

## Bylaws & Elections - Chapter 17

This chapter addresses the Union bylaws and the election of officers. All of this material involves “internal Union business” and must be read on personal/non-work time (e.g., at home, while on break or lunch, or before/after work). Official time (work time) cannot be used to read this chapter or to carry out the functions listed in this chapter.

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### Bylaws

All Union Representatives should keep a printed copy of the Local 1998 Bylaws. The rules and procedures governing the operations and organization of NFFE Local 1998 are found in our Bylaws. They must conform to the NFFE National Bylaws and the IAMAW Constitution. They can be accessed on the website at <http://nffe1998.org/> by clicking on the link for “Union Members” at the top. Our current Bylaws were approved by the members in December 2004 and, after being reviewed (with only minor alterations) and approved by the IAMAW, they went into effect on April 1, 2005.

A copy of the Bylaws is included at the end of this chapter.

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### Elections

#### General Rules

Elections must be handled in accordance with the Local 1998 Bylaws, the NFFE Constitution, the IAMAW Constitution, and the United States Department of Labor regulations.

The term of office for NFFE Local 1998 Union representatives is 3 years. The current runs from January 1, 2011 until December 31, 2013. The next term runs from January 1, 2014 until December 16, 2013.

Only dues-paying Union members may:

- 1) Nominate others for a position,
- 2) Run for office,
- 3) Vote for officers, and

- 4) Serve on the Election Committee.

Bargaining unit employees (BUE's) who are not dues-paying members of the Union may not do any of the above. However, if a BUE is nominated by a member to run for office, that BUE may join the Union by completing the SF-1187 and then run for office.

### **Elected and Appointed Positions**

These positions are elected positions:

- Union President
- Vice President
- Secretary-Treasurer
- Recording Secretary
- Conductor/Sentinel
- Trustees (3 positions)
- Senior Steward - one for each office

These positions are appointed positions, and therefore are not included in the election:

- Chief Steward
- Webmaster
- Educator
- Communicator
- Editor
- Union Steward(s) - one or more in each office

### **Election Committee**

An Election Committee made up of 3 volunteers must be in place prior to the election process beginning. The committee members must all be dues-paying Union members of NFFE Local 1998 and must not be seeking elected office. They may be current representatives, but may not be running for re-election. They may also be serving as appointed Union representatives. The Election Committee must rent a secure Post Office box that will solely be used for the purpose of running the election. They must also obtain envelopes, stamps, paper, and access to a computer and printer to produce the nomination notice and the ballots. Receipts should be submitted to the Secretary-Treasurer for reimbursement.

In the final year of the 3 year term (2013, 2016, etc.), the Election Committee shall take the following actions:

- September - obtain current mailing list of all dues-paying Union members of NFFE Local 1998 from the Recording Secretary (and Secretary-Treasurer).
- September (or very early October) - mail notice of the election and call for nominations to all dues-paying Union members. Must be mailed at least 60 days prior to the election. No stamped return envelope is necessary. Informal notice (word of mouth and/or an email sent on personal time and clearly/conspicuously marked to be read on personal time) can be sent to non-dues paying members notifying them of the election, in the event that they would like to join the Union and either vote or run for office.
- November - final call for nominations. Contact all nominees to verify that they accept the nomination.
- December (early) - mail out ballots for all relevant positions to all dues-paying Union members. For example, for PPT/PA members, mail out ballot showing nominees for nationwide positions and also the nominees for the PPT/PA Senior Steward position, for PPT/HN mail out ballot showing nominees for nationwide positions and also the nominees for the PPT/HN position, and so on. A self-addressed and stamped return envelope is required.
- December (by Christmas) - announce results of the election.
- Post-election - maintain the original ballots and envelopes for all elected positions, in the event that there is a challenge.

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*Revised April 16, 2012*