

UWUA LOCAL 132 NOMINATION AND ELECTION GUIDELINES

- I. INTRODUCTION.** These Guidelines describe the procedures for nominations and the election of all Officers. The election will take place in accordance with the Local 132 By-Laws and the UWUA National Constitution. The Election Committee is Cathy Jazlin, Jaime Morales and Laance Sweat. The Chair is Jaime Morales. The Election Committee will oversee the nominations and election. These Guidelines are on the UWUA Local 132 website (www.uwua132.org) and have been sent to all UWUA Local 132 Stewards for posting on Union bulletin boards. These Guidelines are also available at the Union office.
- II. NOTICE OF NOMINATIONS AND ELECTION.** A Notice of Nominations and Election will be mailed to all members on/or about January 22, 2019.
- III. OFFICERS TO BE ELECTED.**

President

Secretary-Treasurer

Business Agent

3 Trustees

11 Regional Officers

- Regional Officer For Headquarters (Gas Company Tower, Monterey Park, Olympic and Pico Rivera)
- Regional Officer For Call Centers (Redlands and San Dimas)
- Regional Officer For Inland Empire (Chino, Corona, Fontana, Murrieta and Ramona)
- Regional Officer For South Inland (San Bernardino, Riverside, Palm Desert, Beaumont, Blythe, El Centro and Yucca Valley Satellite)
- Regional Officer For San Gabriel Valley (Azusa, Pasadena, Alhambra, Glendale, Branford, Valencia, Canoga and Industry)
- Regional Officer For North Coastal (Saticoy, Simi Valley, Santa Barbara, Goleta, Santa Maria, San Luis Obispo, Templeton and Chatsworth)
- Regional Officer For San Joaquin Valley (Lancaster, Bakersfield, Porterville, Hanford and Visalia)
- Regional Officer For Pacific Coast (Yukon, 182nd Street, Santa Monica, San Pedro)
- Regional Officer For Orange County (La Jolla, Anaheim, Garden Grove, Aliso Viejo and Santa Ana)

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- Regional Officer For Metro Northwest (Hollywood, Juanita, Crenshaw and Belvedere)
- Regional Officer For Metro Southeast (Whittier, Downey, Huntington Park and Compton)

IV. TERM OF OFFICE. The duly elected candidates will be installed in office on April 1, 2019. Their term of office will expire March 31, 2022.

V. FILINGS. All filings must be in writing and should be addressed to the Election Chair at Local 132, 1155 Amelia Ave, Glendora, CA 91740. Nomination petitions must be filed by hand delivery or by certified mail, return receipt. All other filings pertaining to nominations and the election, such as acceptances, requests for reconsideration of rejections of nomination, election challenges, etc., must be by mail or by hand delivery or by fax. The fax number is 909-592-8982. Email will not be accepted for any filing.

VI. TELEPHONE INQUIRIES. Informal telephone inquiries regarding the procedures should be directed to Javier Salas or Jaime Morales. They can be reached at Local 132 (Tel. No. 909-305-9802). If you call with an informal inquiry, please leave your name, telephone number and date and time of phone call so your call may be returned. Email inquiries will not be answered.

VII. ELIGIBILITY FOR OFFICE.

- For President, Secretary-Treasurer, Business Agent and Trustee, any member in good standing who has not held or accepted a regular or temporary management position with the Company at any time after the effective date of the Local 132 By-Laws (established December 18, 2009) is eligible for Office.
- For each of the 11 Regional Officers, a member in good standing who has not held or accepted a regular or temporary management position with the Company at any time within the previous 12 months prior to application for nomination is eligible for Regional Officer *for the Region where he/she is employed*. For example, only a member employed in the Headquarters Region may be nominated for Regional Officer for Headquarters.

VIII. NOMINATION BY PETITION.

- Nominations will be by written petition. Any member in good standing may nominate a candidate for any office. A nomination petition should include the nominator's printed name, signature and Company ID number and the nominee's name and the specific office for which he/she is nominated. A nomination petition may nominate more than one member for office, provided that each member is being nominated for a different office, and that the office for which each member is being nominated is specifically indicated.
- Nominations for President, Secretary-Treasurer, Business Agent and the 11 Regional Officers may be presented as individual nominations or as a full slate nomination on a single petition. Only full slates with 14 Officers (President, Secretary-Treasurer,

Business Agent and 11 Regional Officers, *but not Trustees*) will have a slate voting box on the ballot. If a partial slate is nominated, each nominee will be treated as an individual candidate on the ballot.

- C. A candidate for Trustee must run as an individual and cannot be part of a slate on the ballot.

IX. NOMINATION SCHEDULE.

- A. Anytime after January 22, 2019, nomination petitions may be filed at the Union. The deadline for filing a nomination petition is 3:30 p.m.(P.S.T.) on February 11, 2019. Each petition must be filed by mail (certified, return receipt) or by hand delivery to the Union office. A nomination petition may not be filed by any other means. **A sample nomination petition is attached**, but any nomination petition which contains the required information is satisfactory.
- B. By no later than 3:30 p.m. (P.S.T.) on February 11, 2019, each nominee who wishes to accept nomination must file a signed statement accepting nomination for the stated office. The acceptance must contain the nominee's name as he/she would like it to appear on the ballot, the office for which he/she has accepted nomination, the nominee's Region, the nominee's slate (if applicable), and the nominee's signature. The acceptance should also contain the nominee's contact information. A nominee who fails to file a timely acceptance will be deemed to have declined nomination. No member may accept nomination for more than one office. **A sample acceptance statement is attached**, but any acceptance which contains the required information is satisfactory.
- C. The Election Committee will promptly rule on nominations and notify a nominee if his/her nomination is rejected. The Election Committee will notify each nominee if he/she has been properly nominated, the office for which he/she has been nominated, and whether he/she has been nominated as a member of a full slate. Any individual whose nomination is rejected may have the Election Committee reconsider its ruling by filing a written protest by February 19, 2019 by 3:30pm (P.S.T.)
- D. A candidate unopposed for office will be declared elected by the Election Committee.

X. BALLOTS.

- A. **Slates.** Full slates that have candidates for President, Secretary-Treasurer, Business Agent and 11 Regional Officers (but not Trustees) will have a slate voting box on the ballot identifying the name of the slate and listing the candidate for each office. A vote may be cast for the entire slate by marking the slate box or a vote may be cast by marking the individual boxes for individual candidates who are part of the slate. Full slates will be listed first on the ballot. The order of full slates on the ballot will be determined by drawing lots.
- B. **Individual Candidates.** The order of individual candidates on the ballot, including candidates for Trustee, will be determined by drawing lots.

XI. INSPECTION OF THE MEMBERSHIP LIST. Any candidate for office has a one-time right to inspect (but not copy in any way) the list of names and addresses of members who are covered by the collective bargaining agreement. A candidate who wishes to inspect the membership list must contact Local 132's Administrative Assistants; and the inspection will be scheduled in coordination with the Election Committee. Any candidate who, following an inspection, believes there is a problem with the membership list should promptly file written notice with the Election Chair.

XII. DISTRIBUTION OF CAMPAIGN LITERATURE. Each candidate or slate has the right to have campaign literature distributed to the membership at their expense. The procedures for distribution are set forth below.

A. Upon written request, the Union will prepare membership name and address data for a mailing. Mailing data will be prepared by the Union at no cost for all or any portion of the members for which data can be reasonably segregated, such as by zip code, by classification or by Region. Because of the database limitations, mailing data by classification or by Region may contain inaccuracies. A minimum of 2 business days is required to prepare membership mailing data. A written request should be addressed to the Staff at Local 132.

B. The Union will provide the requested membership mailing data to Union Graphics, Inc, an outside mailing company authorized to perform mailings. Union Graphics Inc.'s address is 9960 Glenoaks Blvd, Unit A, Sun Valley, CA 91352 and its telephone number is 323-982-8410. The contact person is Bryan Smith. Union Graphics Inc. is a union company. Union Graphics Inc has been advised to charge its standard rates to any candidate or slate that wishes to mail campaign material; to require advance payment for any mailing; and to maintain strict confidentiality of any member data provided by the Union. Union Graphics Inc. may require several business days to perform a mailing, depending on the size and complexity of the work.

C. Provided the Union has authorized the mailing, a candidate or slate must deal directly with Union Graphics Inc. regarding mechanics, time, cost, payment, etc. for the mailing.

XIII. ELECTION.

A. All members in good standing are eligible to vote.

B. The election will be by secret mail ballot which will be conducted by an impartial, qualified election ballot counting agency, together with voting instructions, will be mailed to each member in good standing on or about March 1, 2019.

C. A member who does not receive a ballot package on a timely basis should notify Local 132 Staff by phone (909-305-9802) or by fax (909-592-8982). The Union will promptly notify the ballot agency to mail a replacement ballot package to any such member.

- D. Ballots must be returned by mail to the post office box reserved for that purpose by 12:00 midnight (P.S.T.) on March 21, 2019.
 - E. **Observers.** Each individual candidate may have 1 observer and each full slate may have 3 observers: (1) when the ballot agency picks up the ballots at the post office at 9:00 a.m. (P.S.T.) on March 22 2019; and (2) during the tabulation of ballots at the offices of the ballot agency on March 22, 2019. Each slate or candidate should file the name(s) of any observer(s) in writing with the Election Chair by March 15, 2019. Only Local 132 union represented members in good standing are able to observe.
 - F. Candidates for President, Secretary-Treasurer, Business Agent and 11 Regional Officers will be elected by a plurality of votes (i.e., the candidate with the most votes wins the election for each office).
 - G. The 3 individual candidates for Trustee with the highest total of votes win the election.
 - H. Write-in candidates are not permitted.
- XIV.** Any election challenge should be filed promptly. Election challenges will be governed by the applicable provisions of the Local 132 By-Laws and the UWUA National Constitution.
- XV.** These Guidelines may be modified as necessary in order to conduct a fair and orderly election.

Sample Nomination Petition

The undersigned, _____, nominates _____
Print Name *Print Name*

for the office of _____. My Company ID No. is _____.
Print the name of the office

Is the individual nominated as part of a slate? Yes No

If "Yes", please print the name of the slate: _____ slate.

Signature: _____

Date: _____

Sample Acceptance

I _____, accept
Print name as you would like it to appear on the ballot

nomination for the office of _____.
Print the office for which you are running

My Region is _____.
Please Print

I am running as part of a slate: Yes No

If "Yes", the name of my slate is: _____
Please Print

Signature: _____

Date: _____

Nominee Contact Information

Home Address (*please print*): _____

Cell Phone Number: _____