



2022 ELECTION AND CAMPAIGN RULES

I.A.T.S.E. LOCAL 16

1. **Constitution and By-Laws**

The nomination and election of I.A.T.S.E. Local 16 Officers will be conducted in accordance with the Local 16 Constitution and By-Laws dated May 7, 2019, with Article 4, Election of Officers, amended October 2, 2015, and the Labor-Management Reporting and Disclosure Act of 1959 as amended, dated 2010, as well as the International bylaws.

2. **Term of Office**

The Officers elected will serve a three-year term, which will end April 2025. Installation of Officers will occur at the Local 16 General Membership Meeting on April 6, 2022.

3. **Nomination Notice**

A nomination notice will be mailed/emailed to all members of Local 16 the week of January 21, 2022.

4. **Nomination Meeting**

At the February membership meeting, nominations shall be made within the format of a Zoom General Membership meeting as described below for the offices in the following order: the office of President, Vice President, Business Agent/Recording Secretary, Treasurer, and Sergeant-at-Arms; for three (3) Audit Committee members, nine (9) Executive Board members, and nine (9) Examining Board members.

Date: Wednesday, February 2, 2022

Time: 5:30 pm

Place: Virtual General Membership Meeting via Zoom

Note: The word **office** used below will refer to office, boards, and committees.

- a. Nominations will be chaired by the Election Judge.
- b. A record of all nominations will be kept by the Election Committee during the Zoom meeting.
- c. For each nominated candidate, the Election Committee will reference the **Member Not in Good Standing list** to confirm that the nominated candidate is eligible for office. A list will be compiled of ineligible candidates.
- d. The Election Judge will open nominations for each individual office.
- e. At the Zoom General Membership meeting, any member in good standing may nominate a candidate. Within the format of the Zoom meeting, this will be performed by using the "raise hand" feature. Each member using this feature will be individually unmuted and allowed to make a nomination. Once the nomination has been made, the member will be muted and their "raised hand" will be lowered by the Zoom administrator.
- f. Once the final member with a "raised hand" has completed their nomination, the Judge will ask membership if any other member would like to nominate a candidate. If no other nominations are made, the Judge will continue with nominations by reading the letters and emails of self-nomination sent via letter or email to Business Agent, Steve Lutge and received by 5p, on February 2nd, 2022.

- g. After the reading of self-nomination letters/emails, the Election Judge will ask a designated member of the Election Committee if any nominees are ineligible to run for office because they appear on the **Members Not in Good Standing list** for Local 16. The names of nominated members appearing on this list will be read by the selected member of the Election Committee. Members nominated for an office, who appear on this list will be able to challenge this designation. The dispute process is written in Rule 5 of the 2022 Election and Campaign Rules. Challenges to the designation of a member not in good standing, will not be allowed during the Zoom General Membership meeting.
- h. After the reading of the Members not in good standing list, the Election Judge will ask the selected member of the Election Committee to read the complete list of nominees who are eligible to be candidates in the 2022 Election. After this reading, the Election Judge will ask membership if there are any more nominations a total of 3 times. If no more nominations are made, nominations will be closed for that individual office.
- i. Next, the Election Judge will read the name of a nominated candidate in the order in which they were nominated. Once addressed by the Election Judge, the nominee will be asked to accept their Zoom nomination by using the “raise hand” feature. Each nominee using this feature will be individually unmuted to verbally accept or reject their nomination. If a nominated member did not use the “raise hand” feature due to a possible technical issue or because they were unable to use this feature, the Election Judge will ask the Zoom administrator to individually unmute the nominee to allow them the opportunity to accept or reject their nomination.
- j. At the conclusion of the acceptance of nominations, the Election Judge will close the acceptance of nominees. A member of the Election Committee will then read the official list of candidates running for said office.
- k. The process as written above will repeat for each office.

5. **Eligibility to Hold Office**

As provided in Article 4, Section 1-A and Article 3, Section 2 of the Local 16 Constitution and By-Laws, any member who has been in continuous good standing in Local 16 for not less than two (2) years immediately preceding the election shall be eligible to be elected to the offices, boards, committees or delegations described in the above section 4. Each nominee is responsible for verifying their own eligibility. Eligibility can be confirmed with the Election Committee prior to the General Membership Meeting, Feb 2, 2022. Any disputes over eligibility must be resolved with the Election Committee no later than 24 hours after the start of the February General Membership meeting. Members may contact the Election Committee via email at **Election2022@local16.org** or by phone(voicemail) at **415-243-8957**. If the resolution of a dispute determines that a nominee is eligible, by the rules outlined in this section, the Election Committee will add their name to the list of candidates.

For clarity, “member” shall refer to Local 16 cardholders who qualify as above and are guaranteed both voice and vote by their current status at the time of nomination.

6. **Nomination Acceptances**

A candidate must accept or decline nomination by voice via Zoom at the nomination meeting. Any nominee not present is required to have submitted a written acceptance received by Business Agent/Recording Secretary Steve Lutge by 5:00 pm on Wednesday, February 2, 2022.

7. **Candidate Eligibility Determinations**

The Local 16 Election Committee will review Local 16 dues records to determine the eligibility of all nominees at the time of their nomination. The Election Committee will make an announcement if any nominee fails to meet the eligibility requirements outlined in section 5, before nominations close for each individual committee or office, at the General Membership Meeting on Wednesday, February 2, 2022. Eligible nominees will be mailed a copy of these rules and asked how they wish their names to appear on the ballot. Ineligible nominees will be advised of the reason(s) they are not eligible.

8. **Meeting with Candidates**

On Wednesday, February 2, 2022, at the conclusion of the General Membership Meeting, the Election Committee will meet with all interested candidates via Zoom to discuss election procedures, campaign

rules, inspection of the union's membership list, distribution of campaign literature, observers, and correct name spellings. Nicknames will be allowed on the ballot but limited to two words.

9. **Discussion of Candidates**

The IATSE Local 16 Constitution and Bylaws, Article 4, Section 2-B states that "The Election Rules should include provisions for a candidate forum." The format, date, time and place of the Candidate Forum will be discussed by the candidates via Zoom at the conclusion of the Feb 2, 2022 General Membership Meeting as part of their consultation with the Election Committee. After a consensus of opinion on this forum has been reached by the candidates, the Election Committee will inform the Membership of the relevant details via a posting at the Local 16 office and an email announcement. The Candidate Forum details will be posted and announced no later than 14 days prior to the event.

10. **Inspection of the Membership List**

Each candidate may inspect (not copy) the Local 16 membership list once within 30 days prior to the election. No candidate is entitled to receive a copy of the list.

The membership list will be available for inspection at the Local 16 office by appointment with the Election Committee thru April 6, 2022. Any candidate who wishes to inspect that list should contact the Election Committee at 415-243-8957

11. **Distribution of Campaign Literature by mail, e-mail, and pamphlet**

Local 16 will honor any reasonable request by a candidate to distribute individual campaign literature at that candidate's expense. Requests will be honored in the order received. This includes both regular mail and E-mail blasts. In addition, Local 16 will provide a group Candidate statement pamphlet. Details will be provided to nominees after the nomination meeting on February 2, 2022.

- a. Campaign mailing literature must be provided to the Election Committee in un-addressed, sealed and pre-stamped envelopes. Each candidate should check with postal officials to determine the proper postage. Candidates must pay \$15.00 for each batch mailing to cover the cost of address labels to be applied at the Local 16 offices by the candidate and any member designated by the candidate. If desired by candidates, arrangements have been made for Local 16 Office Staff to place address labels on a candidate's campaign envelopes at a cost of \$25.00 per hour. Unused labels will be shredded. Candidates should contact Election Committee Chairperson Michael Anderson at (415) 243-8957 to arrange a mailing. Once a candidate's envelopes are completed, an Election Committee Member will accompany the candidate to the post office or to a mailbox for delivery
- b. Per the Department of Labor, e-mail distribution of individual campaign material is allowed at the expense of each candidate. The Local's database will be provided to the election company, UniLect, whose partner company will manage the distribution. The Election Committee will provide candidates financial details for this process as requested.
- c. Any candidate may submit a statement of 250 words or fewer (¼ page) along with a photograph, to be included in the Candidate Statement pamphlet, which will be compiled and distributed by the election committee to all members. Because of printing and distribution deadlines, this statement must be in .doc or .rtf format and received by the election committee by 1 pm on Tuesday, February 15, 2022.

12. **Member "Opt Out" provisions**

Members may opt out from receiving campaign postal mail, e-mail or candidate pamphlets by emailing the election committee or by completing the "Opt Out" form at the Sergeant-of-Arms' desk.

13. **Campaign Restrictions**

Federal Law prohibits the use of any union or employer funds to promote the candidacy of any person in a union office election. This prohibition applies to cash, facilities, equipment, vehicles, office supplies, etc. of Local 16 IATSE or of any other union or employers, whether or not they employ Local 16 members. Union officers and employees may not campaign on time paid for by the union or by employers.

Federal Law also provides that candidates must be treated equally regarding the opportunity to campaign and that all members may support the candidates of their choice without being subject to penalty, discipline, or reprisal of any kind.

14. **Voter Eligibility**

As provided in Article 4, Section 7(A) "Only members in good standing shall be eligible to vote..." "If a member, not in good standing because of work fees or dues owed to the Local pays all monies owed to the Local prior to 7:30 p.m. on Election Day, they shall be declared in good standing and allowed to vote."

The voter eligibility list will contain names of those members in good standing as of Monday, April 4, 2022, at 5 p.m. Members who pay all monies due between 5 p.m. on Monday, April 4, and Wednesday, April 6, 2022, at 7:30 p.m. must obtain from the staff member who accepts their payment a voucher certifying they are members in good standing. The voucher must be provided to the Tellers at the polls.

15. **Election Notice, Candidate List & Absentee Ballot Request Form**

A Notice of Election, Candidate List (in order of placement on ballot) & Absentee Ballot Request Form will be posted to the last known home address of each Local 16 member on February 14, 2022. The Election Notice will also be posted at the Local 16 Union Hall.

16. **Absentee Ballot Requests**

An absentee ballot will be sent to requesting members by the Election Company, Unilect, within 1-2 business days of receiving the Absentee Ballot Request Form.

17. **Observers**

Each candidate may designate an observer to be present at the polls and the tally of ballots. Observers must be members in good standing with Local 16, per section 5 above. Candidates are prohibited from serving as observers. Candidates should submit in writing prior to election day the names of their observer to Michael Anderson, Election Committee Judge, c/o IATSE Local 16, 240 Second Street 1st Floor, San Francisco, CA 94105.

18. **Election Day**

The Election will be held on April 6, 2022, at the General Membership Meeting Room at 240 Second Street, 1st Floor, San Francisco, California. Polls will open at 12:00 Noon and continue during the General Membership Meeting. Polls will close at 8:00 PM.

Members will be asked to present their Local 16 membership card at the polls. After determining that a member is eligible, the Election Committee and/or Unilect Management Services will mark the member's name on the eligibility list. Each member will be asked to sign a voter registration and be instructed to vote in secret using one of the voting booths available for the election. All in person voters will be required to use the voting booths.

No campaigning will be permitted in the polling area or in any part of the Local 16 Union Hall on Election Day. Only the Local 16 Election Committee, Unilect Management Services, candidate observers, and members who are voting or waiting in line to vote will be permitted in the polling area.

19. **Absentee Ballot Retraction & Absentee Ballot Tally Procedures**

Any member eligible to vote who has mailed in an absentee ballot and wishes to retract that ballot and vote in person may do so as follows:

- a. Call the Election Committee phone line, **415-243-8957** no later than 4 pm on election day,
- b. Email the election Committee at **Election2022@local16.org** no later than 4 pm on election day, or
- c. Arrive at the polls anytime between 12 noon and 4 pm on Election Day to personally withdraw their absentee ballot.

The Election Committee and UniLect will be picking up all returned Absentee Ballots from the Post Office at approximately 9:30am on the morning of the election. Absentee Ballots will be transported in a secure, sealed Ballot Box to the Union Hall. Observers are welcome to be present during this process.

Absentee ballots will be **prepared** for tally beginning at 4:30 p.m. This process includes opening the ballots, checking the ballots to ensure they are marked completely so that the counting machine will accept

them, and separating the ballot pages in their proper groupings for counting. The absentee ballots will be counted **after** the polls close, and the voting machine tally has been completed. Observers are welcome to be present during this process.

20. **Tally of Ballots**

Ballots will be counted by the Election Committee and Unilect Management Services after the polls close at 8 P.M. on April 6, 2022, at the Membership Meeting.

Write-in votes are not permitted in the election.

Complete information on voting tally may be found in our constitution and bylaws, Article 4, Sections 8 & 9.

21. **Election Results**

The election results which will include both total votes and the percentage of votes for each candidate will be posted at the Local 16 Union Hall after the tally is completed on April 6, 2022. Local 16 members will also be notified by the Election Committee via email of said election results no later than April 7, 2022.

22. **Election Records**

The Local 16 Business Agent/Recording Secretary is responsible for maintaining all nomination and election records for at least one year after the election, as required by Federal Law.

23. **Questions or Problems**

Candidates and members with questions about the nomination or election procedures should contact a member of the Election Committee at **415-243-8957**, or via email, **Election2022@local16.org**

Any violation of these rules should be reported promptly to the Election Committee so that action can be taken, if necessary.

24. **Protests**

Any member may challenge a local union officer election by filing a protest in writing with the Election Committee within 10 days after election results are posted. If a protest is denied by the Local 16 Election Committee, a member has the right to appeal this decision by following the process addressed in Article 17 of the 68th Edition of the IATSE(International) Constitution and Bylaws.

The above rules are not all inclusive. Additional election rules or clarifications may be issued by the Local 16 Election Committee as needed during the nomination and election period.

Issued By: Local 16 Election Committee

Date: January 19, 2022

Michael Anderson, Judge
Melanie Murray, Inspector
Stacey Cobalt, Inspector
Derek Loo, Inspector

ElectionCampaignRules2022