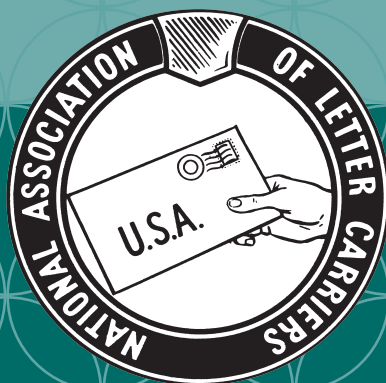


NALC REGULATIONS

GOVERNING BRANCH ELECTION PROCEDURES



2011

TO ALL BRANCH OFFICERS:



NALC has a proud tradition of union democracy. At the national level, we hold elections that permit every member to vote by mail for the union's leadership. We also give every active member the right to vote when it comes time to ratify or reject tentative contracts. But our dedication to democracy also applies to local union elections. We are committed to the idea that fair, honest and open elections at the branch level are vital to a democratic union and essential to the long-term health of the NALC.

The rules and regulations contained in this booklet were promulgated by the NALC Executive Council pursuant to its constitutional authority. Article 5, Section 5(c) of the NALC Constitution provides: "The National Executive Council is hereby empowered to adopt and promulgate rules and regulations for the conduct of all elections in the Branches." See also NALC Constitution, Article 9, Section 11(e)(2).

The Executive Council enacted the first set of rules and regulations governing elections at the branch level in November, 1981. Amendments were subsequently adopted in March, 2008 and in March, 2011. The most recent changes consist of minor clarifications and updated references to applicable law and Department of Labor regulations.

The handbook contains: a) commentary sections; b) samples of nominations and election notices, ballots, and envelopes for mail balloting; c) an election timetable and related checklists; and d) an explanatory chart of the election appeals process.

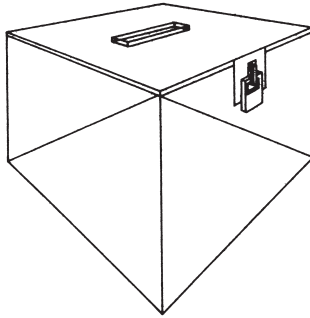
Please read this handbook carefully, and use it as a reference guide when holding your next branch election. It provides detailed information about how to do your election the right way. If you follow the guidelines provided in this booklet, you will help preserve and strengthen the NALC's well deserved reputation as one of the most democratic unions in America. Thank you for doing your part.

Sincerely,

A handwritten signature in black ink, appearing to read "Fredric V. Rolando". The signature is fluid and cursive, with a large loop at the end.

Fredric V. Rolando
President

NALC Regulations Governing Branch Election Procedures



National Association of Letter Carriers (AFL-CIO)

100 Indiana Avenue, N.W. — Washington, D.C. 20001

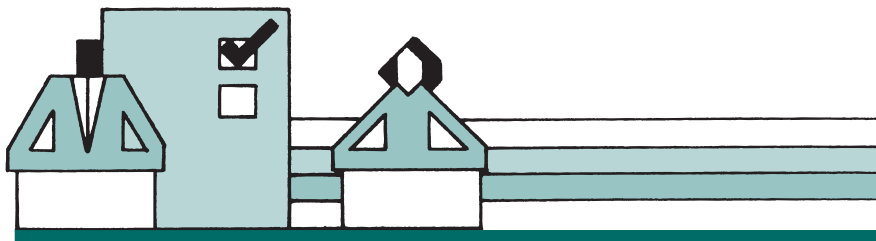
TABLE OF CONTENTS

1.0	INTRODUCTION	5
2.0	WHO MUST BE ELECTED	6
3.0	TIMING OF ELECTIONS	8
4.0	ELIGIBILITY FOR NOMINATIONS	9
5.0	NOTICE OF NOMINATIONS AND ELECTIONS	11
6.0	NOMINATION PROCEDURE	14
7.0	APPOINTMENT OF ELECTION COMMITTEE	18
8.0	INITIAL TASKS OF ELECTION COMMITTEE AND FINANCIAL SECRETARY	19
9.0	CAMPAIGN	20
10.0	PRE-ELECTION DUTIES OF ELECTION COMMITTEE	23
11.0	GENERAL ELECTION RULES	27
12.0	VOTING AT BRANCH MEETINGS	31
13.0	VOTING AT BOTH STATIONS AND BRANCH MEETINGS	33
14.0	CONDUCTING MAIL BALLOTING	35
15.0	CHALLENGES	39
16.0	ABSENTEE BALLOTS	42

17.0	COUNTING THE BALLOTS	43
18.0	REPORTING ELECTION RESULTS	44
19.0	PRESERVATION OF ELECTION RECORDS	44
20.0	INSTALLATION OF LOCAL BRANCH OFFICERS AND CERTIFICATION OF DELEGATES	45
21.0	APPEALS	46

APPENDICES

	Checklist of Election Responsibilities	50
	Election Timetable	52
	Election Committee: What To Do When The Voting Begins	54
	Branch Election Appeals Process	56
	INDEX	58



1.0 INTRODUCTION

1.1 The following rules and regulations governing the conduct of elections at the Branch level were originally promulgated by the Executive Council on November 13, 1981, to be effective for all elections taking place on or after July 1, 1982. Amendments to these rules and regulations were adopted by the Executive Council on March 8, 2008. Additional amendments were approved by the Executive Council as of March 24, 2011. The Executive Council is empowered to adopt and promulgate such rules pursuant to Article 5, Section 5(c) and Article 9, Section 11(e) of the NALC Constitution. These rules are in compliance with Title IV of the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), a federal law applicable to the NALC with passage of the Postal Reorganization Act of 1970. They are also in compliance with the election provisions in the NALC Constitution and the NALC Constitution for the Government of Subordinate and Federal Branches.

The Executive Council may exempt branches from any of these regulations to the extent permitted by law. However, branches must request an exemption at least 90 days before the scheduled date of the election.

Branches may also adopt additional rules in their own by-laws provided the rules are not inconsistent with federal law, the NALC Constitution and these regulations.

2.0 WHO MUST BE ELECTED

2.1 Branch by-laws must specify what officers and positions must be elected, as follows:

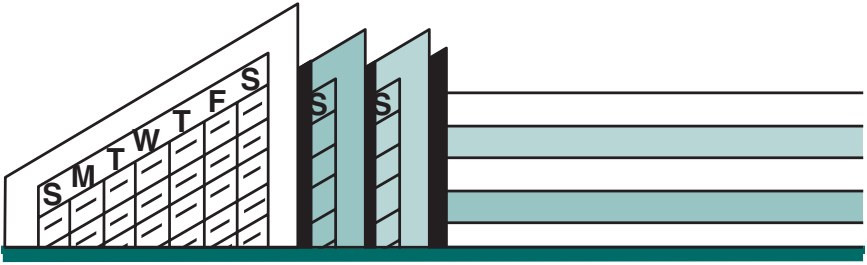
- all branch officers, as defined in the NALC Constitution or branch by-laws
- branch stewards if they are members of the Branch Executive Board
- delegates and alternate delegates to the National and State Association conventions
- any other branch position(s) which has executive or policy-making authority or responsibility.

2.11 Branch stewards and any other persons who are members of the Branch Executive Board or similar body must be elected by the entire branch, not just by the station or area they represent.

Comments: *Title IV of LMRDA states that all local union officers must be elected. According to the NALC Constitution, local branch officers consist of: President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Sergeant-at-Arms, Health Benefits Representative, and Board of Trustees (3-5 members). Branches do have the option, however, of providing in their by-laws for the consolidation or addition of officers of the branch.*

Department of Labor regulations interpreting the LMRDA state that any person who has executive or policy-making authority or responsibility

must be elected. This provision can sometimes be misunderstood. For example, branch stewards do not normally have to be elected. However, if a branch steward is also a member of the Branch Executive Board, he or she must be elected due to the executive authority of the Board. Furthermore, such stewards must be elected by the entire branch because the Executive Board makes policy for the entire branch membership.



3.0 TIMING OF ELECTIONS

- 3.1 Elections should take place at a time specified in branch by-laws, but at least every three (3) years for local officers or other elected branch positions.
- 3.2 Delegates and alternate delegates to the National and State Association Conventions are to be elected no later than December of the year preceding each convention year.

Comments: *Federal law states that local elections must be held at least every three years. However, Article 4, Section 2 of the Constitution for the Government of Subordinate and Federal Branches provides that branch officers "shall be elected for a term of one (1), two (2), or three (3) years at the option of the Branch." Branch by-laws should state whether elections will be held for one, two, or three year terms of office.*

4.0 ELIGIBILITY FOR NOMINATIONS

4.1 All regular members, as defined in Article 2, Section 1(a) of the NALC Constitution, are eligible to hold any office or position in the branch, with the following exceptions:

4.11 Any regular member who holds, accepts, or applies for a supervisory position in the Postal Career Service for any period of time, no matter how brief, is ineligible during the tenure of that position and for a period of two (2) years after termination of supervisory status. This exception includes temporary, probationary and permanent supervisors. The two-year restriction begins upon receipt by the branch of a written notice from the member that his or her supervisory status has been terminated.

Comments: Normally, a member who has served in a supervisory position should notify the Branch in writing of the termination of supervisory status to ensure that his/her eligibility to hold branch office is restored two years thereafter. However, presidential rulings have established that in those cases where it can be shown that a member has not served in a supervisory status for more than two years, the member's failure to provide formal written notice of the termination of supervisory status will not, by itself, disqualify the member from serving as a union officer.

4.12 Any person convicted of robbery, bribery, extortion, embezzlement, grand larceny, burglary, arson, violation of narcotics laws, murder, rape, assault with intent to kill, assault which inflicts grievous bodily injury, or a violation of Title II or III of the Labor-Management Reporting and Disclosure Act, any felony involving misuse of such person's position in a labor organization to obtain an illegal gain at the expense of the members of the labor organization, or conspiracy to commit any such crimes, or attempt to commit any such crimes is ineligible to run until thirteen (13) years following conviction or release from prison, whichever is later.



5.0 NOTICE OF NOMINATIONS AND ELECTIONS

5.1 The Recording Secretary must notify every member by mail of:

- nominations, and
- the upcoming elections

at his or her last known home address. The notice must be mailed to each member at least 45 days before the election.

5.11 This provision may be satisfied by:

- a) Timely direct mailing of notice to the membership
- b) Timely publication of the notice in the Postal Record, or
- c) Timely publication in a mailed branch publication; the notice must be published on the front page in a conspicuous position.

5.12 Mailing lists must be up-to-date.

5.13 Posting the notice on station bulletin boards does not satisfy the provision.

Comments: *These notification provisions insure that all regular members have enough time to nominate candidates of their own choice, as required by federal law.*

Many NALC branches use the Postal Record to notify their membership of upcoming nominations and elections. However, sending the notice to the

Postal Record office is not sufficient by itself. A branch must insure timeliness. If the notice is untimely, the branch will be held responsible. In order to fulfill the 45-day time requirement, branches should send the notice to the Postal Record office at least four (4) months prior to the election date. Furthermore, upon delivery of the Postal Record, branches should check the Election Notice section and determine if the 45-day time requirement has been met.

For those branches that decide to publish the notice in the branch newspaper, remember that notification must be on the front page and prominent. It should be clearly visible at a casual reading. A notice buried in the middle of an article is not adequate. Placing the notice on the front page, as a separate item, in large, conspicuous letters fulfills the intent of the law.

Posting a notice on a station bulletin board is a good, additional method of informing members of nominations and elections. It is not sufficient by itself since there is no guarantee that every member of the branch will see it.

Finally, if it is known that a member is temporarily living at another address – for example, a friend’s home or a boarding house – the notice should be sent to that temporary address.

5.2 The notice must state:

- a) the offices to be filled and length of terms for each office**
- b) the date, time, place and method(s) for submitting nominations, and**
- c) the date, time, place and method(s) for the election. (See Section 13.1 for time requirements for voting at stations.)**

5.21 The notice should also state who can request an absentee ballot, where such requests must be received, and when requests must be made. Absentee ballots must be requested after nominations have been closed but at least two (2) weeks before the election.

5.22 If voting is held at stations and the branch meeting, the notice must inform retirees who do not wish to vote at the branch meeting that they must advise the Branch Financial Secretary (or other responsible officer) of the station where they wish to vote within five (5) days after nominations.

5.23 If branch by-laws provide that certain officers will be convention delegates by virtue of their office, the notice must inform the membership of this provision.

6.0 NOMINATION PROCEDURE

- 6.1 The nominations should be held at least four (4) weeks before the election, and at least ten (10) days after the notice of nominations and elections has been sent out.**
- 6.2 Each regular member has the right to nominate a candidate for any office or position to be filled.**
- 6.3 All nominations must be made at a regular or special meeting of the branch unless branch by-laws provide that nominations may be made in writing. Both methods of nomination may be used if branch by-laws so provide.**
- 6.31 If nominations are made at a branch meeting:**
- a) The meeting must be held at the time and place announced in the notice of nominations and elections.**
 - b) Nominations should be a separate order of business at the meeting.**
 - c) Each member present must have the opportunity to make nominations before nominations for each office are closed.**
 - d) If a nominee is not present at the meeting, written acceptance is permissible.**
- 6.32 If branch by-laws provide that nominations are to be made in writing, such nominations must be received by the Recording Secretary at least thirty (30) days before the date of the election.**

-
- 6.4 Self-nomination is permissible.**
 - 6.5 No person shall accept nomination for more than one office.**
 - 6.6 Upon nomination, every nominee must certify that he or she has not served as a supervisor for the 24 months prior to being nominated.**

NOTICE

OFFICIAL NOTICE OF NOMINATION AND ELECTION OF OFFICERS OF BRANCH #8000 Moton, Illinois

Nominations

Nominations for the election of officers of Branch #8000 will be held at the regular Branch meeting on November 5, 2008, at 7:30 p.m. at the Union Hall, 1000 Main Street, Moton, Illinois. Candidates must accept nominations at the time made or, if absent, in writing. Candidates may accept nominations for only one office.

Nominations will be held for the following Branch offices:

President
Vice-President
Secretary-Treasurer

Sergeant-at-Arms
Three (3) Trustees

The terms of office will be two (2) years beginning January 1, 2009.

Election

The election will be conducted by secret ballot at the regular Branch meeting on December 3, 2008 at 7:30 p.m. at the Union Hall, 1000 Main Street, Moton, Illinois.

Any member who for any reason will be unable to vote on December 3 may obtain absentee ballots by writing the Election Committee, Branch #8000, 1000 Main Street, Moton, Illinois. Requests for absentee ballots must be received by the Election Committee no later than November 19, 2008.

Write-in votes are not permitted.

NOTICE

OFFICIAL NOTICE OF NOMINATION AND ELECTION OF OFFICERS OF BRANCH #7500 Jakesview, Washington

Nominations

Nominations for the election of officers of Branch #7500 will be held at the regular Branch meeting on October 29, 2008, at 7:30 p.m. at the Union Hall, 1000 Main Street, Jakesview, Washington. Candidates must accept nominations at the time made or, if absent, in writing.

Nominations may also be made in writing but must be received by the Branch Secretary no later than November 3, 2008.

Nominations will be held for the following Branch offices:

President

Vice-President

Secretary-Treasurer

Sergeant-at-Arms

Three (3) Trustees

The terms of office will be two (2) years beginning January 1, 2009.

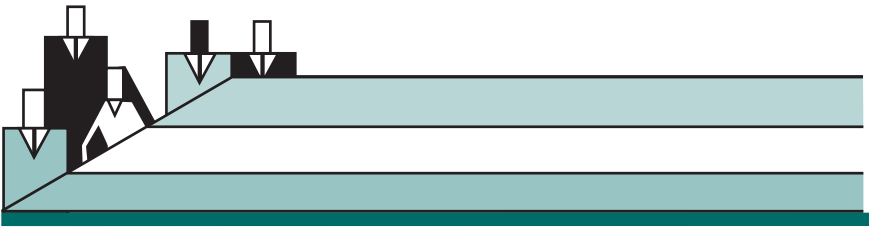
The candidates elected President and Vice-President in the forthcoming election shall be delegates to the National and State Conventions which will take place during their terms of office.

Candidates may accept nominations for only one office.

Election

The election will be conducted by secret mail ballot. Ballots will be mailed to the home addresses of eligible members on November 13, 2008. Ballots must be mailed back to the Election Committee, P.O. Box 14, U.S. Post Office, Jakesview, Washington, and must be received by 3:00 p.m. on December 3, 2008. At this time the Election Committee will collect the ballots, bring them to the Union Hall and begin the tally.

Write-in votes are not permitted.

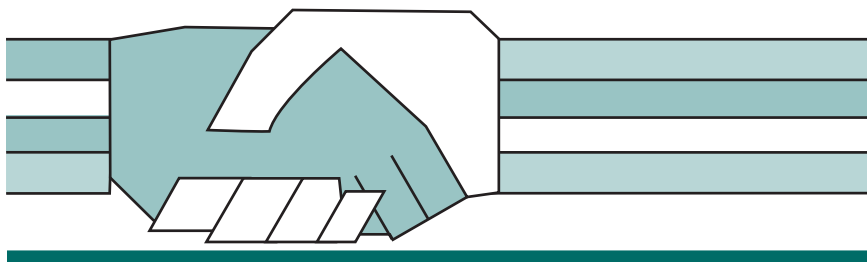


7.0 APPOINTMENT OF ELECTION COMMITTEE

- 7.1 At least twenty-one (21) days before the election, the President (or other body as authorized by branch by-laws) should appoint a committee to conduct and supervise all aspects of the election.**
- 7.11 No candidate for any office can be appointed to the election committee.**
- 7.12 One member of the committee should be appointed as chairperson.**
- 7.13 The number of members on the election committee may be determined by the branch.**

8.0 INITIAL TASKS OF ELECTION COMMITTEE AND FINANCIAL SECRETARY

- 8.1 The Recording Secretary should promptly give the newly-formed Election Committee a list of all nominees for all offices. The first task of the Committee is to determine the eligibility of these nominees.**
- 8.11 To facilitate this procedure, the Financial Secretary should make all necessary records available to the Committee.**
- 8.2 The Financial Secretary must also prepare an alphabetical list of all regular members eligible to vote. Retirees may be listed separately. This list should be given to the Chairperson of the Election Committee at least ten (10) days before the election. If voting is at both stations and a branch meeting, the list(s) should be prepared alphabetically by the stations where members will be voting.**



9.0 CAMPAIGN

9.1 The branch must treat all candidates equally; any and all privileges extended to one candidate by the branch must be extended to all candidates.

Comments: *An example of equal treatment: if a branch permits one candidate to copy a membership list, all other candidates must be allowed to copy it.*

There are no exceptions to the requirement of equal treatment. The Department of Labor scrutinizes this aspect of elections very closely and will set aside elections based upon even minor violations.

9.2 A branch must honor all reasonable requests to distribute campaign literature at a candidate's expense.

Comments: *This provision is often troublesome for local branches, primarily due to different interpretations of the term "reasonable." If at all feasible, branches should distribute campaign literature when asked to do so. For example, a branch should not refuse to distribute literature merely because it has a small staff which cannot handle the extra work. Instead, the branch could hire temporary help to prepare and mail the literature, and charge the cost of the temporary help to the candidates. Treating all candidates the same by refusing to distribute campaign literature does not fulfill the intent of the law.*

In the event a candidate cannot afford to distribute literature, the branch does not have to distribute literature free of charge. However, if a branch distributes literature for one candidate without charge, then it must do the same for all candidates.

In order to avoid complaints of unequal treatment, branches should advise all candidates in advance of the conditions under which it will distribute literature, and should promptly advise all candidates of any changes in those conditions.

9.3 A branch can neither censor campaign literature nor require that branch representatives be permitted to read the literature before it is distributed.

9.4 A branch may not use branch dues, assessments or similar levies or contribute anything of value to promote one candidate over another, or discriminate against any candidate. Branch funds, however, may be used for all notices and for all other expenses necessary for conducting the election.

Comments: *This provision is commonly violated in branch elections. The bottom-line is that a branch is absolutely prohibited from criticizing or endorsing any candidate in a union-financed newspaper, publication, or letter.*

On the other hand, publication of information sheets with biographical data is permissible, providing all candidates are given an equal opportunity to submit data and the data for each candi-

date are given equal space and prominence. Similarly, providing newspaper space for candidates to present their views is permissible, providing all candidates are given an equal opportunity to submit their statements and are given equal space and prominence in the branch paper. Branches can also sponsor a debate at a branch meeting. However, all candidates must be informed of the time and date of the debate and must be given an equal opportunity to express their views at the meeting.

- 9.5 The United States Postal Service may not contribute money or anything of value to the campaign of any candidate.**
- 9.6 Branch officers and candidates may not campaign on union time.**
- 9.7 Branch officers and candidates may not use branch funds, employees, office space, telephones, facilities, equipment or materials to campaign.**
- 9.8 No campaigning is allowed within a polling place during voting.**

10.0 PRE-ELECTION DUTIES OF ELECTION COMMITTEE

- 10.1 The Election Committee is in charge of the preparation of ballots for the election. The Committee may prepare approximately 5 percent more ballots than the number of eligible voters to replace any ballots spoiled by the voters. All ballots must be safeguarded by the Committee at all times.**
- 10.11 Any reasonable method for listing candidates on the ballots may be used provided that no candidate is unfairly promoted or disadvantaged. Acceptable methods include the following:**
- a) Listing candidates alphabetically**
 - b) Listing candidates in order of their nominations**
 - c) Listing candidates on a rotating ballot**
 - d) Listing candidates in an order determined by a random draw**
 - e) Listing candidates as a slate, provided voters are allowed to choose among individual candidates. To avoid any misunderstanding, the voting instructions must specifically inform the voter that he or she need not vote for the entire slate.**
- 10.111 Incumbent candidates and/or slates may be listed first only if that is the established branch practice.**
- 10.112 Except for nicknames, ballots must not include any identifying information about the candidate. Therefore, any reference to incumbency anywhere on the ballot is prohibited.**

10.12 Instructions on the ballot should state that if a voter signs his or her name on the ballot, the entire ballot will be void.

Comments: Preparation of ballots must be done with great care. Names of candidates should be spelled correctly. Ask candidates how they want their names spelled on the ballot.

10.2 The Election Committee must prepare a voting register, which is a list of members eligible to vote with adequate space available for each voter's signature. This register should be prepared from the membership list provided by the Financial Secretary (Section 8.2).

10.21 If voting is held at both stations and the branch meeting, voting registers must be prepared for each station. These station voting registers must include the names of each station's active workers. Station registers must also include the names of those retirees who wish to vote at the station (Section 13.3).

Comments: The purpose of this regulation is to ensure that no one votes twice and to avoid giving ballots to ineligible persons.

10.3 The Election Committee must promptly send absentee ballots to all eligible members who request them (Section 5.21 and 11.5), along with instructions, a ballot, a secret ballot envelope, and a prepaid, business reply or stamped envelope. The instructions and three enclosures should be identical to those for mail balloting (Section 14.2-14.3).

BALLOT

OFFICIAL ELECTION BALLOT

October 15, 2008

Branch #8500 of the

NATIONAL ASSOCIATION OF LETTER CARRIERS
Orchard Cove, Maine

Instructions:

1. Mark an "x" or "✓" in the squares next to the names of candidates of your choice, fold the ballot and place it in the ballot box.
2. Do not sign your name — otherwise your ballot will be voided.
3. Do not make any other marks on this ballot.

PRESIDENT

(Vote for one)

- Charles Hodges
Larry (Bink) Wilson
Bruce McDonald

TREASURER

(Vote for one)

- Karen Lewis
Tommie Foote

VICE-PRESIDENT

(Vote for one)

- Walter Dottie
Mike Murphy

TRUSTEES

(Vote for no more than three)

- Steve Peterson
Sheila Vedrode
Bob (Sonny) Johnson
John Victor Olson
Sam Larson

BALLOT

OFFICIAL ELECTION BALLOT

October 15, 2008

Branch #8500 of the
NATIONAL ASSOCIATION OF LETTER CARRIERS
Orchard Cove, Maine

Instructions:

1. Mark an "x" or "✓" in the squares next to the names of candidates of your choice. Select one candidate for President, Vice-President and Treasurer. Select three candidates for Trustees.
2. You do not have to vote for an entire slate.
3. Do not sign your name — otherwise your ballot will be voided.
4. Do not make any other marks on this ballot.

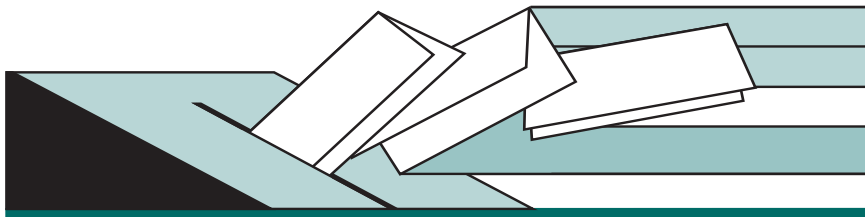
RANK AND FILERS

President: Charles Hodges
Vice-President: Walter Dottie
Treasurer: Karen Lewis
Trustees: Sheila Vedrode
John Victor Olson
Sam Larson

CARRIERS CHOICE

President: Larry (Bink) Wilson
Vice-President: Mike Murphy
Treasurer: Tommie Foote
Trustees: Steve Peterson
Bob (Sonny) Johnson

President: Bruce McDonald



11.0 GENERAL ELECTION RULES

- 11.1 If there is only one candidate for any office, the Branch President may declare that person elected.**
- 11.2 When there are two or more candidates for any office, the election must be by secret ballot.**

Comments: A secret ballot election is one of the most – if not the most – important provisions of LMRDA. Branches must make any and all necessary arrangements to guarantee that no one can observe members voting.

- 11.3 A plurality of all votes cast determines the winner.**
- 11.31 If there is a tie for the highest vote, a run off election of the candidates who tied must be held within thirty (30) days of the original election.**
 - 11.311 A notice of the run off election must be mailed to each member at least fifteen (15) days before the date of the election.**
 - 11.312 If the run off election results in another tie vote, the election shall be decided by a toss-of-a-coin.**
- 11.4 Each regular branch member, as defined in Article 2, Section 1(a) of the NALC Constitution, is entitled to one vote for each position to be filled.**

-
- 11.5** Any member who for any reason will be unable to vote during the times the polls are open, may request an absentee ballot. Absentee ballots must be requested after nominations have been closed but at least two (2) weeks before the election.
- 11.6** The election must be held at the time, place, and in the manner announced in the election notice.
- 11.7** Voting must be at a branch meeting unless branch by-laws provide for a different method. Alternate methods of voting, if authorized in branch by-laws, are:
- a) At stations, followed by voting at branch meetings by members who did not vote at stations (Section 13.0)
 - b) By mail (Section 14.0)
 - c) At a polling place designated by the branch.
- 11.8** Each candidate is entitled to have an observer present during the following election procedures:
- a) Preparation and mailing of ballots, in mail ballot elections
 - b) Receipt and opening of ballots at each polling place
 - c) Counting, tallying, and totaling of ballots
 - d) Recording of tally sheets.

-
- 11.81 Observers must be notified of dates and times for each procedure.**
- 11.82 If there is more than one polling or counting place, observers may be present at each location.**
- 11.83 A candidate is permitted to serve as his or her own observer.**
- 11.84 Observers do not have to be members of the branch.**

Comments: *Observers serve as an additional safeguard for candidates and members to assure a fair election. Observers have the right and a duty to inform the Election Committee of any violation in the election procedures and to challenge any voter who is ineligible to vote.*

The following further clarifies the role and limitations of election observers:

a) Candidates can use alternate observers (for example, where polling hours are long and observers need to be relieved).

b) Observers may make lists of the names of members voting, so that candidates will be able to determine whether any unauthorized person voted.

c) Observers should be carefully positioned in the polling area so as to not violate the privacy of voters while marking their ballots.

d) Observers should not assist in conducting the election (for example, by helping to count votes) nor should they engage in campaigning at the polls.

e) Candidates may have as many observers as necessary to observe the actual counting of ballots. Thus, if there is more than one counting table at a single location, observers may be present at each table.

f) Observers have the right to maintain their own tabulation during the counting of ballots.

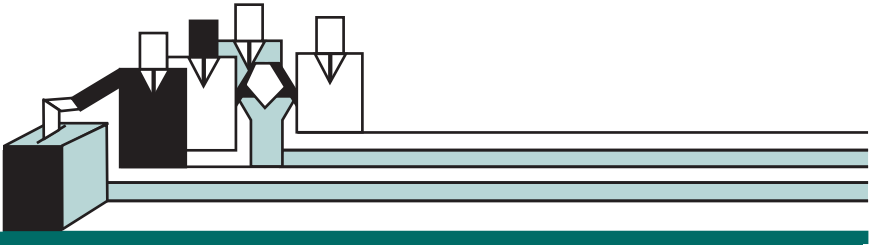
12.0 VOTING AT BRANCH MEETINGS

- 12.1 The Election Committee must write the total number of ballots on the voting register at the time of actual balloting.**
- 12.2 All voters must identify themselves before receiving a ballot. Upon receiving the ballot, the voter must sign the register of eligible voters.**
- 12.21 No member can authorize another member to cast his or her vote.**
- 12.22 Proxy voting is prohibited.**
- 12.3 At the time the polls are opened, observers may examine the ballot box to assure it is empty.**
- 12.4 Voting machines, booths, screens, curtains, separate tables or similar physical arrangements must be provided to insure that voters can mark their ballots in secret.**
- 12.41 Voters must not be allowed to mark their ballots openly.**
- 12.5 Each candidate must be allowed to challenge the eligibility of any voter. Challenges should be handled in accordance with the regulations set forth in “Challenges” (Section 15.0).**

-
- 12.6 The register of voters, unused ballots, and the ballot box containing marked ballots must be under the supervision of the Election Committee at all times.**
- 12.7 Unless the counting of ballots is done immediately after the balloting (Section 17.0), the Election Committee must seal the ballot box and deposit it in a locked place to which only the Committee has access.**

Comments: It is recommended that all efforts be made to count the ballots immediately after balloting. However, if it is not possible, don't take the ballot box home with you for safekeeping. Don't tape it up and stick it in an unlocked file cabinet or a file cabinet to which members or staff people have keys.

Candidates or observers should be encouraged to view the sealing of the ballot box and the placing of the ballot box in a secure location.



13.0 VOTING AT BOTH STATIONS AND BRANCH MEETINGS

Voting at stations must follow the same election rules listed in Section 12.0 with the following additions and modifications.

- 13.1 Voting at stations must be at least one (1) day but no more than seven (7) days before voting at the branch meeting. The date and time for voting at each station must be announced in the original election notice and also must be posted at least five (5) days before balloting.**
- 13.2 A working member is eligible to vote only at the station where the member works or at the branch meeting (Section 10.21).**
- 13.3 A retired member is eligible to vote at:
 - a) The branch meeting, or**
 - b) Any station upon notice to the Branch Financial Secretary (or other responsible officer) within five (5) days after nominations of the station where he or she wishes to vote (Section 10.21).****
- 13.4 A member of the Election Committee should be present at each polling place and supervise all election procedures.**

-
- 13.5 The Election Committee should provide approximately 5 percent more ballots than the number of members eligible to vote at each polling place. The total number of ballots at each station must be written on each station register.
 - 13.6 In the event polling at stations takes place over several days, the Election Committee must seal the ballot boxes when the polls close at the end of one day, deposit them in a locked place, and reopen them when the polls reopen. Observers are entitled to be present at the sealing and reopening of all ballot boxes.
 - 13.7 After the polls have finally closed at the stations, the Election Committee should count the number of used and unused ballots and the number of persons who have voted, and then write these numbers on each station register. The number of ballots used and the number of members who voted should be identical.
 - 13.8 The Election Committee must then prepare another voting register consisting of those members who have not yet voted and who are thus eligible to vote at the branch meeting.
 - 13.9 Voting at the branch meeting must follow the same election rules enumerated in Section 12.0, except that the revised voting register must be used and the branch may require members to vote by stations or take any other steps necessary to prevent double voting.

14.0 CONDUCTING MAIL BALLOTING

- 14.1** Observers may be present at each mail balloting procedure listed below.
- 14.2** At least twenty (20) days before the pre-announced election date (i.e., the date by which ballots must be received in order to be counted), the Election Committee must mail first-class to all eligible members at each member’s last known home address:
- a)** Instruction for voting and the deadline for returning marked ballots
 - b)** A ballot (See Section 10.1 for more information on preparation of ballots.)
 - c)** A plain envelope marked “secret ballot envelope”
 - d)** A prepaid, business reply or stamped envelope, addressed to the Election Committee at a Post Office Box, with a space for the member’s signature, unless the branch uses an alternative identifier on the reply envelope to verify the eligibility of the voter. (See comments following Section 14.3)
- 14.3** Mail voting instructions must be clear and instruct the voter to do the following:
- a)** How to indicate your choice of candidates. Do not sign your name — otherwise your ballot will be voided. Do not mark the ballot in any other way.
 - b)** Place the marked ballot in the secret ballot envelope. Do not mark the secret ballot envelope.

SECRET BALLOT ENVELOPE

DO NOT PUT YOUR NAME OR
ANY IDENTIFICATION ON THIS
ENVELOPE

Alice Gray

SIGN NAME HERE

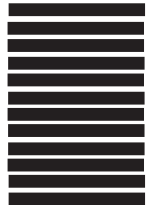
NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO. 56000 JAKESVIEW, WASHINGTON

POSTAGE WILL BE PAID BY—

Election Committee, Branch #7500
National Association of Letter Carriers
P.O. Box 14
U.S. Post Office
Jakesview, Washington 48104



-
- c) Place the secret ballot envelope in the reply envelope.
 - d) Seal the reply envelope.
 - e) Sign the reply envelope in the upper left-hand corner — otherwise the ballot will be voided — unless the branch uses an alternative identifier on the reply envelope to verify the eligibility of the voter.
 - f) Mail the reply envelope so that it is received no later than the specified date.

Comments: Branches may use the traditional methods of verifying voter eligibility in a mail ballot election by requiring the voter to sign the reply envelope. Alternatively, branches may use technological means to place on each reply envelope a unique identifier which verifies the eligibility of the voter.

- 14.4 At the designated time and date, all mailed ballots should be collected by the Election Committee at the Post Office Box, and brought to the tally site.
- 14.5 The tally should be conducted immediately by the Election Committee.

-
- 14.6** The name or other identifier on each reply envelope should be checked against the list of eligible voters to verify the identity and hence, eligibility of the voter. If a ballot is challenged, it must be put to one side and the procedures described in Section 15.0 should be followed in the processing of these ballots.
 - 14.7** The reply envelopes should then be opened, separated from the secret ballot envelopes, and preserved along with all other election materials. The secret ballot envelopes should be placed in a ballot box.
 - 14.8** Only when the verification process has been completed for all ballots, should the secret ballot envelopes be opened, ballots removed, and counted. (Section 17.0).



15.0 CHALLENGES

As stated in Sections 12.5, 14.6 and 16.4, each candidate must be allowed to challenge the eligibility of voters. All challenges must be made to the Election Committee. The following procedures govern challenges to voters:

- 15.1 If voting is at the branch meeting, or stations and the branch meeting, all challenges must be made prior to the placing of ballots in the ballot box.**
- 15.11 Each challenged voter must be given a ballot and an envelope with the voter's name and the words "challenged ballot" typed or written on it.**
- 15.12 The voter should be instructed to mark the ballot in secret, fold the ballot, place it in the envelope, seal the envelope, and place it in the ballot box.**
- 15.13 When the ballots are tallied, the challenged ballots must be put to one side and the unchallenged ballots counted separately.**
- 15.2 In mail ballot elections, all challenges must be made when the Election Committee is verifying names or other identifiers on the reply envelopes against the list of eligible voters.**
- 15.21 Challenges must be made before the outer envelopes are opened.**

-
- 15.22** Challenged ballots must immediately be put to one side.
- 15.23** When counting begins, unchallenged ballots should be counted first and separately.
- 15.3** For mail balloting, voting at the branch meeting, and voting at stations and the branch meeting, the Election Committee must first count the unchallenged ballots and then determine whether the number of challenged ballots is large enough to change the outcome of the election.
- 15.31** If the number of challenged ballots is not large enough to change the outcome of the election, then the sealed, challenged ballots need not be ruled upon by the Committee or counted. These sealed envelopes, however, must be preserved along with all other election materials.
- 15.32** If the number of challenged ballots is great enough to possibly affect the outcome of the election, the Committee must rule on each challenge.
- 15.321** If voting is at the branch meeting, or stations and the branch meeting, the secret ballot envelope must be opened and — without examining the folded ballot — the Election Committee must deposit the ballot in the now-empty ballot box. After the Election Committee has ruled on all challenges, the ballots in the box should be mixed together, counted, and added to the previous tally.

-
- 15.322** In mail ballot elections, the outer envelope of a challenged ballot must be removed and preserved along with all other election materials. The secret ballot envelope should be placed in a ballot box. After the Election Committee has ruled on all challenges, the secret ballot envelopes should be mixed together, opened, counted, and added to the previous tally.
- 15.323** The final election tally must include the outcome of the election both with and without the challenged ballots.

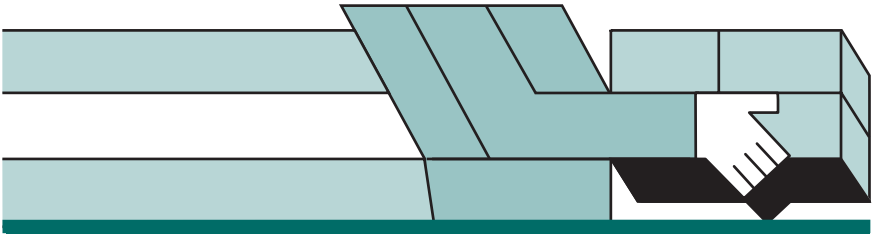
16.0 ABSENTEE BALLOTS

- 16.1** Observers may be present at each absentee ballot procedure listed below.
- 16.2** Before tabulating any votes (Section 17.2), the absentee ballots must be picked up from the designated Post Office Box by the Election Committee's Chairperson or designee and immediately brought to the counting place.
- 16.3** The names or other identifiers on the reply envelopes should be checked against the signed voting registers. If a person has sent in an absentee ballot and has also signed a register, the absentee ballot should not be counted. However, it must be preserved for one year.
- 16.4** After the eligibility of all absentee ballots has been verified, the outer envelopes should be removed, unless a ballot is challenged by a candidate. If a ballot is challenged, it should be put to one side and the procedures described in Section 15.0 should be followed in the processing of these ballots.
- 16.5** The secret ballot envelopes should then be mixed with all the other ballots in the ballot box, and the counting of all unchallenged ballots should begin.



17.0 COUNTING THE BALLOTS

- 17.1** Observers are entitled to be present when the ballot box is collected from the locked place prior to counting.
- 17.2** Before counting any ballots, the Election Committee must bring absentee ballots to the counting place and follow the procedures in Section 16.0.
- 17.3** Challenged ballot envelopes must be put to one side and the unchallenged ballots counted separately.
- 17.4** The Election Committee must count the ballots carefully in accordance with the following rules:
 - 17.41** If a voter has signed his or her name on the ballot, the entire ballot is void.
 - 17.42** Write-in votes must not be counted. However, a write-in vote does not invalidate the rest of the ballot.
 - 17.43** If a voter has incorrectly voted for more than one candidate for an office(s), the ballot is void only for the office(s) incorrectly marked.
 - 17.44** Keep all voided ballots.
- 17.5** The Election Committee must count the number of used and unused ballots and the number of persons who voted, and write these numbers on the voting register.



18.0 REPORTING ELECTION RESULTS

18.1 The Election Committee must report the results of the election to the membership by:

- posting the information at all stations, or
- publishing the results in the branch newspaper, or
- in some other appropriate manner.

19.0 PRESERVATION OF ELECTION RECORDS

19.1 After the election, the Committee must deliver all election records to the Recording Secretary or other officer, if branch by-laws so provide. The election records include:

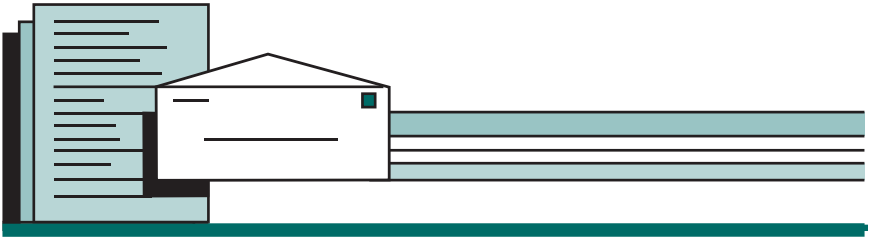
- a) All used, unused, spoiled, void and challenged ballots
- b) Eligibility lists
- c) Voting registers
- d) Mail ballot or absentee ballot envelopes
- e) Tally sheets.

19.2 All election records must be preserved for one year.

Comments: Certification of the number and kind of ballots destroyed is not a substitute for preservation. Even those ballots voided because they were received late or because they were cast for an ineligible candidate must be preserved. The best way to comply with the law is to save absolutely everything.

20.0 INSTALLATION OF LOCAL BRANCH OFFICERS AND CERTIFICATION OF DELEGATES

- 20.1 Installation of newly-elected branch officers should take place at the first or second meeting of the branch following the election. Any current National Officer, past National President, or President or past President of a State Association, may act as Installing Officer.**
- 20.2 If none of the above-listed officers are able to attend, any Officer of a State Association or a past President of a branch may install the newly-elected officers.**
- 20.3 Within ten (10) days of the election of delegates to the National Convention, the Recording Secretary of the branch should send the names and post office addresses of every newly-elected delegate to the National Secretary-Treasurer.**
- 20.4 Within ten (10) days of the election of delegates to the State Convention, the Recording Secretary of the branch must inform the Secretary of the State Association.**



21.0 APPEALS

Internal Appeals Procedure:

- 21.1 All objections to the conduct of an election by an aggrieved member must be mailed to the Chairperson of the Branch Election Committee within five (5) days after the date of the election. The appeal must be submitted in writing by certified mail, return receipt requested, and must include all supporting evidence. The Election Committee must respond in writing within thirty (30) days.**
- 21.2 Any aggrieved member may appeal the decision of the Election Committee to the Branch Executive Board within five (5) days of the Committee's decision. The appeal must be submitted in writing by certified mail, return receipt requested. The Branch Executive Board must respond in writing within thirty (30) days. (Branch by-laws can provide that such appeals be submitted to a group or body other than the Branch Executive Board.)**

-
- 21.3** If an aggrieved member is dissatisfied with the ruling of the Branch Executive Board, the member may appeal to the next scheduled meeting of the branch. Within five (5) days after receiving the ruling of the Branch Executive Board, the aggrieved member must notify the Branch Recording Secretary of his or her intention to appeal to the branch. This notice must be in writing and sent by certified mail, return receipt requested. Members present at the next scheduled meeting of the branch must decide the merits of the appeal.
- 21.4** Any aggrieved member dissatisfied with the decision of the branch meeting may appeal to the NALC National Committee on Appeals, except for decisions concerning the election of delegates and alternate delegates to National and State Conventions. (Further internal appeal procedures for delegates and alternate delegates to National and State Conventions are provided for in Sections 21.5 and 21.6.)
- 21.41** An appeal to the National Committee on Appeals must be in writing and filed with the Branch Recording Secretary within twenty (20) days from the date of the branch decision. It must be sent by certified mail, return receipt requested, and should include any arguments, briefs, or other written testimony and evidence which the member chooses to submit.

-
- 21.42** At the regular meeting of the branch following receipt of the appeal, the Recording Secretary must present the appeal and all attached written materials to the members present at the meeting.
- 21.43** The branch then has twenty (20) days to prepare its written reply.
- 21.44** The original of the appeal, all supporting material and the reply of the branch must be sent via certified mail to the Chairperson, Committee on Appeals at NALC Headquarters in Washington, D.C. At the same time, a copy of the reply must be sent to the member who is appealing.
- 21.45** Any aggrieved member dissatisfied with the decision of the Committee on Appeals may appeal to the National Convention of the NALC, in accordance with the procedures described in Article 11, Section 4 of the National Constitution.

Further Internal Appeal Procedures for Delegates and Alternate Delegates to National and State Conventions:

- 21.5** Any aggrieved member dissatisfied with the decision of the branch meeting with respect to the election of a delegate or alternate to the State Association Convention may appeal to the Credentials Committee of the State Association, under the rules prescribed by the Association.

-
- 21.51 Any aggrieved member dissatisfied with a ruling of the State Association Credentials Committee may appeal to the State Association Convention.**
- 21.52 Any aggrieved member dissatisfied with the decision of the State Association Convention may appeal to the National Convention, in accordance with the procedures described in Article 11, Section 4 of the National Constitution.**
- 21.6 Any aggrieved member dissatisfied with the decision of the branch meeting with respect to the election of a delegate or alternate to the NALC National Convention may appeal to the Credentials Committee of the Convention before the opening of the Convention.**
- 21.61 Any aggrieved member dissatisfied with the decision of the Credentials Committee may appeal to the National Convention, in accordance with the procedures described in Article 11, Section 4 of the National Constitution.**

CHECKLIST OF ELECTION RESPONSIBILITIES

Election responsibilities and procedures can be confusing. The following checklist is designed to help branch officers determine who must do what during branch elections.

BRANCH OFFICERS

Check “✓”
when
completed

- Determine who must be elected
Section 2.0
- Determine when elections must be held
Section 3.0
- Hold nominations
Section 6.0
- Distribute campaign literature
Section 9.2

BRANCH PRESIDENT

- Appoint election committee
Section 7.1
- Declare unopposed candidates elected
Section 11.1

RECORDING SECRETARY

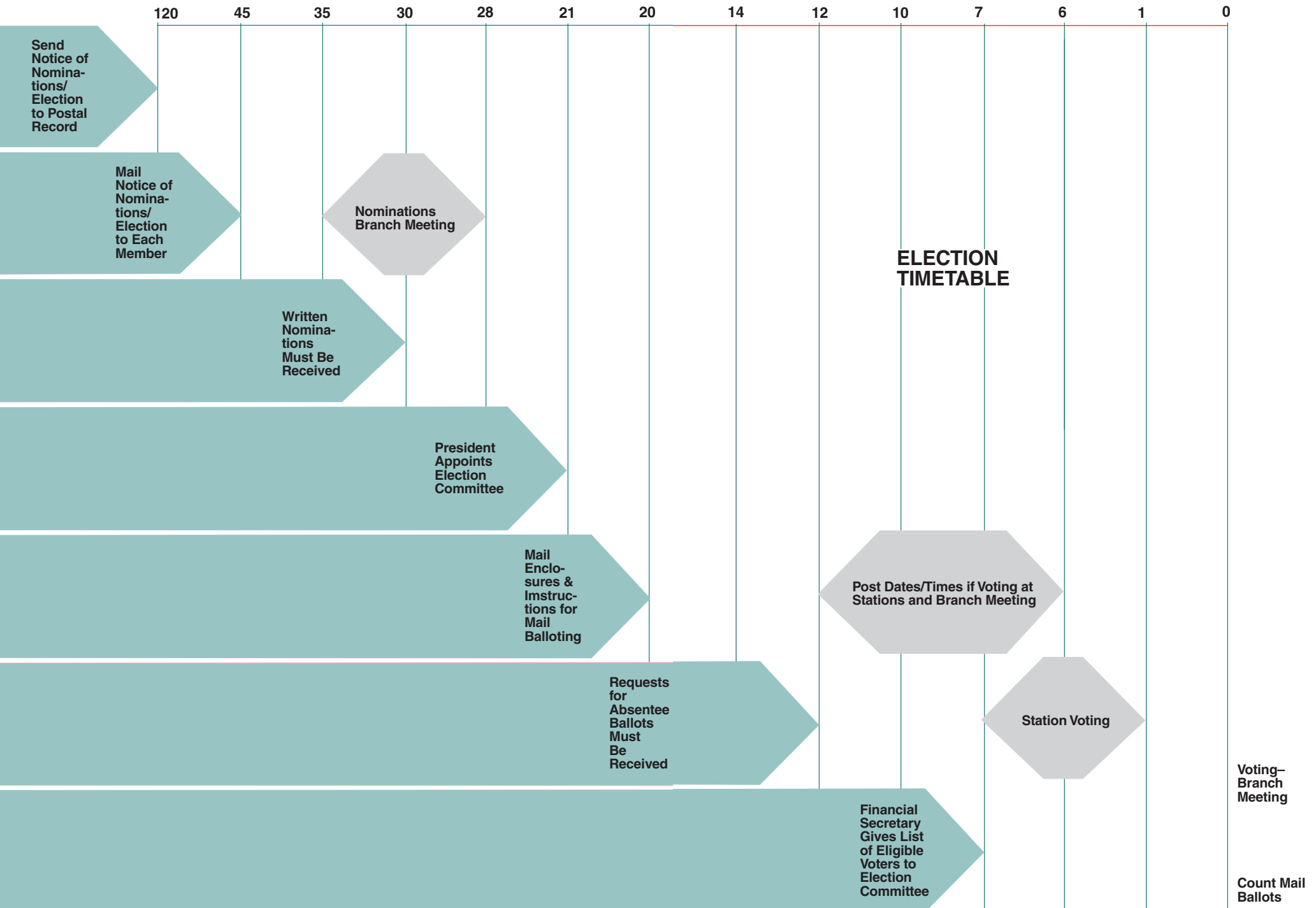
- Send notice of nominations/election
Section 5.0
- Receive written nominations, if by-laws so provide
Section 6.32
- Give election committee a list of nominees
Section 8.1
- Save all election records for one year
Section 19.0
- Send names/addresses of newly-elected
National Convention delegates to
National Secretary-Treasurer
Section 20.3
- Inform State Association Secretary of
newly-elected State Convention delegates
Section 20.4

FINANCIAL SECRETARY

- Assist in determining eligibility of nominees**
Section 8.11
- Prepare alphabetical list of members eligible to vote; give to election committee**
Section 8.2

ELECTION COMMITTEE

- Become familiar with election regulations**
- Determine eligibility of nominees**
Section 4.0; 8.1
- Prepare ballots**
Section 10.1-10.12
- Prepare voting register(s)**
Section 10.2; 10.21
- Mail absentee ballots**
Section 10.3
- Mail instructions and enclosures for mail balloting**
Section 14.1-14.3
- Insure a secret ballot election**
Section 11.2, 12.4
- Conduct and supervise all voting**
Section 11.0-14.0
- Process challenged ballots**
Section 15.0
- Process absentee ballots**
Section 16.0
- Count ballots**
Section 17.0
- Report election results to membership**
Section 18.0
- Give all election materials to Recording Secretary**
Section 19.0



ELECTION COMMITTEE: What To Do When The Voting Begins

VOTING AT BRANCH MEETING

- 1. Write total number of ballots on voting register (12.1)**
- 2. Issue ballots only to eligible members (11.4; 12.2)**
- 3. Have each voter sign register upon receiving a ballot (12.2)**
- 4. Allow observers to examine ballot box (12.3)**
- 5. Insure that all ballots are marked in secret (11.2; 12.4)**
- 6. Allow candidates to challenge eligibility of voters (12.5; 15.0)**
- 7. Insure that ballots, voting register and ballot box are inaccessible to all persons not on Election Committee (12.6)**
- 8. Deposit ballot box in a locked place until counting of ballots (12.7)**
- 9. Count ballots (17.0)**

VOTING AT STATIONS & BRANCH MEETING

Stations

- 1. Write total number of ballots at each station on each station voting register (13.5)**
- 2. Issue ballots only to eligible voters (13.2-13.3)**
- 3. Allow observers to examine station ballot box (12.3)**
- 4. Insure that all ballots are marked in secret (11.2; 12.4)**
- 5. Allow candidates to challenge eligibility of voters (12.5; 15.0)**
- 6. Seal/lock ballot box after each day's voting (13.6)**

-
7. Allow observers to be present at sealing/reopening of ballot boxes (13.6)
 8. Insure that ballots, voting register and ballot box for each station are inaccessible to all persons not on Election Committee (12.6)
 9. When station polls officially close, count used & unused ballots & number of persons who voted; write numbers on each station voting register (13.7)
 10. Prepare a second voting register; use this register for voting at the branch meeting (13.8-13.9)

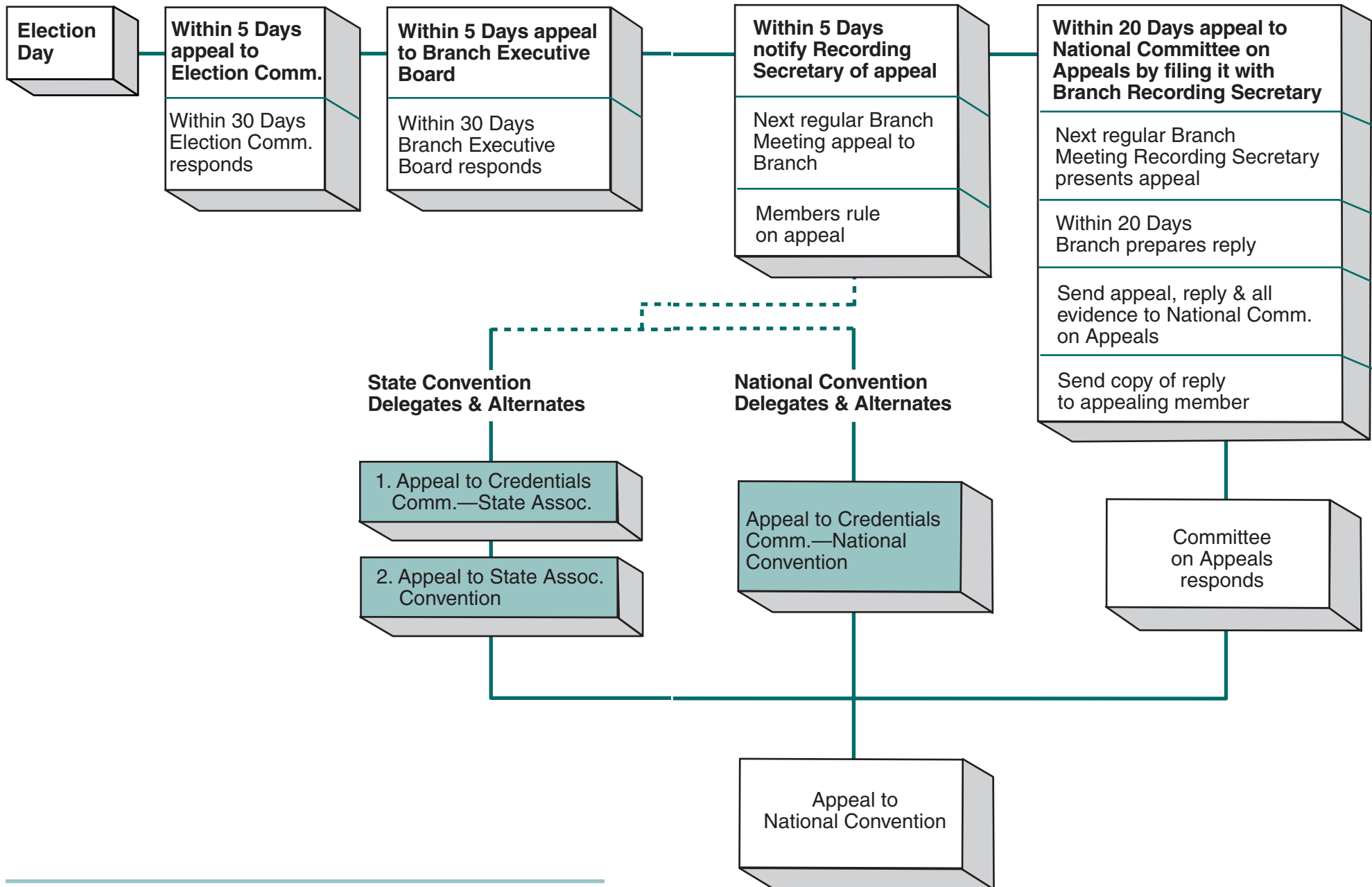
Branch Meeting

11. Follow the 9 steps listed in the section on “Voting at Branch Meeting”

MAIL VOTING

1. Allow observers to be present at each procedure (14.1)
2. Collect mailed ballots at Post Office Box (14.4)
3. Check names or other identifiers on envelopes against names on voting register (14.6)
4. Allow candidates to challenge eligibility of voters (14.6; 15.0)
5. Open reply envelopes, separate from secret ballot envelopes (14.7)
6. Save reply envelopes (14.7)
7. Place secret ballot envelopes in a ballot box (14.7)
8. After verifying all voters’ eligibility, open secret ballot envelopes and remove ballots (14.8)
9. Count ballots (17.0)

BRANCH ELECTION APPEALS PROCESS



INDEX

- Absentee ballots, pp. 13, 16, 24, 28, 42-44, 51-52
Alternate delegates, pp. 6, 8, 47, 48
Appeals, pp. 48,56
- Ballot box, pp. 25, 31-32, 34, 38-42, 54-55
Ballots, counting of, pp. 39-43
 extras, p. 23
 preparation of, pp. 23-24
 voided, pp. 24-25, 37, 43
Branch funds, restrictions on, pp. 20-21
Branch newspaper, election notice in, pp. 12, 44
 reporting election results, p. 44
 restrictions during campaign, pp. 20-22
Bulletin board in stations, pp. 11-12, 33, 44
- Campaign, pp. 20-22, 30, 50
Campaign literature, pp. 20-21, 50
Candidates, methods for listing on ballots, p. 23
 restrictions during campaign, p. 22
 treatment during campaign, pp. 20
Challenges, pp. 31, 39, 40-41
- Delegates to Conventions, pp. 6, 8, 13, 45, 47, 48-49
Distribution of campaign literature, pp. 20-21
- Election Committee, appointment of, p. 18
Election results, p. 44
Elections, frequency of, p. 8
 notice of, pp. 11-13
Eligibility for nominations, p. 9-10
Endorsement of candidates, prohibitions against, p. 21-22
Executive Board, pp. 6-7, 46-47, 56
- Finances, campaign restrictions on, pp. 20-22
Financial Secretary, pp. 6, 13, 19, 24, 33, 51, 53

Incumbent candidates on ballot, p. 23
Installation of officers, p. 45

Mail ballot elections, pp. 17, 24, 28, 35, 37, 39-41, 44, 51
Mailing lists, p. 11
Membership list, pp. 20, 24

National Committee on Appeals, pp. 47, 57
National Convention, pp. 47-50
Nominations, acceptance of, p. 14
 at branch meeting, pp. 14, 16-17, 19
 eligibility for, p. 9, 34, 37-39, 42, 44, 51, 54-55
 in writing, p. 9, 14, 16-17, 46-47
 methods for submitting, p. 13
 notice of, pp. 9, 11-14, 16-17, 21, 27, 50, 52
 time requirements, pp. 11, 16-17
Notice of nominations and elections, pp. 11-13

Observers, pp. 29-32, 34-35, 42-43, 54-55
Officers, as convention delegates, p. 13
 installation of, p. 45
 restrictions during campaign, pp. 20-22
 when to elect, p. 8
 who to elect, pp. 6-7

Positions, when to elect, p. 8
 who to elect, pp. 6-7
Postal Record, notice of nominations/elections in, pp. 11-12
Preservation of election materials, pp. 37, 39-42, 44
President, pp. 17-18
Proxy voting, p. 31

Recording Secretary, pp. 6, 11, 14, 19, 44-45, 47, 50-51, 57
Retirees, pp. 13, 19, 24
Run-off election, p. 27

Secret ballot, pp. 16, 27, 51

Self-nomination, p. 15
Slate ballots, p. 23
State Association Conventions, pp. 6, 8, 48-49
Station voting registers, pp. 24, 34
Stewards, election of, pp. 6-7
Supervisors, ineligibility of, pp. 9

Tie-vote, p. 27

Vote, who is eligible to, p. 19
Voting, at branch meeting, pp. 31-32
 at stations and branch meeting, pp. 12, 19, 24, 33-34
 mail balloting, pp. 35-38
Voting instructions, on all ballots, pp. 24-26, 35, 51
 mail ballots, pp. 35-38
Voting registers, pp. 24, 31-32, 34, 42

Winners, determination of, p. 27
Write-in votes, p. 43

National Association of Letter Carriers, AFL-CIO

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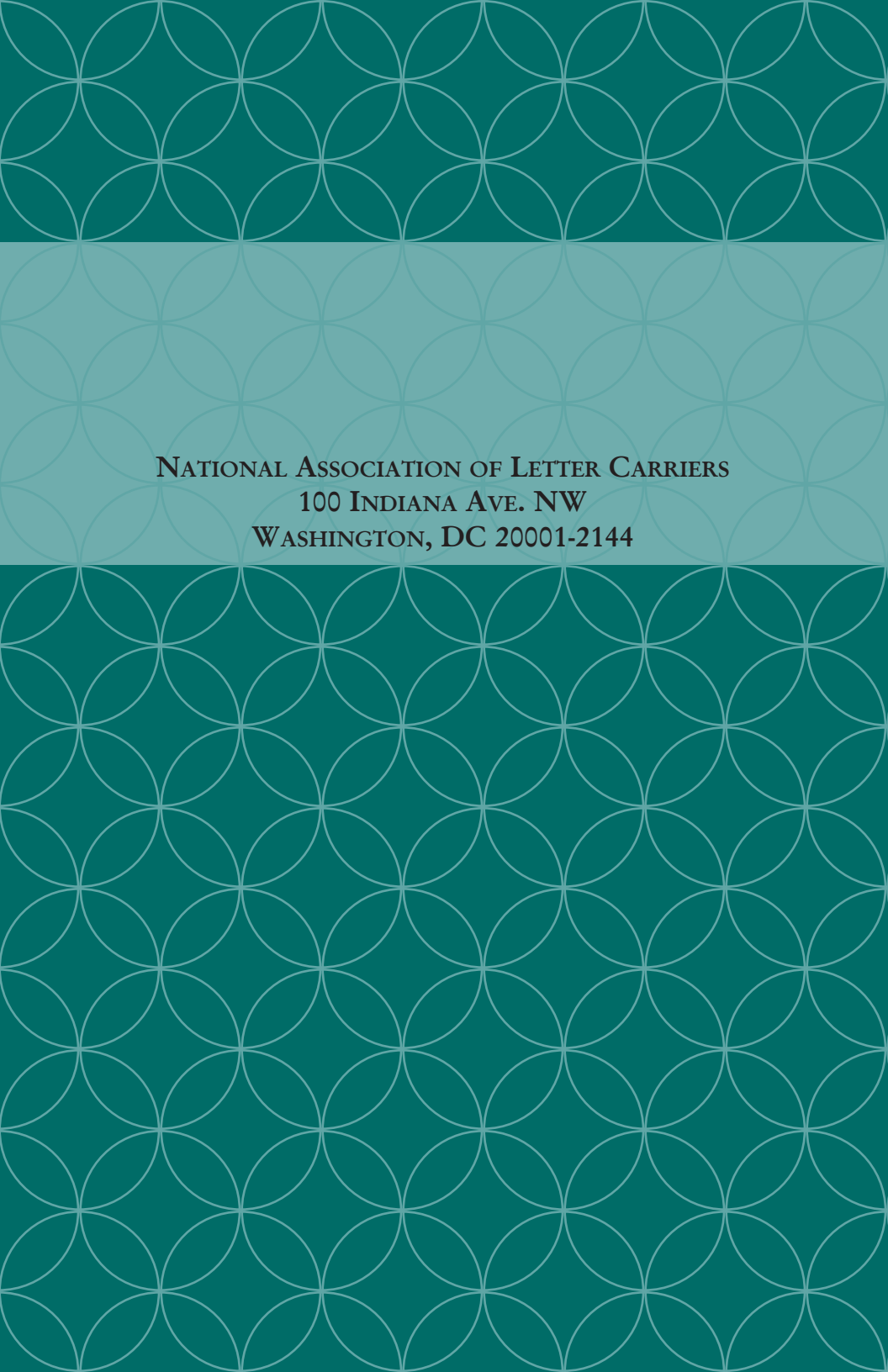
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