

USO Officer Election Guidelines

1. Each candidate may inspect the USO membership list prior to the ballot mailing. Please contact Shelly Mossbarger in the USO office to arrange this.
2. Within the MEA Headquarters complex, candidates may post one piece of 8 ½ x 11” campaign literature on each of the following bulletin boards
 - MEA 1216 building—East entrance (near back door)
 - MEA 1480 building—South entrance on the top floor (tube entrance)
 - MESSA 1475 building—literature will be posted in bulletin boards near copiers on every floor. The Facilities Services staff will post the literature. Please give 10 copies to Karen Cherry for this posting.

Management prohibits the posting of campaign literature in any other location. Improper postings will be removed.

3. The use of union or employer funds or facilities to further the campaign of any candidate is prohibited by law—even if the employer or union officials do not know or approve of the use. This applies to direct or indirect expenditures such as:
 - Campaigning on time paid for by the union or employer;
 - Use of union or employer-owned or leased equipment such as telephones, fax machines, the employer’s e-mail system, computers or copiers.
 - Use of union or employer supplies like stamps, paper and envelopes (does not include # 2 and #3 above).
 - Use of union letterhead
 - Printing articles which support or criticize an individual’s candidacy (such as in a union newsletter, union newspaper, etc.)
 - Giving free services or special discounts to a candidate customer such as printing, photocopying, etc.
 - The employers have expressly prohibited the use of their e-mail system for union campaigning.
4. In accordance with the USO Constitution and Bylaws (and with past practice), any member not on an unpaid leave as of the latest payroll information available before the mailing of ballots is considered eligible to vote.
5. Each candidate will be given the opportunity to give a speech at the USO Annual Meeting. This year, it will be held on Saturday, May 6, 2006 at MEA Headquarters in Assembly Rooms A, B and C. A random draw process will be conducted in the USO office 15 minutes prior to the start time of the meeting to determine the presentation order. Candidates not present for the drawing may be given the opportunity to speak last.

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6. Each candidate is entitled to have his or her picture, bio and campaign literature posted on the USO website. Please contact Shelly Mossbarger in the USO office to arrange this.
7. Candidates are entitled to personally observe the elections process, especially:
 - preparation of ballots
 - checking of the post office box for returned mail
 - counting of the ballots
8. Candidates may send designees to observe on their behalf. As a courtesy, please notify the Elections Committee if you intend to observe or designate observers.
9. Write in votes are permitted in USO officer elections. The candidate who receives the majority of votes cast will be declared the winner. In the event that no candidate for a particular office receives a majority or in the case of a tie, a run-off election will be held.
10. Results of the election will be distributed via e-mail to all USO members and posted on the previously-described bulletin boards. If a candidate is not present at the ballot counting, an attempt will be made to contact him or her by telephone to report the results in advance of the member-wide notification.
11. All elections records will be preserved for one year from the date of the ballot counting in accordance with law.
12. Questions or problems should be reported immediately to Karen Cherry or any member of the USO Elections Committee. Any violations of these guidelines should be reported promptly so the Committee may determine the necessary action, if any.
13. In accordance with the USO Constitution and Bylaws, any member may challenge the officer election by filing a protest in writing to the Elections Committee. Any such protest must be received not later than 10 days after the publication of the election results.
14. These guidelines are not all inclusive. Additional rules or clarifications may be issued by the Elections Committee as needed during the elections process. Each candidate will be given a copy of said changes as they may occur.
15. For more information on the conducting of local union elections, refer to the U.S. Department of Labor website, www.dol.gov.