General Rules for Electing Officers In  
American Federation of Government Employees Local Union 2544  
Tucson, AZ  

Pursuant to a voluntary compliance agreement accepted by the Office of Labor-Management Standards (OLMS) of the U.S. Department of Labor on August 12, 2014, American Federation of Government Employees (AFGE) Local Union 2544 will conduct a nominations and an election for the offices of president, secretary, treasurer, executive vice-president, 1st vice-president, 2nd vice president, and 3rd vice president under the supervision of the Secretary of Labor. OLMS is responsible for assuring that the election is conducted in accordance with the Civil Service Reform Act of 1958 (CSRA) and Part 458 of the Code of Federal Regulations and, in accordance with that responsibility, has established the following rules for the supervised election.

1. **Election Supervisor**

   Investigator Seyi Olowolafe has been appointed Election Supervisor and has the authority and responsibility for implementing all aspects of the supervised election. All questions, correspondence, or protests should be directed to him at the following address:

   Seyi Olowolafe, Election Supervisor  
   Los Angeles District Office  
   915 Wilshire Boulevard, Suite 910  
   Los Angeles, CA  90017  
   Phone:  (213) 534-6405 ext. 229  
   Fax:  (213) 534-6413  
   Email:  olowolafe.seyi@dol.gov

2. **Application of AFGE Local Union 2544 Constitution/Bylaws**

   The election will be conducted, insofar as lawful and practicable, in accordance with the provisions of the AFGE Constitution dated August 2012 and Local Union 2544 Bylaws last amended September 3, 2014.

3. **Officers to be Elected**

   As provided in the voluntary compliance agreement, nominations and an election will be conducted for the offices of president, secretary, treasurer, executive vice-president, 1st vice-president, 2nd vice-president, and 3rd vice-president.

4. **Term of Office**

   The term of office will be for three (3) years which will end on December 9, 2017. Installation for those elected will occur at the December 10, 2014 general membership meeting.
5. **Election Committee**

The election committee shall be appointed by a majority vote of the membership at the October 8, 2014, general membership meeting, prior to the opening of nominations. The election committee members shall only be chosen from those members in attendance at the general membership meeting. The members selected to serve on the election committee will be required to be impartial. In addition, such members will be precluded from seeking or accepting a nomination to any office in the supervised election. Appendix A, Section 2(b) of the AFGE Constitution stipulates that a member of the election committee may not be an incumbent or a candidate for any office for which the election is being conducted.

Local Union 2544 may opt to contract with a third party vendor to provide election services in coordination with the election committee for the supervised election. All activities conducted by either the election committee or any third party vendor will not be undertaken before obtaining the expressed approval of the Election Supervisor.

6. **Eligibility to Hold Office**

In accordance with Appendix A, Section 1(e) of the AFGE Constitution, any person who has been a member of an AFGE local for one year (since November 2013) immediately preceding the closing of the nomination process, and who is in good standing (dues paid through September 2014) at the time of the nomination meeting on October 8, 2014, is eligible to run for office. A member cannot be a member of any labor organization not affiliated with the AFL-CIO. Furthermore, Appendix A, Section 1(f) of the AFGE Constitution stipulates that candidates are prohibited from running for more than one office.

Section 10 of the Local Union 2544 Bylaws provides that retired members may be candidates for any office.

Section 504 of the LMRDA prohibits persons convicted of certain crimes, including 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, and violations of Title II of the LMRDA, from holding office for 13 years after conviction or after their release from imprisonment, whichever is later.

7. **Nominator Eligibility**

To be eligible to nominate candidates, a member must be in good standing at the time of the nomination meeting. In accordance with Article 26 of the Local Union 2544 Bylaws, good standing means that dues must be current (paid through September 2014) by the time of nomination meeting on October 8, 2014, at 6:00 p.m. A member whose dues are stopped because of involuntary reasons will remain in good standing. A member whose dues have stopped because of involuntary dismissal will remain in good standing pending the completion of all appeals. A member whose dues have stopped because of voluntary reasons will not be considered a member in good standing until such payments and back payments are made and are current.
8. **Nomination Notice**

Section 401(e) of the LMRDA provides that all members in good standing be given a reasonable opportunity to nominate candidates of their choice. It also requires that the procedures followed in making nominations be in accordance with the union’s constitution and bylaws insofar as they are not inconsistent with the requirement for reasonable opportunity to nominate.

A nomination notice will be posted at each duty station on the union’s designated bulletin board by each chief steward, as well as on the Local 2544’s website by no later than September 17, 2014.

The notice will advise members of candidate eligibility requirements, offices to be filled, and the date, time, and place of the nomination meeting as well as the proper form for submitting nominations in absentia.

9. **Nomination Meeting**

The Local Union 2544 nomination meeting will be conducted:

- **Date:** October 8, 2014
- **Time:** 6:00 p.m.
- **Place:** Local Union 2544 Tucson Union Office  
  2185 West Magee Road, Suite 125  
  Tucson, AZ 82742

The OLMS Election Supervisor will attend and supervise the conduct of the nominations but the meeting will be chaired by a member of the election committee. No quorum will be necessary.

Before the nomination meeting, the Local Union 2544 will compile a list of members in good standing who will be eligible to nominate candidates for election of officers. At the meeting, oral nominations will be accepted from the floor. No seconds will be required. Self-nominations will be permitted. To make a nomination, a member must stand and be recognized by the Chair of the nomination meeting, identify himself/herself, be verified as an eligible nominator by the Election Committee, and state the office and name of his/her nominee. After all nominations are closed for each position, the nominees will be asked whether they accept or decline their nomination. Upon accepting a nomination, the nominee will complete a nomination acceptance form indicating how they wish their name to appear on the ballot.

If unable to attend the nomination meeting, a member may make a nomination in writing. The nomination should include the name of the nominee, the office to which nominated, and the name of the member making the nomination. To be valid, written nominations must be received by the **Election Supervisor Seyi Olowolafe by fax (602) 514-7102 or**
mail at US Department of Labor – OLMS Phoenix RIO, 230 North First Avenue, Room 501, Phoenix, Arizona 85003 by no later than 12:00 p.m., Wednesday, October 8, 2014. Written nominations will be read by office at the nomination meeting.

Any member nominated and not present at the nomination meeting will be advised of the nomination by the Election Supervisor. A member must accept or decline the nomination in person at the nomination meeting or submit a written acceptance which must be received by the Election Supervisor at the above address no later than 5:00 p.m. on Friday, October 17, 2014. The acceptance should indicate how the candidate wishes his/her name to appear on the ballot. In the event that the nomination acceptance is not received by October 17, 2014, the nominee shall be deemed for all purposes to have declined the nomination(s) for the office(s) for which the nominee has been nominated and will not appear on the ballot.

10. Determining Candidate Eligibility

During the nomination meeting, members of the election committee in conjunction with Department of Labor representatives will review union records to verify the eligibility of all nominees at the time of their nomination. Each nominee will be advised of their eligibility at the time of their nomination. Nominees that are unable to attend the nomination meeting will be notified in writing of their eligibility.

11. Candidate Meeting

The Election Supervisor will meet with the election committee as well as all interested candidates on Friday, October 17, 2014 at 10:00 a.m. and 7:00 p.m. by teleconference to discuss campaign restrictions, inspection of the Local 2544’s membership list, distribution of campaign literature, and observers.

12. Election Notice

Section 401(e) of the LMRDA provides that in any election required to be held by secret ballot, a union must mail a notice of election to each member at his/her last known address not less than 15 days before the election. The notice must specify the date, time, and place of the election, and the offices to be filled.

An election notice will be mailed to all Local 2544 members on October 24, 2014. The notice shall also be posted at the duty station on the union’s designated bulletin boards, as well as the Local 2544’s website. The notice will advised members of the date, time, and place of the election, the voter eligibility requirement, details of requesting an absentee ballot, as well as the OLMS protest procedures with reference that the election is being conducted under OLMS supervision pursuant to a settlement agreement. The election committee will work with the chief stewards to obtain updated addresses for those members whose election notices are returned undelivered. The election committee and/or the Election Supervisor will maintain a log of notices returned as undelivered, and the date with documentation of any attempts of re-mailing the notice.
13. **Campaign Procedures**

The LMRDA requires that all candidates be treated equally regarding the opportunity to campaign. In addition, Section 401(g) of the LMRDA provides that any money received by Local 2544 or any other labor organization by way of dues, assessments, or similar levy, or monies of any employer may not be used directly or indirectly to support the candidacy of any person in a union officer election. This prohibition extends to equipment, vehicles, office supplies, records, and personnel of the Local 2544 or any other labor organization and to employers, whether or not they employ Local 2544 members. Accordingly, union officers and employees may not campaign on time paid for by the union.

Neither bulletin boards nor employee mailboxes will be used for campaigning during this election. Any and all campaigning conducted at meetings held by the agency will be strictly prohibited. Although Title I of the LMRDA specifically grants union members freedom of speech to express at meeting their views upon candidates in an election, it is unfeasible to establish such a rule to permit campaigning that would also violate Section 401(g) of the LMRDA.

In order to avoid inadvertent violations, Local 2544 will arrange for all written communication to the membership to be reviewed by the Election Supervisor in advance of posting and distributing.

In accordance with Section 11 of Local 2544’s Bylaws, all candidates will be afforded the opportunity to submit a one-page bio statement to be published at the expense of Local 2544. There will be no censorship of any candidate bio statements. Candidates will have until October 17, 2014 to provide their candidate bio statements to the Election Supervisor by email at olowolafe.seyi@dol.gov. The candidate bio statement should be in a pdf format. The candidate bio statements will be published on the Local 2544’s website in alphabetical order by officer position by no later than October 24, 2014. A link to the website will also be included on the election notice.

The LMRDA also prescribes that members, in the exercise of the right to support candidates of their choice, may not be subjected to penalty, discipline, or reprisal of any kind by a labor organization or its members.

14. **Inspection of Membership List**

Once within 30 days of the election, each candidate has the right to inspect a list containing the names and last known addresses of all Local 2544 members subject to a collective bargaining agreement. No candidate is entitled to a copy of the list.

The membership list will be maintained by the Local 2544 election committee and will be available for inspection beginning on October 17, 2014, Monday through Friday by appointment only until November 17, 2014. Any candidate who wishes to inspect the list should notify the election chairperson and/or Election Supervisor at least 48 hours in advance to arrange an appointment.
15. **Distribution of Campaign Literature**

Local 2544 will comply with any reasonable request by a candidate to distribute campaign literature at the candidate's expense. Any candidate who wishes to mail campaign literature must furnish the election committee with stamped envelopes already sealed and stuffed with the candidate's literature. Requests will be honored in the order received. Candidates will be required to make advance payment to Local 2544 in the amount of $150 to cover the cost of the temporary labor and the mailing labels. The candidate should contact the election committee chairperson and/or the Election Supervisor at least 48 hour in advance to arrange a mailing.

A candidate may request to make a total of one campaign email per week during the election period ending November 14, 2014 at the candidate’s expense. Local 2544 is not required to create email records or systems that they do not presently have in order to accommodate a candidate’s request. Furthermore, if Local 2544 already has a system established to disseminate information by email, then Local 2544 will need to comply with a candidate’s request to distribute campaign literature by email. Local 2544 is entitled to protect the confidentiality of members’ email addresses. Any distribution of campaign literature by email will be limited to only those email addresses that are personal accounts. The use of work email addresses during this election will be strictly prohibited. The Election Supervisor will reserve the right in determining if the requested alternative method of distributing campaign literature is reasonable.

16. **Voter Eligibility**

Every person who is a member in good standing of Local 2544 as of November 2014 (dues must be paid through October 2014) will have the right to vote in the election. In order to have his/her ballot counted, a member must be in good standing at the time of the tally of ballots on November 19, 2014 (dues must be paid through October 2014). Retired dues paying members are eligible to vote. New members completing and submitting their application of membership to the local by October 31, 2014, will be eligible to vote. New members that do not appear on the eligibility list as a result of their dues not being deducted will be allowed to vote a challenged ballot. The local will maintain adequate records of all new member applications.

17. **Ballot Preparation**

The election committee under the supervision of the Election Supervisor will oversee the preparation of the ballots. The election committee and the Election Supervisor will design the official ballot and comprehensive voting instructions. Candidates will be listed on the ballot in alphabetical order by last name for the general election and the runoff election, if needed. The candidates’ duty station will not be listed on the ballot or any other information other than the candidate’s name as provided on the acceptance of nomination.

The printing, acquisition, custody, control, and distribution of ballots will be under direct OLMS supervision. Before the final draft of the ballot is printed, the election committee will review the ballot to ensure that the instructions, spelling, order, and office position of
all the candidates is correct on the ballots. The election committee will sign the drafts and send them to the election supervisor as confirmation of approval.

18. **Absentee Ballots**

Absentee ballots will be made available for any member in good standing that is unable to vote at their designated polling site. Members will be provided with sufficient time to request an absentee ballot, receive the ballot package, vote, and then return the ballot before the ballot tally. The election committee will use a list of all members in good standing to verify the eligibility of the members requesting absentee ballots. The election committee and/or the Election Supervisor will maintain a log of all received absentee ballot requests, and the date the absentee ballots were mailed.

The election committee will arrange for ballot return envelopes to be pre-addressed to the official U.S. Post Office box in Tucson, Arizona, obtained specifically for the election. No one will have access to the contents of the box except the election committee chairperson accompanied by the Election Supervisor. The postmaster will maintain custody of the post office box keys, and in the event that the postmaster is unable to retain custody of the post office box keys, the Election Supervisor will retain custody of the keys. The cost of all election materials will be borne by Local 2544.

If a member that has requested an absentee ballot but believes that his/her ballot has been lost, the member should contact the election committee and/or the Election Supervisor immediately to request a duplicate ballot. If a member that requested an absentee ballot but also goes to vote in person at their designated polling site or any other polling site for that matter, the member will be allowed to vote using a challenged ballot. During the ballot tally, the election committee will determine if any member voted more than once, and if so, only the absentee ballot will be counted.

Absentee ballot request should be made in writing to the Election Supervisor by no later than November 14, 2014 for the general election, and December 1, 2014 for the runoff election. The absentee ballot request form will be made available online on the Local 2544’s website or by contacting either the election committee or Election Supervisor. The application will not require any specific reason for requesting an absentee ballot.

Absentee ballot packages will consist of:

- voting instructions
- one unmarked ballot
- one small envelope marked "secret ballot envelope"
- one larger return envelope addressed to the Election Committee with member identification number and space for the voter's name. (The identification number will correspond to a member's number on the eligibility list and will be used only for ballot control purposes.)
The voting instructions will advise a member to mark his/her ballot in private, seal it in the secret ballot envelope, and place the secret ballot envelope in the return envelope addressed to the Election Committee. After printing his/her full name and return address on the return envelope, a voter must mail the envelope so as to be received no later than 12:00 p.m. on November 20, 2014, for the general election, and by no later than 12:00 p.m. on December 4, 2014 for the runoff election. The member’s information on the return ballot envelope will be used to determine eligibility during the ballot tally.

19. **Polling Sites – In Person Voting**

The election shall be held by secret ballot at nine different polling sites for three days starting Tuesday, November 18, 2014 through Thursday, November 20, 2014. The times and location of each polling site will be as follows:

- **Polling on November 18, 2014:**
  1) **Ajo Station** - 850 N. Highway 85, Why, AZ 85301  
     Polls will be open from 7:00 a.m. to 6:00 p.m.
  2) **Willcox Station** – 200 S. Rex Allen Jr. Road, Willcox, AZ 85643  
     Polls will be open from 6:00 a.m. to 6:00 p.m.
  3) **Douglas Station** – 1608 S. Kings Highway, Douglas, AZ 85607  
     Polls will be open from 7:00 a.m. to 6:00 p.m.

- **Polling on November 19, 2014:**
  1) **Casa Grande Station** – 396 Camino Mercado, Casa Grande, AZ 85122  
     Polls will be open from 6:00 a.m. to 6:00 p.m.
  2) **Brian A. Terry Station (Naco)** – 2136 S Naco Highway, Bisbee, AZ 85603  
     Polls will be open from 7:00 a.m. to 6:00 p.m.
  3) **Sonoita Station** – 3225 Highway 82, Sonoita, AZ 85637  
     Polls will be open from 6:00 a.m. to 6:00 p.m.

- **Polling on November 20, 2014:**
  1) **Nogales Station** – 1500 W. La Quinta Road, Nogales, AZ 85621  
     Polls will be open from 7:00 a.m. to 6:00 p.m.
  2) **Three Points Station** – 16435 W. Ajo Highway, Tucson, AZ 85735  
     Polls will be open from 6:00 a.m. to 6:00 p.m.
  3) **Tucson Station** – 2430 S. Swan Road, Tucson, AZ 85711  
     Polls will be open from 6:00 a.m. to 6:00 p.m.

The specific room location of where the polls will be at each work station will be included within the election notice.

The election committee will compile a list of all members in good standing prior to the opening of the polls on November 18, 2014. To be able to vote in person, members will be required to provide photo identification, such as a license, passport, employer identification, and etc. Each polling site will have a list of members in alphabetical order. The list for each polling site will be limited to only those members who are officially
assigned to that particular duty station. Members may only vote at their agency assigned duty station. Any member (including those members on detail assignment) that is not found on the membership list for the specific duty station they are seeking to vote at may vote a challenged ballot. During the ballot tally, the election committee will determine the eligibility of all challenge ballots.

The election committee will be responsible for having enough staff to work at each of the polling locations as well as ensuring that each polling station has a minimum of three voting booths and adequate supplies for members to vote in secret. Each polling station will have its own designated ballot box, which shall be provided for by the local. Prior to opening the polls, an observer or the first voter will certify that the ballot boxes are empty. All challenged ballots will be placed in a large envelope and sealed at the end of each day of polling.

The election committee and/or polling site workers under the supervision of the Election Supervisor (or any designated OLMS representatives) will account for the number of blank ballots, used ballots, and voided ballots for each of the polling locations. The reconciliation shall occur before the polls open and after the polls close. The OLMS representative will be responsible for transporting the blank ballots to each of the polling locations. The ballots shall be sealed during transport and only opened prior to the opening of the polls. After the closing of each polling location, the ballot box will be sealed. The sealed ballot boxes, election records, and ballots will be remitted to the custody of the Election Supervisor (or any designated OLMS representatives) to be transported to the Local 2544 Union Office on the day of the ballot tally.

20. Collection and Tally of Ballots

Precisely at 4:00 p.m. on Thursday, November 20, 2014, the Local 2544 Election Committee, OLMS representatives, and interested candidates or their observers will pick up the absentee ballots from the Tucson, Arizona post office box. Postal authorities will be instructed that ballots are not to be released under any circumstances until the scheduled time. After picking up the ballots, the Election Committee and OLMS representatives will transport them to the Tucson station polling site. After the close of the Tucson station polling site, the absentee ballots along with the Tucson Station sealed ballot box will be transported by OLMS representatives to the ballot tally site. OLMS representatives from the other remaining polling sites (Nogales Station and Three Points Station) will also transport the sealed ballot boxes in their custody to the ballot tally site after the closing of the polls on November 20, 2014.

The election committee will tally the ballots under the supervision of OLMS representatives beginning at approximately 7:30 p.m. (or once all the ballot boxes arrive) at the Local 2544 Union Office located at 2185 West Magee Road, Tucson, AZ 82742. The counting process will continue non-stop until completion. Before actually counting the ballots, the Election Committee will verify that all ballots are from eligible members, using an updated eligibility list.

After voter eligibility is checked of the absentee ballots, the outer envelope will be opened
and the secret ballot envelopes removed. After mixing, the secret ballot envelopes will be opened. The ballots will be extracted and mixed with the in-person ballots prior to being stacked for counting purposes. These procedures will insure ballot secrecy. During the counting of ballots, the election committee, their designated staff, and OLMS representatives will be allowed to physically handle the ballots. However, candidates or their observers will be permitted to watch the entire counting process. All ballots, counted and uncounted, will be kept in view of the observers at all times. Write-in votes are not permitted under the AFGE Constitution. The candidate who receives the majority of votes cast (50% plus 1 vote) will be declared elected. In the event that no candidate receives the majority of votes cast, the two candidates receiving the highest number of votes will have a runoff election at the same polling locations for three days starting Tuesday, December 1, 2014 through Thursday, December 4, 2014. In case of a tie vote in the runoff election, the outcome of the election will be determined by a coin toss by Election Supervisor.

21. **Observers**

Each candidate is entitled to have observers present at the various stages of the absentee ballot mailing, polling sites, and ballot tally. An observer does not have to be a member of Local 2544, but must have their own access to the worksite facilities in which polling will be conducted. A candidate may act as his/her own observer. No ballot-related function will take place without OLMS representatives present, and observers will be given notice and opportunity to attend. Observers will be required to present identification and sign an observer register. Candidates should submit the names of their observers in writing to the Election Supervisor by no later than October 31, 2014.

22. **Installation of Officers**

Newly elected officers will be installed December 10, 2014, at the general membership meeting (in accordance with Local 2544 Bylaws).

23. **Publication of Results/Preservation of Records**

Local 2544 will post the results of the election on the Local 2544 website and on union bulletin boards at each worksite location. Local 2544 will preserve all election records for a period of one year.

24. **Election Protests**

In order to be acted upon, all protests concerning the conduct of the general election must be in writing and received by the OLMS Election Supervisor no later than 4:00 p.m. on Monday, December 1, 2014. In the event that there is a run-off election, all protests concerning the conduct of the general or run-off election must be in writing and received by OLMS Election Supervisor by no later than 4:00 p.m. on Monday, December 15, 2014.

In conclusion, it should be clearly understood that all phases of the nominations and elections of Local 2544 officers are subject to U.S. Department of Labor supervision. No aspect should be
conducted without prior consultation with and approval by the OLMS Election Supervisor or his designated representatives.

It should also be noted that the above rules and regulations are not all inclusive. Additional election rules or clarifications may be promulgated by the OLMS Election Supervisor as needed during the nomination and election period.