

COMMUNICATIONS WORKERS OF AMERICA
LOCAL 9003 AFL-CIO, CLC
ELECTION FOR 2023 OFFICERS
AND EXECUTIVE BOARD MEMBERS

ELECTION RULES AND PROCEDURES

1. Candidates and observers will be permitted to observe the ballot mailing, returned ballot pick-up at the Post office, ballot tallying and all other functions of the Election Committee. Observers must be Members of CWA 9003. No lost time wages will be paid to observers or candidates.
2. Ballot will be sent by First Class U.S Mail to each Member in good standing at his/her last known address on Tuesday, October 10, 2023. Ballots **cannot** be left at the Local Union office for tallying: they **must be sent Via U.S Mail**.
3. Ballots must be received at Post Office no later than 12:30PM on 11/02/2023. Ballots will be picked up after 9:00AM on 11/03/2023 for tallying.
4. Campaign literature will not be mailed with ballot material or posted on bulletin boards belonging to this Local. Ballots, or their representative look-alike, are not to be reproduced or used in any other form of campaigning.
5. The Local's First Class Metered Mail Permit will be made available to all candidates for one joint mailing. The materials for this mailing must be received in the Local office by **Saturday, September 30, 2023** and will be mailed no later than **Monday, October 2, 2023**. Campaign literature for the joint mailing will be limited to no more than one (1) 8 ½" X11" sheet of paper per candidate with printing on either one or both sides. The CWA logo **must not** be used on any campaign literature at any time. All literature must include a disclaimer indicating that the mailing is not at the Local's expense. The return address of campaign mailings cannot have the Local address as the return address. Any candidate who plans to participate in the mailing needs to notify the Election Chair, Michelle Hallie or Election Co-Chair Alex Ruiz that they will be participating by Thursday, September 28, 2023. Candidates or their designees are required to help prepare (stuff & seal) this mailing at the Local Union office on **Saturday, September 30, 2023** at 9:00AM.
6. All costs in using the Local's First Class Metered mail Permit will be borne equally by those participating in the mailing. Typical cost for first class is approximately 97 cents per piece, per member count, divided by the number of candidates participating. The cost must be paid in full by cash or check no later than **Saturday, September 30, 2023**. If not paid the literature will not be included in the mailing.

7. Individual Election Committee Members are permitted to give their own advice which is "non-binding". Request for formal interpretations must be submitted in writing to receive an official determination from the Election Committee.

8. Nothing in these rule precludes a candidate from:
 - Making additional mailings, however, such mailings must follow the dictates in 8. (a).
 - Hand billing.
 - Campaigning in a legal manner, provided all cost is borne by the candidate or his/her supporters.

8. (a) If an additional mailing is desired by a candidate:
 - Arrangements are to be made through the Election Committee with at least 72 hours advance notice.
 - All cost to be borne by candidates for:
 1. Printing and stuffing of campaign literature
 2. Envelopes with first class postage affixed labels.
 3. A three (3) hour pre-payment for the Administrative Assistant to run labels for the mailing and to affix same to pre-stuffed, sealed, postage affixed envelopes. (label preparation and affixing to be done on the Administrative Assistants own time, therefore payment is to be at time and one-half)
 4. Payment of an election committee member to oversee the process. The election committee member will be paid at time and one half, or if a retired election committee member is used, that compensation will be pre-negotiated.

9. The Local's office equipment will not be made available to any candidate.

10. Nominees must be present to accept nomination at the membership meeting or provide written acceptance to the Election Committee by the end of the nomination meeting. Ballot positions will be determined at the close of the nominations meeting.

11. The intent of these rules is solely to give all candidate an equal opportunity to gain exposure for their view, principles, or beliefs before the Membership at a nominal cost and to conduct elections in the most democratic way possible. The Election Committee has the responsibility to approve or reject materials not within the Election Rules and Procedures.

12. Any Member of the Local in good standing may protest the conduct of the election in writing to the Election Committee at any time during the course of the election and within ten (10) days after the tally of ballots. Such protest must be received by **5:00PM, Monday, November 13, 2023** at the Local Union Office: 825 S. Victory Blvd., Burbank CA 91502