

## ACCEPTANCE FORM

I, \_\_\_\_\_ accept nomination  
for \_\_\_\_\_.

I would like my name to appear on the ballot as follows:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# UAW Local 2322 Official Ballot May 21, 2004

## Executive Board Officers

Mark an "X" or a check mark in the box next to the candidates of your choice

President and Delegate to State and Area CAP Conventions

Ronald R. Patenaude  
Providence Hospital

Mandy Barry

HCAC

Vice President and Delegate to State and Area CAP Conventions

Ibrahim 'Slash' Dahstrom-Hakki

GEO

John McGrath

Providence Hospital

Trustee Anthony Ratcliff

GEO

Dee Lock

ServiceNet

## Important Voting Instructions

### UAW Local 2322 Election Notice

Secret ballot elections for Local 2322 President, Vice President & Trustee are being conducted by mail. Ballots for these elections have been mailed to the members on April 26, 2004. Any eligible member who has not received a ballot in the mail at home by May 7, 2004 or any member who spots a ballot may request a new ballot by contacting Election Committee Chairperson Jamie Campbell at 413-585-9046 or Election Committee member Bill Bassham at 413-687-3027. If you request and return another ballot, only the replacement ballot will be counted.

**Please read the following instructions carefully before marking and mailing your ballot.**

- Mark an "X" in the box next to the name of the candidates of your choice. Do not place your name, initials, or any other identifying information on the ballot. Ballots containing any identifying information will be voided.
- Place your marked ballots in the small envelope labeled "Secret Ballot Envelope" and seal it. *Do not write on this envelope.* You must use the Secret Ballot Envelope to insure that ballot secrecy is maintained. Failure to use the Secret Ballot Envelope will result in your ballots being voided when the ballots are counted. If your ballot package does not contain a Secret Ballot Envelope, you may obtain one by contacting the Election Committee Chairperson Jamie Campbell at 413-585-9046 or Election Committee member Bill Bassham at 413-687-3027.
- Insert the sealed Secret Ballot Envelope, containing your marked ballots, into the return envelope pre-addressed to the UAW Local 2322 Election Committee - Ballots, P.O. Box 2190, Amherst, MA 01004-2190. Be sure your name and address appear in the upper left-hand corner of the envelope. Place a first-class stamp on the envelope.
- Your name on the return ballot envelope will identify you as an eligible voter. Your vote will remain secret because the Secret Ballot Envelope containing your ballot will be separated from the return ballot envelope before it is opened and the ballot counted.
- Ballot secrecy can only be preserved if you personally mark and mail your ballot. Do not allow anyone else to mark or handle your ballot or see how you vote. Do not give your ballot to anyone else for mailing. Do not hand-deliver your ballot to the Local Union office.
- Mail your ballot in sufficient time for it to be received at the P.O. Box no later than 4:00 p.m. on May 21, 2004.

# CERTIFICATION OF BALLOT BOX INSPECTION

The Ballot Box was empty upon inspection at \_\_\_\_\_ a.m.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Election Committee Member: \_\_\_\_\_

**CHALLENGER AUTHORIZATION FORM**  
UAW Local \_\_\_\_\_ Election \_\_\_\_\_

To be completed by the candidate and given to the Election Committee.

I designate (print name of challenger) \_\_\_\_\_

- as my official election challenger for the (check one)  Local Union Hall  
 \_\_\_\_\_  
Polling Place  
 Tabulation

Approximate Time Period: From \_\_\_\_\_ To \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

opeiu494

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**CHALLENGER AUTHORIZATION FORM**  
UAW Local \_\_\_\_\_ Election \_\_\_\_\_

To be completed by the candidate and given to the Election Committee.

I designate (print name of challenger) \_\_\_\_\_

- as my official election challenger for the (check one)  Local Union Hall  
 \_\_\_\_\_  
Polling Place  
 Tabulation

Approximate Time Period: From \_\_\_\_\_ To \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

opeiu494

# LOCAL 2322 – BALLOT TALLY CERTIFICATION

Date of Election: \_\_\_\_\_ Tally Location: \_\_\_\_\_

The undersigned acted as Election Committee Members or Challengers at the tally of the ballots cast in the above referenced election. We certify that the ballot tally was fairly and accurately conducted, the secrecy of the ballots was maintained, and that the election results were as indicated below.

## BALLOT RECAP

## NUMBER OF BALLOTS

Valid Ballots Counted: \_\_\_\_\_

Totally Void Ballots: \_\_\_\_\_

Unresolved Challenged Ballots: \_\_\_\_\_

**Total Ballots Cast:**

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## ELECTION RESULTS

<u>OFFICE</u>	<u>CANDIDATE NAME</u>	<u>NUMBER OF VOTES</u>
President	_____	_____
	_____	_____
	_____	_____
Vice President	_____	_____
	_____	_____
	_____	_____
Financial Secretary	_____	_____
	_____	_____
Recording Secretary	_____	_____
	_____	_____
Trustees	_____	_____
	_____	_____
	_____	_____
Sergeant-at-Arms	_____	_____
	_____	_____
Guide	_____	_____
	_____	_____

## CHALLENGERS

## ELECTION COMMITTEE MEMBERS

_____
_____
_____
_____

_____
_____
_____
_____

**CHALLENGER AUTHORIZATION FORM**  
UAW Local \_\_\_\_\_ Election \_\_\_\_\_

To be completed by the candidate and given to the Election Committee.

I designate (print name of challenger) \_\_\_\_\_

- as my official election challenger for the (check one)  Local Union Hall  
 \_\_\_\_\_  
Polling Place  
 Tabulation

Approximate Time Period: From \_\_\_\_\_ To \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

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\_\_\_\_\_

**CHALLENGER AUTHORIZATION FORM**  
UAW Local \_\_\_\_\_ Election \_\_\_\_\_

To be completed by the candidate and given to the Election Committee.

I designate (print name of challenger) \_\_\_\_\_

- as my official election challenger for the (check one)  Local Union Hall  
 \_\_\_\_\_  
Polling Place  
 Tabulation

Approximate Time Period: From \_\_\_\_\_ To \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

opeiu494



## CONDUCT OF THE ELECTION

- (1) The election will be conducted on \_\_\_\_\_, and the run-off, if necessary, will be \_\_\_\_\_.
- (2) All members in good standing are eligible to vote in the election, except as expressly prohibited in Article 6, Section 19 of the International Constitution.
- (3) Members must present valid identification to obtain a ballot for voting, i.e., plant badge, driver's licenses, or union card.
- (4) Any member without identification **must** vote a challenged ballot, unless recognized by the Election Committee member. However, any challenger may ask that the member vote a challenged ballot.
- (5) After the nomination process has ended, the names of all nominated candidates **must** appear on the ballot.
- (6) Every candidate has the right to have a challenger present to observe every phase of the balloting process. The candidate may elect to have a challenger at each polling site and one challenger for the tabulation of ballots, with the exception of a candidate running for Trustee who will be allowed three (3) challengers for the tabulation of ballots, if paper ballots are used.
- (7) Candidates should submit the name(s) of their challenger(s) to the Chairperson or a member of the Election Committee on the attached form as soon as possible. There will be challenger meetings at each polling site 45 minutes before the poll is scheduled to open to distribute challenger badges and rules, to observe the distribution of ballots for voting, and to answer any questions. The polls will open promptly at the posted times.
- (8) Any challenger unwilling or unable to observe the rules established will be asked to leave without the necessity of notifying the candidate in advance of their removal.
- (9) Challengers must sign in and out each time they leave the voting area.
- (10) Challengers will not be allowed to campaign in the voting area.
- (11) The Local Union telephones and equipment can only be used for official union business on the day of the election. Anyone using the telephones must sign the telephone log and the office secretary will dial the number for you.



- (12) The counting of ballots will begin immediately after the closing of the polls and all the ballot boxes have arrived at the Local Union Hall.

**Inspection of Membership List**

- (13) Every bona fide candidate shall have the right to inspect the membership list once before the election. The list will be available for inspection beginning on \_\_\_\_\_ . Should a candidate<sup>1</sup> want to invoke this right, their request should be in writing<sup>2</sup> addressed to \_\_\_\_\_, the Chairperson of the Election Committee (all reasonable requests will be honored) or simply come to the Local Union Hall on \_\_\_\_\_, between the hours of 9:00 a.m. and 4:00 p.m.<sup>3</sup>

**Distribution of Campaign Literature**

- (14) Every bona fide candidate shall have the right to request the distribution of campaign literature at the candidate's expense. Any candidate wishing to invoke this right should call the Local Union Hall \_\_\_\_\_ and leave a message for \_\_\_\_\_, the Chairperson of the Election Committee. If you call, please leave:
- a. Name
  - b. Telephone number
  - c. Best time to reach you
  - d. State that you are making a request for a campaign mailing
  - e. State whether you are interested in mailing to active, non-active or both.

Your call will be returned as soon as possible. As of \_\_\_\_\_, the number of non-retired members is \_\_\_\_\_ and the number of retired members is \_\_\_\_\_.

<sup>1</sup> Candidates, not their challengers or designated representative, shall have the right to inspect the list.

<sup>2</sup> Written request to inspect the list should specify the following: 1) contact information such as a home telephone number and best time to call, and 2) suggested dates and times when the candidate is available. The candidate will be contacted to schedule an inspection time. Inspection time will be between the hours of 9:00 a.m. and 4:00 p.m.

<sup>3</sup> A member of the Election Committee will be available for any candidate who has not made a written request to inspect the list.

The candidate must pay the estimated cost of the mailing in advance. An approval letter will be issued and the candidate or a member of the Election Committee may deliver it to ABC Mailing Services. The mailing address of ABC Mailing Services is:

**ABC Mailing Services  
1725 East 14 Mile Road  
Troy, Michigan 48083**

The approximate cost of a mailing to both active and retired members is \$\_\_\_\_\_, plus postage. Any overage will be returned to the member requesting the mailing. The final day for requests will be \_\_\_\_\_. The final mailing date is the Friday before the election.

### **Allegations of Misconduct**

Every candidate has an obligation and responsibility to raise any alleged act(s) of misconduct immediately to affect corrective action. Candidates will not be allowed to hold issues in abeyance and gamble on the election results. All challenges on the day of the election should be made to a member of the Election Committee. The challenge will be recorded and the member will be advised of the action to be taken.



**UAW LOCAL 2322**

ELECTION COMMITTEE - BALLOTS  
P. O. BOX 2190  
AMHERST, MA 01004

PRSR STD  
U.S. POSTAGE  
PAID  
No. Hatfield, MA  
Permit No. 4

**IMPORTANT**  
Ballots Enclosed.  
Please Read Instructions.

*Mailing Envelope*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

To validate your ballot,  
name & address **must** be filled in legibly.

*Return envelope*

**UAW LOCAL 2322**

ELECTION COMMITTEE - BALLOTS  
P. O. BOX 2190  
AMHERST, MA 01004



INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA—UAW

STEPHEN P. YOKICH, *PRESIDENT*

ROY O. WYSE, *SECRETARY-TREASURER*

VICE-PRESIDENTS: CAROLYN FORREST • JACK LASKOWSKI • ERNEST LOFTON • RICHARD SHOEMAKER

March 14, 1997

Don Boehner, President  
Local Union 1596 UAW  
270 Bridge Street  
Dedham, Massachusetts 02026

MAR 17 1997

**Re: Mail In Election Ballots**

Dear Brother Boehner:

Your letter of February 24, 1997 on the above subject to President Yokich has been referred to me for response.

The International Constitution does not prohibit Local Unions from conducting mail ballot elections in circumstances where it is appropriate to do so. Article 38, Section 10(b), which relates specifically to absentee balloting, does not set forth a blanket prohibition of mail balloting. In fact, there are a number of Locals, including Local 6000 (State of Michigan) and Local 9212 (State of Indiana) whose bylaws provide for such a procedure.

If your membership believes that a mail ballot procedure is the most appropriate method to conduct elections for your Local Officers, your bylaws should be amended to provide for same. Of course, all of the election safeguards set forth in Article 38 and the Local Union Election Guide must continue to be followed.

I have enclosed for your information a copy of the U.S. Department of Labor's Guidelines for "Electing Local Union Officers by Mail". The Labor-Management Reporting and Disclosure Act of 1959, governs your officer elections. These Guidelines should provide guidance in how to proceed.

Let me know if I can be of further assistance.

# Electing Local Union Officers by Mail



This pamphlet has been developed by the Office of Labor-Management Standards (OLMS) to help election officials conduct union officer elections by mail in accordance with the requirements of the Labor-Management Reporting and Disclosure Act of 1959, as amended. Many unions conduct officer elections by mail because their members are dispersed over a wide geographic area making travel to polling sites difficult. In addition, some unions that conduct their elections at polling places also allow absentee voting by mail.

If questions arise about mail balloting procedures or other election requirements not covered in this pamphlet (such as nomination procedures, candidate eligibility, and campaign rights and restrictions), election officials should contact the union's parent body or one of the OLMS offices listed on page 6 of this pamphlet.

If your union conducts its election at a polling site, election officials should obtain the OLMS pamphlet *Checklist for Conducting Local Union Officer Elections* which is designed to serve as a reminder of the various tasks which should be completed during the nomination and election process.

## Preparations

- Develop a time schedule for each step of the mail ballot election (ballot printing, mailing, return deadline, and counting) which allows adequate time for completing each phase. As a general rule, allow 3 to 4 weeks for members to mark and return their ballots.
- Establish a date and time by which voted ballots must be received in order to be counted and clearly announce this deadline in the voting instructions. Do not use a postmark date for the ballot return deadline date because a significant percentage of mail is not postmarked.
- Update the union's membership address list to insure that the address for each member is correct. Review the union's most recent mailing to all members to determine if any pieces of mail were returned undelivered, make a list of members for whom new addresses are needed, and attempt to obtain updated addresses for those members.
- Arrange with postal officials for a special restricted-access post office box to be used solely for the receipt and storage of voted ballots. Do not use the union's regular post office box or union office for the receipt of voted ballots. Instruct postal officials that ballots must be released only at a specified time on the ballot return deadline date and only to authorized union election officials.
- Arrange with postal officials for a second post office box for ballot packages returned undelivered. This post office box will serve as the return address on the ballot package mailed to members.
- Notify candidates of all election and campaign rules including the right to inspect, once within 30 days before the election, a list of all members (subject to a collective bargaining agreement which requires union membership as a condition of employment) and the right to have the union distribute campaign literature to members at each candidate's expense. Also advise candidates and current officers about the prohibition against the use of union and employer funds (including facilities, equipment, supplies, and campaigning on time paid for by the union or employer) to support any person's candidacy in a union officer election.

## Preparations (continued)

- Advise candidates of the date, time, and place for the preparation and mailing of ballot packages; information about any ballot package remailing; the date, time, and place of the ballot pickup at the post office and tally; and their right to have observers at each of these activities.
- Prepare an accurate voter eligibility list with up-to-date member addresses. In order to facilitate ballot sorting and voter identification at the tally of ballots, election officials should assign a sequential number to each member's name on the eligibility list. This same "voter identification number" should be placed in the lower left corner of the voter's corresponding return ballot envelope before mailing the ballot packages.
- Obtain the necessary materials and prepare a mail ballot package for each member which provides for ballot secrecy, using a double envelope system.

## The Mail Ballot Package

The five mail ballot package items illustrated below include recommended formats and dimensions of the three different size envelopes needed. Each member should receive the following:

### 1 Secret Ballot Envelope

<p><b>Secret Ballot Envelope</b></p> <p>(Do not write your name or other identifying information on this envelope.)</p> <p>3 5/8" x 6 1/2" (No. 6 1/2 envelope)</p>
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*This small envelope, either blank or printed with the words "Secret Ballot Envelope," will be used by the voter to enclose the marked ballot. Advise members not to place any identifying information on this envelope.*

### 2 Return Ballot Envelope

<p>Name _____ (Please print) Address _____</p> <p>Factory Workers Local 999 Election Committee P.O. Box 146 Columbia, MO 65203</p> <p>#651</p> <p>3 7/8" x 8 7/8" (No. 9 envelope)</p>
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*This envelope will be used by the voter to return the Secret Ballot 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. If a voter identification number has been assigned (which corresponds to the voter's number on the voter eligibility list), it should appear in the lower left corner of this envelope.*

### 3 Large Mailing Envelope

<p>Factory Workers Local 999 Election Committee P.O. Box 122 Columbia, MO 65203</p> <p>John Doe 1018 Bradshaw Avenue Columbia, MO 65203</p> <p>4 1/8" x 9 1/2" (No. 10 envelope)</p>
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*This large envelope will be used to mail the other four mail ballot items to each member. The return address should be a post office box designated solely for the receipt of ballot packages returned undelivered so that they can be remailed by election officials after obtaining correct addresses.*

**4 Election Notice and Voting Instructions**

*If election notices were not mailed to members previously, the ballot package may serve as the election notice provided it is mailed at least 15 days prior to the date when ballots must be mailed back in order to be counted and contains voting instructions which are clear and complete such as those in the following example for a fictitious union - Factory Workers Local 999.*

**Factory Workers Local 999**

**Election Notice**

A secret ballot election for the offices of President, Vice President, Secretary-Treasurer, Recording Secretary, and three (3) Executive Board members is being conducted by mail. Ballots for this election are being mailed to members on July 12, 1996. Any eligible member who has not received a ballot in the mail at home by July 17, 1996 or any member who spoils a ballot may request a new ballot by contacting Election Chairperson Dennis Ricci at 555-1234. If you request and return another ballot, only the replacement ballot will be counted.

**Instructions For Mail Voting**

Please read the following instructions carefully before marking and mailing your ballot:

- ▶ Mark an "x" or "✓" in the box next to the name of the candidates of your choice. Do not place your name, initials, or any other identifying information on the ballot. Ballots containing any identifying information will be voided.
- ▶ Place your marked ballot in the small envelope labeled "Secret Ballot Envelope" and seal it. Do not write on this envelope. You must use the Secret Ballot Envelope to insure that ballot secrecy is maintained. Failure to use the Secret Ballot Envelope will result in your ballot being voided when the ballots are counted. If your ballot package does not contain a Secret Ballot Envelope, you may obtain one by contacting Election Chairperson Dennis Ricci at 555-1234.
- ▶ Insert the sealed Secret Ballot Envelope containing your marked ballot into the return envelope pre-addressed to the Local 999 Election Committee and seal it. Print your name and address in the return address space on the return ballot envelope.
- ▶ Your name on the return ballot envelope will identify you as an eligible voter. The number in the lower left corner of the return ballot envelope will be used by the Election Committee for sorting ballots and determining voter eligibility at the ballot count. Your vote will remain secret because the Secret Ballot Envelope containing your ballot will be separated from the return ballot envelope and mixed with other Secret Ballot Envelopes before it is opened and the ballot counted.
- ▶ Ballot secrecy can only be preserved if you personally mark and mail your ballot. Do not allow anyone else to mark or handle your ballot or see how you vote. Do not give your ballot to anyone else for mailing. Do not hand deliver your ballot to the union office.

**IMPORTANT:** Mail your ballot in sufficient time for it to be received at P.O. Box 146, Columbia, MO 65203 no later than 3:00 p.m. on August 6, 1996.



## The Mail Ballot Package (continued)

### 5 Unmarked Ballot

Official Ballot	
Factory Workers Local 999	
President	
██████████	<input type="checkbox"/>
██████████	<input type="checkbox"/>
██████████	<input type="checkbox"/>
Vice President	
██████████	<input type="checkbox"/>
██████████	<input type="checkbox"/>
Secretary-Treasurer	
██████████	<input type="checkbox"/>
██████████	<input type="checkbox"/>

*Election officials should insure that each voter is sent a blank ballot. Ballots should be checked (before and after printing) to insure that each candidate's preferred name is used and correctly spelled, each office indicates the correct number of positions to be filled, and each candidate is listed for the proper office in the correct order.*

- Check the mail ballot packages carefully after they are prepared to make sure that all necessary items are enclosed, the envelopes are properly addressed, and that any assigned voter identification number on the return ballot envelope in each member's ballot package matches the number assigned to that member on the voter eligibility list.
- Retain custody of the ballot packages until mailing and safeguard blank ballots throughout the balloting period. Election officials must be able to account for all ballots printed. The number of ballots printed minus the number of ballots issued to members (in the initial mailing as well as any additional mailing) must equal the number of unused ballots on hand at the end of the election.
- Mail a ballot package to every member. If a separate election notice is not mailed, ballot packages must be sent to all members, not only to members in good standing. Ballot packages should be mailed to members at least 15 days prior to the date when they must be mailed back in order to be counted. Members must be given a reasonable time to receive, mark, and return ballots.
- Send ballot packages by first class mail to insure that all members receive ballots in a timely manner. Obtain a statement from the post office indicating the number of ballot packages mailed.

### During the Balloting Period

- Ask postal officials not to release information to anyone about the number of ballots returned or the names of the voters prior to the time of the ballot pickup.
- Pick up any ballot packages mailed to members which have been returned undelivered to the post office box obtained for this purpose. Attempt to obtain accurate addresses for these members. Ballot packages with updated addresses should be remailed as soon as possible. Observers have the right to be present for the pickup and remailing of ballot packages.
- Advise members how to request another ballot if the ballot package is not received or if the ballot is spoiled while voting. Include this information in the election notice (as illustrated in the sample notice on page 3 of this pamphlet), post a copy of the election notice at the union hall and at work sites, and print an announcement in any union publication. Send a replacement ballot package to any eligible member who makes a request.



### *During the Balloting Period (continued)*

- Keep a list of the names and addresses of any members who request replacement ballots. Replacement ballot return envelopes should be marked with a special designation (such as "D" for duplicate) to alert election officials at the tally that these members have been sent more than one ballot. A record must be kept of all replacement ballots sent in response to requests and all ballot packages which were remailed after being returned undelivered, including dates received and mailed.
- Plan for the pickup of ballots from the post office and the tally of ballots. Determine the ballot counting method and voiding rules to be used and prepare tally sheets.

### *Counting Ballots*

- Pick up the envelopes containing the voted ballots from the post office box only at the scheduled date and time, allowing candidates to have an observer present. Under no circumstances should ballots be picked up before the ballot return deadline or by anyone other than election officials.
- Verify voter eligibility at the tally site using the following recommended procedures:
  - Count and record the number of return ballot envelopes received at the post office box, removing any envelopes addressed to a different party.
  - Put the return ballot envelopes in the order (alphabetical, numerical, etc.) which corresponds to the voter eligibility list. Void (but do not open) any return ballot envelope which does not contain information that identifies the member as an eligible voter.
  - Call out the name of each voter and mark the name off the voter eligibility list to insure that no member casts more than one ballot. If a voter's name does not appear on the list, challenge the ballot, add the voter's name to the end of the voter eligibility list, and mark both the list and the envelope with a "C" for challenged ballot.
  - If a voter returns a replacement ballot in an envelope marked by election officials with a "D" for duplicate, indicate that fact on the voter eligibility list and on the list of replacement ballots maintained by election officials. If a voter returns two ballots, election officials must decide in advance which ballot to count. Usually the replacement ballot should be counted; the other returned ballot envelope should be voided.
  - If the return ballot envelope does not contain the voter's name or other required information but does contain information identifying the person as eligible to vote (such as a voter identification number), the ballot should be counted. For example, if a voter uses a pre-printed return address sticker rather than printing or signing his or her name as directed by the voting instructions, the ballot should be counted. (Voters should not be required to sign the ballot return envelope unless election officials are going to physically compare each signature to some other record, a task which is extremely difficult and time-consuming.)
- Resolve any challenged ballots, if possible, before any ballot envelopes are opened and the counting begins. Election officials should keep a record of decisions made and explain the reason for each voter eligibility decision to observers.

## Counting Ballots (continued)

- Remove (but do not open) the Secret Ballot Envelopes from the return ballot envelopes after voter eligibility is established and thoroughly mix all of the Secret Ballot Envelopes together to preserve ballot secrecy. Observers should not be permitted to handle any envelopes or ballots.

Prior to the tally, election officials should decide what to do if a voter has not used the Secret Ballot Envelope. Election officials have two choices: 1) Election officials may decide to void a ballot if a voter has not used the Secret Ballot Envelope. (If this policy is adopted, include a warning to members in the voting instructions as illustrated on page 3 of this pamphlet, that a ballot will be voided if it is not returned in the Secret Ballot Envelope.) **OR** 2) Election officials may decide to count these ballots, but they must take necessary steps to preserve secrecy. (In such cases, carefully remove the ballot from the return ballot envelope without allowing anyone to see how it is marked. Immediately place the ballot face down and mix it together with the other ballots after they are removed from the Secret Ballot Envelopes to preserve secrecy.)

- Open the Secret Ballot Envelopes, remove and unfold the ballots, and place them face down. (If a Secret Ballot Envelope does not contain a ballot, make a notation to that effect on the envelope and set it aside. Remember to account for any such envelopes when determining the total number of ballots returned.)
- Begin the actual counting of ballots after completing the voter eligibility check and attempting to resolve any challenged ballots. Count the votes on each ballot and enter the results on tally sheets.
- Void the entire ballot if it contains information identifying the voter. Void only the particular office involved if voter intent is not clear or if too many candidates have been selected for an office.
- Announce the tally results for each office. Report the number of valid ballots counted, the number of totally void ballots, and the number of unresolved challenged ballots.
- Pack and seal in boxes all return ballot envelopes, Secret Ballot Envelopes, voter eligibility lists, tally sheets, and the used and unused ballots after the counting is completed and keep them for at least one year as required by federal law.
- Publish and post the election results promptly.
- Return to the post office at a later date and pick up any ballots received after the deadline. Void (but do not open) any ballots received after the ballot return deadline, marking the ballot envelopes "Void - Received after Deadline." Retain these ballot envelopes with the other election records.

If you have any questions about the election procedures outlined in this pamphlet or wish to obtain additional information about union officer elections or other requirements of the Labor-Management Reporting and Disclosure Act of 1959, as amended, contact one of the OLMS field offices located in the following cities:

Atlanta, GA	Detroit, MI	Miami, FL	Pittsburgh, PA
Boston, MA	Grand Rapids, MI	Milwaukee, WI	St. Louis, MO
Buffalo, NY	Hato Rey, PR	Minneapolis, MN	San Diego, CA
Chicago, IL	Honolulu, HI	Nashville, TN	San Francisco, CA
Cincinnati, OH	Houston, TX	New Haven, CT	Seattle, WA
Cleveland, OH	Iselin, NJ	New Orleans, LA	Tampa, FL
Dallas, TX	Kansas City, MO	New York, NY	Vestavia Hills, AL
Denver, CO	Los Angeles, CA	Philadelphia, PA	Washington, DC

Consult local telephone directory listings under United States Government, Labor Department, Office of Labor-Management Standards, for the address and telephone number of the nearest field office.



## **2004 Notice of Nominations and Elections**

### **Executive Board**

### **UAW Local 2322**

This spring, the membership of UAW Local 2322 elected Executive Board officers and Joint Council members. Some of these positions have been vacated, however, and UAW Local 2322 is holding new elections to fill these positions. This is the official notice of such nominations and elections. The open positions are for Recording Secretary, Financial Secretary, three Trustees, and Guide. The Joint Council approved this process on November 15, 2004. All eligible members in good standing are nominated for all positions; you simply need to accept your nomination.

#### **Local 2322 Executive Board**

The Executive Board meets monthly to decide policy and make the operational decisions of the local union. The duties are described in Article 40 of the UAW Constitution <http://www.uawndm.com/library/constitution/article40.html>. More details follow at the end of this notice. The open positions are: Recording Secretary; Financial Secretary; Trustees (3 positions); and Guide. The term of office begins December 14, 2004 (unless a run-off ballot is required) or sooner (if the seats are uncontested) and continues through May 2007. You must be a member in good standing of UAW Local 2322 for one year (12 consecutive months) as of December 2, 2004 (the date nominations are due) to accept a nomination. Those elected to the positions of Recording Secretary and Financial Secretary will also be elected as delegates to the Area and State CAP Conventions.

#### **Definition of Membership in Good Standing**

"Membership in good standing" is calculated with reference to **Thursday, December 2**, the day that nomination acceptances are due (see Article 38, sec. 3 of the UAW Constitution).

#### **Accepting Nominations**

It is incumbent on each member personally to accept her or his nomination. Nominations will be accepted in two ways. First, you may send a letter to UAW Local 2322 Nominations, PO Box 2730, Amherst, MA 01004-2730 by December 2, 2004. If such letter is not **RECEIVED** by 4 p.m. on December 2, it will be considered late and invalid. (Note: a letter postmarked before December 2, but received after 4 p.m. on December 2, will be considered invalid.) The second method is to accept the nomination in person by attending the UAW Local 2322 membership meeting scheduled for December 2, 2004 at 6pm.

This meeting is to be held at the UAW Local 2322 office in Open Square, Holyoke. The address is 252 Open Square Way #406, Holyoke, MA 01040. Directions may be obtained from the office 413-524-7600. There is to be a social event and dinner following the meeting. Please RSVP the office by phone or by email at [uaw2322@uaw2322.org](mailto:uaw2322@uaw2322.org) to attend the dinner, but you do **NOT** need to RSVP to attend the meeting and accept your nomination.

No other method of accepting your nomination is allowed (e.g. write-in ballots, "sticker" campaigns, or another person announcing that you accept in your absence).

All members of Local 2322 are automatically nominated for all offices, but nonetheless this procedure does not prevent a member from making a nomination of some other member or members for any specific office established in these elections. If you nominate someone, it is your responsibility to notify your nominee, and it is that nominee's requirement to accept said nomination in the manner described above.

At the December 2, 2004 membership meeting, all of the nomination acceptances received by mail will be announced. All other members will, at that time, have the opportunity to accept their respective nominations, as they desire. When the nominations period at this membership meeting closes, there will be no further opportunities to accept a nomination.

Following the close of nominations, the Elections Committee will verify the eligibility (e.g. membership in good standing) of all nominees. Any available position for which there is only a single nominee who has been shown to be a member in good standing shall at this point be deemed to be "Elected by Acclimation" (Article 38, sec. 17 of the UAW Constitution), and that nominee shall immediately take on all responsibilities of that position.

Any positions for which there is more than one nominee will be decided by vote of the Joint Council at the Joint Council meeting scheduled for Tuesday, December 14, 2004 per **Article 11: Elections** of the UAW Local 2322 bylaws. This meeting is scheduled for 6pm at the UAW Local 2322 office in Open Square (see above for address).

#### **Voting at the Joint Council Meeting**

Any member in good standing may attend the December 14, 2004 Joint Council meeting and may participate in the final election for any contested positions. "Membership in good standing" is calculated with reference to December 14, 2004, the date of the Joint Council meeting. This meeting is scheduled for 6pm and will be held at the UAW Local 2322 office in Open Square (see above for address). All positions will be decided on at this meeting, and being present at the meeting is the only method of voting in this election (see **Article 11: Elections** of the UAW Local 2322 bylaws).

### **Candidate Statements**

For each position to be voted on at the December 14 Joint Council meeting, every candidate for that position will be given the opportunity to present a statement of not more than 300 words to the Joint Council before the vote is held. If the candidate cannot make the meeting, a statement of not more than 300 words made available to the elections committee will be read to the Joint Council on behalf of the candidate before the vote is held.

### **Announcing the Results**

Election results will be announced by the Elections Committee immediately following the tallying of the vote at the December 14 Joint Council meeting, and the results shall be immediately entered into the union's official record at that meeting.

### **Appealing the elections**

If someone wishes to appeal the conduct of the Executive Board or Joint Council elections, appeals must be presented at the January 19 Joint Council meeting. They may also be sent by mail to UAW Local 2322 Elections Committee: Nominations and Returns, PO Box 2730, Amherst, MA 01004-2598, and be **received by 4 p.m. on December 14.**

### **Overview of Positions Open for Nominations**

The *Recording Secretary* presently receives a \$100 stipend to keep the official minutes of Joint Council and EB meetings, as well as to review financial transactions of the local. The *Financial Secretary/Treasurer* oversees the finances of the local, and works with the bookkeeper to produce reports and analyses of the local's finances. The *Trustees* twice per year conduct an audit of the union's finances; this audit typically can be conducted in the course of a weekend. The *Guide* is in charge of keeping records of the local. Each E-Board member is entitled to one vote at EB and JC meetings. The E-Board meets twice per month, once as an E-Board, and once at Joint Council.

### **Contacting the Local Office**

The office of UAW Local 2322 is Open Square, 252 Open Square Way, 4<sup>th</sup> Floor, Suite 406, Holyoke, MA, and the phone number of the office is 413-534-7600. You can reach the office through email at [uaw2322@uaw2322.org](mailto:uaw2322@uaw2322.org). The Elections Committee can be reached directly through James Campbell, [campbell@gang.umass.edu](mailto:campbell@gang.umass.edu), 413-585-9046.



**VOTING RECORDS CERTIFICATION  
CLOSING OF THE POLL**

RE: THE TRAILER

At the close of the poll, I attest to the following:

- Ballots and all election materials were deposited in the box and sealed.
- I signed the tape on the ballot box OR was offered the opportunity to do so.
- I was offered the opportunity to accompany the ballot box.
- I did / did not accompany the ballot box from the trailer to the local union hall.
- Questions regarding the transporting of the ballot box were answered

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

Election Committee Membe: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Report from the Elections committee to the Joint Council  
Elections Results  
UAW 2322  
June 2, 2004

The Elections Committee (referred to from now on as the E.C.) was formed at the Joint Council meeting of February 19, 2004. The E.C. first met on March 3, 2004 to formulate a nominations notice to be sent to the local mailing list and to discuss the timeline for the rest of the election. The nominations notice (see attached) was sent out on March 19, 2004, and initially the nominations were closed at the Joint Council meeting of April 7, 2004. At this time the nominees were:

President: Mandy Burry (HCAC), Ron Patenadue (PROV).  
Vice-President: Katie Eident (HCAC).  
Recording Secretary: Nancy deProsse (GEO).  
Treasurer/Financial Secretary: David Kotker (Share).  
Trustees: Ruth Moorhouse (SDN), Tara McCauley (GEO), Bob Lipton (Share).  
Sergeant-at-arms: Susan Carrier (HCAC).  
Guide: Sarah Larkin (Share).

Initially, it was discovered that two candidates, Katie Eident and Tara McCauley, were ineligible to run for their respective positions, due to an insufficient time spent as members of the local. Since this left two positions (the vice-presidency and a trustee) without nominees, it was decided to re-open the nominations process (see attached renominations notice) for a limited time, ending on April 23, to allow for these positions to be filled. The new nominations for the positions were:

Vice-President: Ibrahim Hakki-Dahlstrom (GEO), John McGrath (PROV).  
Trustee: Anthony Ratcliff (GEO), Dee Lock (ServiceNet).

On May 21, 2004, the ballots were collected by Bill Bassham, Jamie Campbell, and John Donahoe and taken to the local office, where the ballots were counted. The ballots were divided into accepted ballots (we were able to match name to a dues-paying member of the local), challenged ballots (we were not able to match the ballot name to a dues paying member), and voided ballots (see summary below). After counting the accepted ballots (see attached chart), we worked on

resolving the challenged ballots. These were mainly GEO members, and resolving the challenged meant verifying that they were indeed paying dues as opposed to the agency fee. Some ballots were resolved that night, others were resolved later on (the attached chart shows the vote breakdown for these categories). The final totals for the contested positions were:

President:

Mandy Burry 125  
Ron Patenadue 128  
No Vote 4

Vice-President:

Ibrahim Hakki-Dahlstrom 105  
John McGrath 142  
No Vote 10

Trustee:

Anthony Ratcliff 174  
Dee Lock 72  
No Vote 11

There were a total of 12 voided ballots. Ballots were voided for many reason, including but not limited to: outer envelope containing a ballot but no anonymous envelope, ineligible mailers (graduated former GEO members, members of unions other than UAW), outer envelope containing no name/address, and one envelope that just contained a cut out picture of a candidate but no ballot.

There were 8 contested ballots that were not resolved on the night of counting, all from the GEO mailing list who were not on the GEO dues paying list provided by UMass (with the exception of Rachel Smith, who was on the dues list but not on the mailing list). The FERPA laws and the rigidly with which UMass adheres to them made the job of identifying those eligible voters in the GEO shop much more difficult. Of these contested ballots, four were eventually found to be eligible (and counted), while two were found to be ineligible. Since at this point the remaining two ballots could not affect the outcome, the election committee called the election, and declared Ron Patenadue, McGrath, and Anthony Ratcliff to be the winners of their respective races.



There was a minor problem that occurred after the nominations were accepted but before the ballots were due that we wish to report. The committee does not feel that this problem unduly affected the outcome of the election, and it is mentioned only so that future committees are aware of and can take appropriate steps to avoid the potential problem. One candidate wished to utilize email instead of direct mail to distribute campaign literature to the members of the GEO shop. The committee deemed this a "reasonable request to distribute campaign literature" and decided to contact the GEO office to arrange a means of doing this. When the literature was forwarded to the GEO office, the staff of GEO felt uncomfortable sending out the information it had received, resulting in a delay in the distribution of the material. The office staff felt it would be seen to be partial to the particular candidate by distributing the information in this way. A compromise was eventually reached, and the material made available on a website with the address sent out on the GEO list-serve, although at a considerable delay to the candidate. In the future, since email is an extremely common method of communication, we recommend a process be set up before the nominations are closed to ensure this method of communication is open to all candidates and to all shops that communicate with their members via email. To reiterate, we as a committee do not feel that this problem had an undue influence on the outcome of the election.

Overall, the E.C. feels the election was run smoothly and fairly, and we recommend that the Joint Council accept the results of the election as reported here.

In closing, the E.C. would like to express their great appreciation to both James Shaw for guiding the committee through the practical matters of holding an election and Emily Cooney for her hard work and dedication.

Committee Members:

James Campbell  
Bill Bassham  
Kerin Claeson  
John Donahoe  
Neal Taylor  
Brenda Doucette

PRESIDENT:

	Mandy Burry	Ron Patenadue	No Vote
Counted night of May 21, 2004	118	125	4
Ballots Resolved May21, 2004	4	2	0
Ballots Resolved After May 21, 2004	3	1	0
TOTAL	125	128	4

VICE-PRESIDENT:

	Ibrahim Hakki-Dalstrom	John McGrath	No Vote
Counted night of May 21, 2004	99	138	10
Ballots Resolved May21, 2004	3	3	0
Ballots Resolved After May 21, 2004	3	1	0
TOTAL	105	142	10

TRUSTEE:

	Anthony Ratcliff	Dee Lock	No Vote
Counted night of May 21, 2004	168	68	11
Ballots Resolved May21, 2004	4	2	0
d	2	2	0
TOTAL	174	72	11

Totals for Specific Shops	Number of Votes	% of Total
GEO	75	29%
HCAC	40	16%
Providence	35	14%
ServiceNet	27	11%
Share	21	8%
SDN	12	5%
Goddard	9	4%
NECC	8	3%
RA Union	7	3%
Mount Holyoke	4	2%
Nonotuck	4	2%
Cutchins School	3	1%
Cutchins Residential	3	1%
Local Staff	3	1%
YWCA	3	1%
WMCOSH	2	1%
SPCA	1	0.40%
Total	257	

## RULES FOR CHALLENGERS

UAW Local \_\_\_\_\_

There will be a Challengers Meeting at the polling site to review and answer questions about the rules for Challengers.

1. Challengers must present identification and sign a Challengers Log before being admitted to the polling area or the Local Union Hall for the tabulation of ballots.
2. Each Challenger is to identify himself/herself at the designated registration table, sign the Challengers Log, and turn in a completed Challengers authorization form signed by the candidate he/she represents. At the end of the Challenger's shift, or for any other reason, the Challenger must sign out.
3. While present in the polling area, each Challenger is to wear a nametag provided by Election Committee.
4. Challengers, accompanied by Election Committee members, may inspect the voting booths and ballot box during the 30-minute period prior to the opening of the polls.
5. During their designated observation period, Challengers may not campaign in any way while in or around the polling site or in front of the Local Union Hall. Challengers may not wear buttons or other campaign apparel, distribute campaign literature, or engage in conversations with voters about candidates or the election campaign.
6. Challengers should remain in the area(s) approved by the Election Committee. There will be chairs identified for Challengers set up throughout the polling place so that the voter registration and balloting process may be observed.
7. Challengers may count the number of voters appearing at the polling site and may write down their names, but may not ask their names or engage in conversation with them.
8. Challengers may challenge the eligibility of any voter by clearly specifying the basis for the objection to the Election Committee Officials as soon as possible so that any necessary corrective action may be taken. (For example, "I challenge the eligibility of Voter X because he or she is not a member.") Any objections, questions about procedural issues, and lodging of protests should be **directed to a member of the Election Committee.**

9. Each Challenger authorized by a candidate to be present for the tally will be required to sign in and remain until the final tally results are announced by the Election Committee Chairperson. Any objections regarding the tally should be addressed with the **immediately**.
10. Challengers may not touch or handle ballots or other election materials at any time or interfere with the registration, voting, or tally process.
11. Challengers present during various stages of the election will be asked to sign a Certification of Ballot Box Inspection, Voting Area Certification, Election Conduct Certification, and a Ballot Tally Certification.