received by the members at least one week\* in advance of the Nomination Meeting) – This Notice contains all of the information listed above for both Nominations and Elections. All members of the Local Union regardless of which Unit they belong to will receive the same letter just as in option numbers 2 and 3. The above note concerning the need to substitute letters for postcards where more than three Unit Nomination Meetings or polling places are needed also applies to this type of Notice.

If you wish to utilize this service from Consolidated Graphic Communications, you must complete and return the enclosed form by fax or email to Consolidated Graphic Communications using the number or email address indicated on the bottom of the form.

**It is imperative that the time element be kept in mind in getting material to Consolidated Graphic Communications.** Ample time must be allowed by the Local Union for the order to reach Consolidated Graphic Communications for printing, addressing and mailing to insure compliance with the requirements of the Local Union Elections Manual mentioned in the first paragraph of this letter. **Accordingly, the date of the Nomination Meeting in March and the date of the Election in April should be determined in February so that the above information can be sent to Consolidated Graphic Communications as early as possible.**

**We remind all Local Unions that have amalgamated Units that the Local Union is responsible for the conduct of the Local Union Elections in each of the Units, including supplying these materials as necessary.**

Please follow the procedures in the Local Union Elections Manual for Nominations and Election Meeting Notices very closely. If you have any questions with respect to these procedures you should contact your Staff Representative.

In solidarity,



John E. Shinn  
International Secretary-Treasurer