

January 8, 2021

Re: 2021 Local Union Nominations & Elections

To: Local Union Presidents, Financial and Recording Secretaries:

Greetings:

Due to the ongoing Covid-19 restrictions and the impact that these restrictions will have on the upcoming local union elections, it's important that additional guidance be issued as related to how the local union elections should be handled in regard to the nomination and election process. It is expected that these same restrictions will remain in place during the election cycle.

As you are aware, out of a need for caution and in compliance with many state and local mandates regarding the size of gatherings during the pandemic, we have temporarily authorized your local union Executive Boards to conduct the essential business of the local union without full membership meetings.

Similarly, in March of 2021 we will need to be able to conduct nomination meetings, select Election Committees (Tellers), and prepare to conduct local union elections. To insure the entire membership has full opportunity to participate and nominate their candidate selections, including the selection of the Election Tellers committee, it's important that we establish protocols to ensure the safety and well-being of the local union membership.

The current Election rules as outlined in the Local Union Elections Manual requires that nominations for local union office must come "from the floor" at the local union meeting during the March 2021 membership meeting, or at the normally scheduled membership meeting prior to the April 2021 Election of Local Union Officers. If the Local Union Executive Board determines that they are unable to safely hold an in-person nomination meeting due to the pandemic, the local union Recording Secretary shall be empowered to accept **written** nomination submissions from members in good standing. The Recording Secretary should further plan for those nominations to be delivered to them either in person, or placed into a designated drop box, or mailed to the Recording Secretary.

This one-time modification is based solely on the Covid-19 meeting restrictions and should not be considered a permanent amendment to the current Election rules as previously mentioned. In *all* cases, the Recording Secretary shall provide for suitable Covid-19 protocols, including masking and social distancing. Additionally, the Recording Secretary is charged with working with the local union safety and health representatives, as necessary, when planning these events. The normal requirements for the timing of submitting and the tabulation of such nominations shall remain in effect as prescribed in the Local Union Elections Manual.

Accordingly, when the local union sends or posts its notifications for the nominations to the membership in their usual manner, that notification shall include the above modified nomination methods available to the membership as a result of the pandemic. It is recommended that the nomination meeting notice and the Elections of Officers notices be combined into one notice and mailed to each member no less than 14 days prior to the nomination meeting and/or the current nomination procedures that are in place. Since it is already required that the Election notice be mailed to each member, this recommendation will not add any additional cost to the Local Union.

In addition, the March 2021 nomination meeting is also the same meeting where the local union selects the Election Committee (Tellers). Accordingly, the local union Executive Board should be prepared to act a month earlier (February 2021) and move on the recommendation of the Election Committee. The names of those recommended by the Executive Board shall also be included on the posting or mailing of the above notice regarding the nomination meeting so the membership is knowledgeable of the recommendation of who will serve as Tellers on the Election Committee. Should a member wish to offer a different selection for Teller, they can make known that selection via a written submission to the Recording Secretary in accordance with the same timing for the nominations. Once this is done, the Recording Secretary will be able to tabulate and determine who will serve on the Election Committee and they will be in place to begin the work needed to verify eligibility, determine acceptance or declination of a nomination and other preparation necessary to conduct the local union election. One additional note of interest; where the meeting attendance rule under the By-Laws for Local Unions is being applied for office eligibility, meetings suspended solely due to Covid-19 restrictions during the past months shall not be counted as meetings in accordance with the normal reading of the by-laws.

Although this election cycle will require greater flexibility it is anticipated that it will likely pose some additional work and planning by the Election Committees and Local Union Executive Boards. Some examples the Election Committees may need to consider include expanded election days, increased use of absentee ballots due to relaxing the requirements of absentee ballots for Covid-19 related requests, expanded election locations, dates, times, and ensuring physical election day procedures are in full compliance with the necessary safety and

health Covid-19 protocols including social distancing. Please be reminded, another available option is to hold a mail ballot election in accordance with the Local Union Elections Manual.

Enclosed are sample notices that you may find useful and an Election Committee (Tellers) recommendation form for use in areas that cannot safely hold in-person nomination meetings.

Any questions or concerns you may have regarding the above procedures should be brought to the attention of your International Staff Representative who will work with your local in helping to resolve any issues.

Sincerely,

John E. Shinn

John E. Shinn
International Secretary-Treasurer

Enclosures

c: District Directors w/enclosures
Servicing Staff w/enclosures

NOMINATION MEETING NOTICE

The Local Union Executive board has determined that due to the Covid-19 pandemic the Local is unable to safely hold an in-person nomination meeting. On a one-time basis due solely to Covid-19, nominations for Local Union Candidates for Local Union Office will be accepted in writing. Nominations of candidates for the following offices will be accepted by submitting the nomination to the Recording Secretary by (postal mail and/or hand delivery and/or a designated drop box).

President
Vice President
Recording Secretary
Financial Secretary
Treasurer
Guide
Guards (2)
Trustees (3)

Only members in good standing may submit a nomination in writing to the Local's Recording Secretary which must be received no later than _____. Any such submission should indicate the office for which the candidate's name is being submitted

The Recording Secretary's name, address and telephone number is listed below:

Recording Secretary
[address]
[telephone number]is

If applicable, the drop box for submitting nominations is located at _____ during the following dates and times:

If applicable, nominations may be hand delivered to the Recording Secretary at (location) during the following dates and times:

Nominations will be tabulated at (location) on (date/time). Observers are welcome but must adhere to strict Covid-19 requirement's for wearing of mask and social distancing.

Nominees must indicate their acceptance or rejection of their nomination (within or by) _____.

SELECTION OF ELECTION COMMITTEE (TELLERS)

The USW Local Union Elections Manual states that "The Election Committee shall be selected following the completion of nominations and during the same meeting." Due to Covid-19 and not being able to hold an in-person meeting as stated above, the Local Union Executive Board recommends the following members to act as the Election Committee for the 2021 Local Union Elections. Please submit your approval of the recommendations or you may cross out any of the recommendations and write in the member's name(s) you are submitting in place of the recommendations below. Write in submissions shall be tabulated by the Executive Board after the acceptance of nominations. Any member's name(s) submitted who receives more recommendations than the Executive Board cast will replace the e-board recommended individual(s) receiving the most cross outs. That member will then be appointed as an alternate/replacement in the event any approved Teller(s) is unable to fulfill their Election Committee duties.

Local Union Election Committee (Tellers) Recommendations

USW Local Union _____ Executive Board is recommending the following members to serve as the Election Committee (Tellers) for the designated polling site(s) for the Local Union Elections to be held in April, 2021. These recommendations are subject to approval or change by the membership as described in the attached Nominations Notice.

Polling Site:

Teller –

Teller –

Teller –

Polling Site:

Teller –

Teller –

Teller –

Polling Site:

Teller –

Teller –

Teller –

NOMINATION MEETING NOTICE

On March____, 2021 Local Union_____ will hold a meeting for the purpose of nominating candidates for Local Union Office. Nominations of candidates for the following offices will be taken:

President
Vice President
Recording Secretary
Financial Secretary
Treasurer
Guide
Guards (2)
Trustees (3)

The nomination meeting(s) will be held at the following time(s) and place(s):

The Local Union Elections Manual provides that nominations shall take place from the floor at the nominations meeting and that only members in good standing may nominate for office.

Nominees must indicate their acceptance or rejection of their nomination (within or by) _____.

The Election Committee (Tellers) shall be selected following completion of nominations at the same meeting.

ELECTION MEETING NOTICE

On April____, 2021 Local Union____ will hold Local Union Elections for the purpose of electing candidates for the following offices:

President
Vice President
Recording Secretary
Financial Secretary
Treasurer
Guide
Guards (2)
Trustees (3)
Unit positions if applicable

The election will be held at the following place(s) during the following hours:

Absentee ballots are available upon request in accordance with the Local Union Elections Manual and the enclosed letter of guidance.