

SECTION 1 - GENERAL POLICIES

ELECTION OF INTERNATIONAL DELEGATES

Governing Rules

The election of international delegates must follow the guidelines for election of labor union officials as set by the Department of Labor and the Federal Office of Labor Management Standards as well as the PSE Bylaws and SEIU Constitution and Bylaws. In addition, the policy on Elections (1019) governs these elections except where specifically modified in this policy.

Representation

The SEIU International Union meets every four years at a time and place set by the International Executive Board. The basis of representation is one delegate for 500 members or major fraction thereof, up to 5,000 members and one additional delegate for every additional 1,000 members or major fraction thereof. The computation is based on the per capita figure that PSE pays dues on and does not include life members, retired members, or agency fee payers. To be eligible to send delegates to the International Convention, all monies due the International must be paid at least 15 days prior to the opening. PSE Executive Board members shall be considered automatic delegates to any International Convention which takes place during their term of office. The PSE Executive Director by virtue of his/her position on the International Executive Board shall be a delegate with a voice, but no vote. The PSE Board of Directors shall determine the number of delegates which shall represent PSE at the International Convention. Approximately 6 months in advance of the convention, SEIU will send a notice of how many delegates and alternates PSE qualifies to send as well as the dates and location of the event.

Criteria

PSE delegates to the SEIU International Convention must be active members in good standing who have served as a chapter leader for three years, attended two PSE conventions and attended either Leadership Academy or Legislative Conference. In addition, the individual must be able to secure a U.S. passport if required. The individual must also agree that once an airline ticket has been booked, they will pay for the cost of the ticket if they must cancel their trip for any reason. Notification and requirements for international delegates will be published no later than 90 days prior to the event.

Nominations and Ballots

The Nominating Committee will oversee the announcement and nominating process (see Policy 5011). The call for candidates will be sent to all members and will include the requirements, who is eligible to vote, number of delegates the board is sending, estimated cost of airfare, process for replacing delegates, and how ties are broken. It will let members know they can have observers at their cost and that write-in votes are not allowed. There will be a deadline for candidates to submit a statement not to exceed 150 words on their qualifications and why they are seeking the position.

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Nominations and Ballots (cont'd)

It must be accompanied by a notarized statement verifying that no dues have been used in their campaign. They may send a photo, too. This will be published in a president's update and website. The Nominating Committee will assist in design of the mail ballot sent to convention delegates. Candidates may have a list of convention delegates for the purpose of campaigning. An email list will be released once a signed "limited use" statement is received. The Nominating and Elections chairs will oversee the compilation and mailing of the ballots. The Elections Subcommittee shall oversee the election and shall count and certify the results which shall be published forthwith (see Policy 5007).

Process for Mail Ballots

Mail balloting procedures in the DOL, Office of labor-Management Standards will be followed:

- A timeline will be established
- An alphabetical list of all delegates eligible to vote will be printed out
- A packet containing a secrecy envelope, return ballot envelop, large mailing envelop, an election notice with instructions, and a ballot will be designed and printed.
- The return ballot envelope will be unique and clearly marked as to contents so that none of them are inadvertently opened by staff.
- The envelopes will be placed in a designated area in one of the attorney's offices for safekeeping.
- A private area will be reserved for the ballot counting with adequate space for any designated observers. The candidates may not be present.
- Election Subcommittee members will match the name on the envelope to the name on the delegate list. Once they open it, they will place the secrecy envelop in a separate stack.
- These are then opened, the ballots tallied and the count verified.
- The election results are then certified by the subcommittee members and the results given to staff to publish and send out notifications.

Timelines

The timelines are very important and are set here in general (by month). Prior to each international election specific timelines with exact dates need to be established by the Nominating Committee.

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General Timelines for International Delegates

May (prev. year)	Board reviews budget & costs and determines how many delegates to send and alternates to elect
June/July	Submit housing requirements and number of delegates to SEIU (when requested)
Dec-Feb	Information to all members of requirements, who is eligible to vote, number board is sending, and call for candidates statements. Published in president's update, newspaper, and website
Jan-March	30 days allowed to submit materials for ballot Candidate qualifications verified, post statement on website Candidates have approximately 1 month to campaign Labels/lists of delegates provided upon request
Feb-March	Staff prepare and print ballots & materials with oversight by Nominating chair (allow 5 days)
Feb-March	Mail out ballots & materials to convention delegates from previous year; process witnessed by Nominating and Elections chairs
Feb-April	Timeline set for return (allow 3 weeks) –DO NOT OPEN Elections Committee opens & counts ballots, candidate is allowed observer at process at their cost, committee certifies results and makes sure published (ties resolved by drawing name from hat) All elected delegates are notified
April	NO LATER THAN 30 DAYS PRIOR TO CONVENTION must submit delegate credentials to SEIU International Sec/Treasurer
May	Convention convenes