

NOTICE OF UNION ELECTIONS

2006 GENERAL COUNCIL/ELECTIONS CALENDAR

DECEMBER 2005

- 12/09 Election Timelines/Guidelines published in *The 503 Voice*
- 12/10 **Executive Committee Meeting**
- 12/16 2006 Elections & General Council Guide including official delegate report mailed to leaders
District and Statewide Officer candidate nomination forms posted on website
- 12/23 Statewide Officer elections committee appointed

JANUARY 2006

- 1/07 **Board of Directors' Meeting**
General Council Resolutions Review Committee appointed
- 1/09 **Nominations open for District Director and Assistant District Director elections (close January 31, 5 PM)**
Nominations open for Statewide Officer elections: President, Vice President, Secretary-Treasurer, and Executive Director (close August 25, 5 PM)
- 1/31 **Nominations close for District Directors and Assistant District Directors at 5 PM**

FEBRUARY 2006

- 2/01 **Local Officer nominations open (including General Council delegates)**
- 2/11 **Executive Committee Meeting**
- 2/24 Candidate Profiles for District Directors and Assistant District Directors published in *The 503 Voice*

MARCH 2006

- 3/03 District General Council Delegate nomination forms available on-line
- 3/06 Ballots for District Directors and Assistant District Director elections mailed to District members
- 3/11 **Board of Directors' Meeting**
- 3/20 **Nominations open for General Council delegates (close April 17, 5 PM)**
- 3/27 **5 PM deadline for receipt of District Director/Assistant District Director election ballots at Salem HQ**
- 3/29 Ballots for District Director and Assistant District Director elections counted at Salem HQ

APRIL 2006

- 4/08 **Executive Committee Meeting**
- 4/17 **5 PM deadline for receipt of General Council delegate nomination forms at Salem HQ**
- 4/30 **5 PM deadline for receipt of Local Election results at Salem HQ**

MAY 2006

- 5/01 **Newly elected Local Officers must be sworn into office**
- 5/01 **5 PM deadline for Locals and Districts to submit General Council resolutions to Salem HQ**
- 5/05 District General Council Delegate ballots mailed to District members
- 5/19 Local General Council Delegate credentials forms mailed to Local Presidents
- 5/20 **Board of Directors' Meeting**
- 5/24 **5 PM deadline for receipt of District General Council Delegate ballots at Salem HQ**
- 5/26 District General Council Delegate ballots counted at Salem HQ
- 5/30 District General Council Delegate election results and credentials forms mailed to District Directors

JUNE 2006

- 6/07 **5 PM receipt deadline for Local and District General Council Delegate credentials forms at Salem HQ**
- 6/09 General Council Registration/Resolution packets mailed to delegates
- 6/10 **Executive Committee Meeting**
- 6/16 **5 PM deadline for receipt of Statewide Officer Nomination Forms at Salem HQ for publishing in the Voters' Guide**
- 6/28 **5 PM deadline for receipt of General Council Registration Form and General Council Committee Assignment Request Forms at Salem HQ**

JULY 2006

- 7/07 Employer Notification Letters of General Council Delegates mailed
- 7/08 **Board of Directors' Meeting**
- 7/08 Appointment of General Council Committee Members, Chairs, Pages, Sgts-at-arms
- 7/17 Statewide Officer Voters' Guide published in *The 503 Voice* and on-line
- 7/20 **Hotel deadline for room reservations**
Hotel Confirmation and Delegate Credentials mailed to General Council delegates
- 7/24 **5 PM deadline for Board Resolutions at Salem HQ**

AUGUST 2006

- 8/11 **Finance Committee Budget Meeting**
- 8/12 **Executive Committee Meeting**
- 8/23 **Pre-General Council Board of Directors' Meeting**
- 8/23 **GENERAL COUNCIL IN SESSION (August 23 - 26)**
- 8/25 **5 PM close of Statewide Officer Nominations at General Council**
- 8/27 **Board of Directors' Meeting** (Statewide Officers and newly elected Board members)
- 8/28 **5 PM deadline for submission of Statewide Officer Candidate Statements for enclosure with ballots (note: short timeline for late filers) at Salem HQ**

SEPTEMBER 2006

- 9/22 Statewide Officer ballots and candidate statements mailed to members

OCTOBER 2006

- 10/14 **Executive Committee Meeting**
- 10/16 **5 PM deadline for Statewide Officer Ballots at Ryder Election Services in Bend, Oregon (not Salem HQ)**
After 5 PM, Statewide Officer ballots counted by Ryder Election Services (Bend, OR) and results on Hotline 1-800-473-OPEU when count is certified
- 10/17 Statewide Officer election results posted to www.seiu503.org
Election results published in next edition of *The 503 Voice*

NOVEMBER 2006

- 11/07 **National/State General Elections**
- 11/17 Newly elected Statewide Officers installed
- 11/18 **Finance Committee Breakfast Meeting**
- 11/18 **Board of Directors' Meeting**

DECEMBER 2006

- 12/09 **Executive Committee Meeting**

Elections at SEIU Local 503, OPEU

General Council is the decision-making body of our union and establishes SEIU Local 503, OPEU policy. We hold General Council every two years in even-numbered years. Every active and retired member of SEIU Local 503, OPEU is eligible to become a General Council delegate. Each local and each district elects the number of General Council delegates that is proportional to the number of its members. Fair share payers do not have voting privileges.

Our elected Board of Directors manages the union and oversees our strategic plan between General Councils. Our SEIU Local 503, OPEU Board of Directors includes statewide officers, district directors and the president of our retirees' local. Members elect District Directors (DDs) and Assistant District Directors (ADDs) from each of six regions to serve on our Board. In the absence of his/her district's Director, an Assistant District Director serves on the Board. In the absence of the Retiree local's President, the Vice President serves on the Board.

We hold statewide elections every two years for President, Vice President, Secretary-Treasurer and Executive Director. They are voting members of our Board. Every active member is eligible to run for statewide office. The Immediate Past President of our union is a statewide officer, and serves as a non-voting member of the Board.

Statewide Officers: Our President, Vice President, Secretary-Treasurer and Executive Director are elected in statewide elections held every two years. Officers serve two-year terms and, except for our Executive Director, are limited to two terms. Nominations for statewide officers open on January 9, 2006 and close at 5 PM on Friday, August 25, 2006 (the second day of General Council).

District Directors and Assistant Directors: District Directors and Assistant Directors are elected on a representational basis in accordance with Article VI of the SEIU Local 503, OPEU Constitution. District Directors serve two-year terms and are limited to two terms in a six-year period. Nominations open January 9, 2006 and close January 31, 2006 at 5 PM.

General Council Delegates: Every local of SEIU Local 503, OPEU has the right to a minimum of one delegate. The number of delegates per local is based on membership, with one delegate for each one hundred (100) members. District delegate representation is based on one delegate for each five hundred (500) active members.

Delegates attend General Council as elected representatives from either their District or Local. Alternate District and Local delegates are elected to fill any delegate vacancies that may arise. Members of the Board of Directors, Assistant District Directors, and past union presidents are automatic delegates.

In each district, District Director-elects and Assistant Director-elects who are not incumbents (elected to those positions in spring elections) are also entitled to be delegates to General Council and fill the first District delegate positions. Remaining positions are filled with elected General Council delegates from that District. Alternates are also elected.

Local elections timeline changed

Members voted to change SEIU Local 503, OPEU's guidelines on elections at our 2004 General Council. **All local elections must now be completed so that officers are sworn in by May 1.** All terms shall be two years. Local officers elected may include President, Vice President, Secretary-Treasurer, General Council Delegate(s), Chief Steward, Steward(s), and Bargaining Delegate(s). Locals must inform members about the duties of each office being elected or advise members where they can get this information. Duties and officers elected may vary by local, so each local should check their Constitution and Bylaws. **Most union activities are done on activist's own time.**

Nomination forms for statewide officers, district officers, and General Council district delegates will be posted online at www.seiu503.org and are available through stewards, local officers or district officers at worksites and SEIU Local 503, OPEU union offices.

Go to www.seiu503.org for full listings of position requirements and duties of officers. From the home page click on "Bylaws 503" on the right-hand side, under "A to Z at 503".

STATEWIDE OFFICERS

President

Chief spokesperson for our union • Sets the Board meeting agenda and acts as the Board administrator • Presides at all meetings of General Council, the Board and Executive Committee • Coordinates the activities of the District Directors and Assistant District Directors • Appoints Standing and Special Committee members, subject to Board approval • Serves as ex-officio member of all Standing and Special Committees • Renders a report of his/her administration with recommendations, as s/he deems advisable to General Council • Attends and represents our union at all appropriate national and regional meetings • Serves as delegate to the SEIU Convention • Represents SEIU Local 503, OPEU on the SEIU Oregon State Council • Chairs our union's Grievance Appeals Committee • Maintains an internal and external communications program throughout the union in conjunction with the Executive Director • Represents SEIU Local 503, OPEU at the Legislature and in ballot measure campaigns in conjunction with the Executive Director and Political staff.

Vice President

Performs the duties of the President in his/her absence • Replaces the President for the remainder of his/her term in the event of death, incapacity, resignation or removal of the President • Serves as a member of the Executive Committee, the union Finance Committee and other committees as designated in the Bylaws or as appointed by the President • Serves as delegate to the SEIU Convention.

Secretary-Treasurer

Keeps a record of the meetings of the General Council, Board of Directors and Executive Committee • Custodian of the

records of the union • Chairperson of our union Finance Committee and a member of the Executive Committee • Establishes a bank account or accounts in the name of the union as designated by the Board of Directors • Collects the monies and keeps the accounts and books of the union and renders a statement after certified audits of the accounts and books of the financial condition of the union to General Council and as requested by the Board of Directors • Coordinates and keeps current a list of policies and procedures of our union • Responsible to the Board for annual review of the fiscal operation of our union and locals • Serves as a delegate to the SEIU Convention.

Executive Director

Serves as chief executive officer and supervises the daily activities of the union, including employment and supervision of staff, expenditure of union funds, consistent with the Constitution and Bylaws and the policies and procedures of the union as determined by the Board of Directors, subject to the financial ability of the union to pay • In conjunction with the Secretary-Treasurer, maintains records of the meetings, bank accounts and financial transactions, purchase of insurance and bonds, collects monies and maintains the books of the union • Prepares annual budget • Serves as member of our union's negotiating team • Oversees other daily activity such as organizing, contract administration, political activity and training • Oversees program and policy development • Maintains an internal and external communications program throughout the union in conjunction with the President • Represents the union throughout the community and with the media, in conjunction with the President who serves as chief spokesperson.

DIRECTORS / ASSISTANT DIRECTORS

These Board members make union policy decisions between General Councils • Arbitrate internal union matters • Enforce and interpret our union's Constitution and Bylaws • Determine union's position on political issues • Participate in strategic planning • Oversee operation and affairs.

District Director

Serves on the Board of Directors and on committees of the Board • Each Director is administrator for one of our union's six (6) geographical districts • Communicates with members • Coordinates union campaigns in his/her district, and actively participates in campaigns approved and endorsed by the Board of Directors • Whenever possible, participates in phone banking, canvassing, gathering petitions and signatures, and takes part in worksite campaigns • Coordinates multi-local union worksite actions • Organizes and recruits members in the district • Trains or secures training for District officers and activists • Represents the union in public relations matters • Serves as a Board delegate to General Council • Develops and implements the district's financial budget •

Serves as a communication link between the Board of Directors and the membership to the General Council • Attends all meetings of the Board of Directors.

Assistant District Director

Assists District Directors in the administration of union's districts • Serves as alternate member on Board of Directors • Attends all meetings of the Board • Assists District Directors with their responsibilities, as assigned by District Directors • Serves in the absence of the District Director(s), as requested • Performs all duties assigned by the district Constitution and Bylaws • Coordinates district communications (i.e. district calendars, newsletters and other general correspondence) • Serves as delegate to General Council • Succeeds to District Director by Board appointment.

GENERAL COUNCIL DELEGATES

SEIU Local 503, OPEU General Council delegates agree to attend all sessions of General Council, where important decisions are made at each session. Delegates appointed to serve on working committees attend all scheduled meetings of their committee and agree to work diligently to accomplish committee objectives. When locals or districts sponsor resolutions, their delegates are responsible for actively working to adopt those resolutions. Delegates agree to appear before working committees in support of their local or district resolution. In addition, delegates agree to actively work for adoption of resolution on the floor of the Council, as long as they believe it is in the best interests of public service.

All General Council delegates are responsible to be active in Statewide Officer elections.

They have the duty to actively support those candidates they believe will do the best job for SEIU Local 503, OPEU. Finally, every General Council delegate agrees to provide a report of Council events and decisions to the local or district he/she represents. Every member of the union deserves and needs to understand all of the actions taken by the General Council and the deliberations which prompted those actions.

If an elected delegate becomes unable to serve at General Council, the alternate with the highest number of votes becomes the replacement delegate. If all alternate delegates are unable to serve, the candidate with the next highest number of votes shall be the replacement delegate to General Council for the two-year term.