

# TIME LINE FOR ELECTION 2019-2021 for Election Rules & Procedures

**March- May**                      **Names to consider for the Election Committee; apply in writing to the President after March GMM and/or before 2<sup>nd</sup> GMM in May to be on election Committee to President; advise members at first quarter GMM**

**June 11, 2018**                      **Names for Election Committee submitted for approval to Executive board – Notify by Mail**

**July 2, 2018**                      **Nomination form and notice of election form sent to all Active members in good standing. Nomination forms must be mailed or hand placed in the box for nominations at the Local 706 Office by the nominator.**

**August 10, 2018**                      **Deadline for receipt of completed Nomination forms by Sec Treas. at Local 706 offices- May be accompanied by documentary evidence establishing that the nominee is eligible to run for elective office.**

**August 19, 2018**                      **Secretary Treasurer announces the names of all candidates, nominated by mail or drop off, at General Membership Meeting August 19, 2018.**  
Chair then declares nominations from the floor “in order”. Nominations may be closed at the end of the GMM or the deadline may be extended see Constitution Article 5, Section 1(j), (k)

## **CONSTITUTION** **ARTICLE FIVE**

### **Section 1.                      NOMINATIONS**

- (J)                      If there is no quorum at the Third Quarterly General Membership Meeting and there are at the time of that meeting no or insufficient nominees for any office (s), the Executive Board may extend the nomination period and candidate qualification period by a reasonable period of time, not to exceed twenty one (21) days, to allow for additional nominations for such office (s)
- (k)                      If there is no quorum at the Third Quarter Quarterly General Membership Meeting, but there are sufficient nominees for elective office, the Chair shall declare nominations closed. Except when extended when there is no quorum at such meeting, and insufficient nominees for any office, the Chair will declare nominations closed as of the close of the actual or scheduled Third Quarter Quarterly General Membership Meeting as applicable.

**August 24- September 23, 2018**                      30 Day window within which nominees are allowed to inspect a list containing the known names and addresses of all members of Local 706. Right to inspect does not include the right to copy the list, but may compare to a personal list.

**August 26, 2018**                      Unless the deadline for nominations for that office has been extended, this is the DEADLINE for submission of “eligibility to run” documentation.

**IF NOMINATIONS for specific office (s) is/are EXTENDED below is an additional date relating to that/those office (s)**

- **September 7, 2018**                      Deadline for submission of extended nominations and deadline date for submission of eligibility documentation for those offices

**September 17-21, 2018** Window of creation of ballot, printing& stuffing. Candidates/observers may be in attendance; to be done at American Direct Mailing, 908 N. Hollywood Way, Burbank, CA 91505. Actual dates will be announced.

- September 24, 2018** Ballots mailed to all active members in good standing. All candidates/observers may be in attendance.  
Actual dates for periodic Ballot Pick UP by Miller Kaplan & Arase will be announced.
- November 5, 2018** Ballots must be received at the Post Office Box no later than 5PM. No hand delivered ballots will be accepted, they MUST be mailed to Post Office Box.
- November 6, 2018** 10:00 AM or as soon thereafter as possible  
Ballots counted at Miller Kaplan & Arase & Co., LLP  
4123 Lankershim Boulevard, North Hollywood, CA 91602-2828  
**Final Ballot pick up at Post Office Box at 9AM, prior to counting**  
ALL CANDIDATES/OBSERVERS MAY OBSERVE Phone 818.487.1143  
Please notify \_\_Delmy Lopez\_x 1130\_of anticipated attendance at Miller Kaplan  
Results will be emailed and posted on website by 5PM or as soon thereafter as possible
- November 18, 2018** Formal Announcement of Election Results at General Membership Meeting.
- December 3, 2018** Any new Local 706 Bus Rep report for 1 month training period at offices.
- January 6, 2019** First Board of Trustees meeting-President arrives to swear in New Officers of Board 10AM.
- January 7, 2019** First Executive Board Meeting-President swears in New Officers of Board 8PM.

## **CONSTITUTION ARTICLES & SECTIONS PERTAINING TO ELECTIONS**

### **Constitution:**

#### **ARTICLE FIVE**

##### **Section 1. NOMINATIONS**

- (a) Any member in good standing for the previous two years shall be eligible for nomination for any elected or appointed office.
- (1) Officers of affiliated local unions, such as Local 706, must be members of such local unions, but to be eligible for elective or appointive office in this Local Union a person shall be actively engaged in the industry within Local 706's jurisdiction and have worked for at least one hundred and twenty (120) days in the past thirty-six (36) months, and have been a member of Local 706 in continuous good standing for two (2) years, except that this provision shall not apply where such requirement has been waived in writing by the International President in special cases where the circumstances in his judgment warrant it. Time served as an officer of a local union shall be applicable toward the "one hundred and twenty (120) days in the past thirty-six (36) months" requirement. The continuous good standing for two (2) years is not broken unless the member has been suspended or expelled under the Local's Constitution and Bylaws.
- (b) Nominations for elective officers shall be declared "in order" by the President on the first (1<sup>st</sup>) Monday in July of every third (3<sup>rd</sup>) year.
- (c) A printed nomination form and notice of election shall be mailed to each member in good standing. Additional forms shall be available at the Local Office. To be eligible to make a nomination, a member must be in good standing at the time of the nomination. All eligible members shall have equal rights to nominate candidates.

- (d) No member may nominate himself or herself. Any member desiring to nominate candidates for various offices shall obtain the signature(s) of the nominee(s) on the nomination form(s). The nominator shall also sign the form in the space provided therein.
- (e) All completed nomination forms must be received by the Secretary-Treasurer no later than August 10<sup>th</sup>. Completed nomination forms may be accompanied by documentary evidence establishing that the nominee is eligible to run for elective office.
- (f) The Secretary-Treasurer shall announce the names of all candidates nominated by mail at the Third Quarter Quarterly General Membership Meeting in August. The Chair shall then declare nominations from the floor "in order".
- (g) Any member nominated from the floor must be present. He/she shall then file a properly signed nomination form with the Secretary-Treasurer prior to the adjournment of the meeting.
- (h) A member nominated for elective office shall have seven (7) calendar days from the date of the Third Quarter Quarterly General Membership Meeting, or the close of nominations whichever is later, to submit to the Secretary-Treasurer documentary evidence establishing that the member is eligible to run for elective office. The Secretary-Treasurer will submit to the Election Committee all documentary evidence and forms. (See Article Five Section 3 (b).
- (i) No member shall be permitted to seek election to more than one (1) office.
- (j) If there is no quorum at the Third Quarter Quarterly General Membership Meeting and there are at the time of that meeting no or insufficient nominees for any office(s), the Executive Board may extend the nomination period and candidate qualification period by a reasonable period of time, not to exceed twenty-one (21) days, to allow for additional nominations for such office(s).
- (k) If there is no quorum at the Third Quarter Quarterly General Membership Meeting, but there are sufficient nominees for elective office, the Chair shall declare nominations closed. Except when extended when there is no quorum at such meeting, and insufficient nominees for any office, the Chair will declare nominations closed as of the close of the actual or scheduled Third Quarter Quarterly General Membership Meeting as applicable.
- (l) A candidate may have his/her name removed from the ballot by requesting so in writing to the Secretary-Treasurer.

## Section 2: **ELECTIONS**

- (a) All Local 706 elections shall be conducted by secret ballot with ballots being sent by mail-
- (b) All members in good standing as of the date the ballots are mailed shall have a ballot mailed to his/her last known address no later than the fourth (4<sup>th</sup>) Monday in September.
- (c) A member shall be eligible to vote only if he/she is in good standing as of the date the ballots are mailed.
- (d) Each candidate has the right, once within thirty (30) days prior to the mailing of ballots, to inspect a list containing the last known names and addresses of all members of Local 706 who are eligible to participate in such election. The right of inspection does not include the right to copy the list, but does include the right to compare it with a personal list of members. If Local 706 permits any candidate to copy or in any way use its membership list, all candidates must be provided the same opportunity. Local 706 shall not in any way discriminate in favor of or against any candidate with respect to the use of any membership list.
- (e) Local 706 must comply with all "reasonable requests" of any candidate or member to distribute campaign literature at his/her own expense. There must be no discrimination among candidates or members as to use of the membership list or as to the distribution of literature.
- (f) A candidate or member must bring campaign literature ready for mailing to the Business Office. The production of campaign literature for distribution by Local 706, and associated expenses, is the sole responsibility of the

candidate or member. The candidate or member will be supplied with membership labels, which he/she will apply at the Business Office. The office personnel will then mail the campaign literature.

- (g) In the case of campaign literature to be distributed by electronic mail, the candidate or member must submit materials in a format determined to be reasonable by Local 706.
- (h) Local 706 funds may not be used for the production or distribution of any campaign materials or mailings.
- (i) Adequate safeguards shall be provided to insure a fair election.
- (j) All ballots must be returned to the certified accounting firm no later than 5 pm on November 4<sup>th</sup> or the following business day, if said date should fall on a Saturday or Sunday.
- (k) Any ballots received by the certified accounting firm after 5 pm on November 4<sup>th</sup> or the following business day, if said date falls on a Saturday or Sunday, shall be considered ineligible.
- (l) The certified accounting firm shall deliver the results of the election prior to the Fourth Quarter Quarterly General Membership Meeting in November. All official ballots must be preserved for a minimum of one (1) year.
- (m) The results of the election shall be announced at the Fourth Quarter Quarterly General Membership Meeting in November.
- (n) The newly elected officers shall be installed at the Executive Board Meeting in January.

### Section 3: **ELECTION COMMITTEE**

- (a) The Election Committee shall consist of five (5) members in good standing and eligible for appointive office under the International and this Local Union Constitutions, appointed by the President and approved by the Executive Board in accordance with Article III, Sections 4 (f) and (g) of this Local Union Constitution. Any member in good standing wishing to be considered for appointment to the Election Committee shall apply in writing after the First Quarter Quarterly General Membership Meeting of the election year and before or at the Second Quarter Quarterly General Membership Meeting of the election year.
- (b) The Election Committee shall determine whether each nominee for Local Union office meets the eligibility criteria to run for that office. Any member seeking to accept a nomination shall have the burden of demonstrating to the Election Committee her/his eligibility. To run for office, a nominee must be eligible to run for elective office as of the date of the Third Quarter Quarterly General Membership Meeting in August, or any duly extended date, which is the close of the nomination period.
- (c) The Election Committee shall hear and decide the complaint of any member challenging the conduct of the nomination process. For purposes of challenges to the nomination process, the Election Committee shall be considered a trial committee under Articles 16 and 17 of the International Constitution or any successor provisions thereto.
- (d) The Election Committee shall supervise the balloting process.
- (e) The Election Committee shall hear and decide in the first instance the complaint of any member challenging the conduct of the balloting process. For purposes of challenges to the balloting process, the Election Committee shall be considered a trial committee under Articles 16 and 17 of the International Constitution or any successor provisions thereto.
- (f) Except as otherwise expressly provided herein, all election-related complaints shall be heard in the first instance by the Executive Board or such of its members as are not affected thereby and it shall have authority to remedy any such violation to the fullest extent allowable, including modification of any dates or deadlines herein.
- (g) All election-related complaints or challenges shall be submitted to the Secretary-Treasurer in duplicate and in writing and shall conform, to the extent practicable, to the formal requirements for charges against members in Article 16 of the International Constitution or any successor provision thereto. All appeals from a decision on an

election-related complaint or challenge shall be appealed in accordance with Article 17 of the International Constitution or any successor provisions thereto.

- (h) All election-related complaints or challenges are subject to the fifteen (15) day time limit for filing and for appeals from any decision by a lower tribunal to a higher tribunal set forth in Article 17 of the International Constitution or any successor provision thereto.

#### Section 8. **EXECUTIVE BOARD**

- (a) The Executive Board shall consist of one (1) elected member for each group of seventy five (75) regular members in each craft, in good standing. Each craft shall be represented by not less than one (1) board member.

#### Section 9. **BOARD OF TRUSTEES**

- (a) The Board of Trustees shall consist of ten (10) elected members in good standing: five (5) Make-up Artists and five (5) Hair Stylists plus the Secretary-Treasurer, who shall serve as chairperson of the Board of Trustees. The Board of Trustee member who receives the highest number of votes will be appointed as Assistant Chairperson of the Board of Trustees.

### **Guidelines for proving 120 work days in the 36 month time period.**

The 120 days is measured from the thirty six (36) months preceding officer nominations. A member may satisfy the 120 day requirement by submitting objectively verifiable evidence that she/he was actively seeking employment at the trade. An example of evidence meeting this requirement is evidence of time on the Industry Experience Roster, Television Commercial Roster and/or an availability list coupled with the completion of an "Affidavit of Employment of Employment/Availability of Employment" showing the member was actively and aggressively looking for work. A copy of the sample affidavit is included in our Election Rules & Procedures Booklet, this form must be notarized.(see last page) Please note however, that time spent on the Local Union's availability list, roster or referral list, without more, is not alone sufficient to meet this requirement. Executive Board, Board of Trustee and Officer Status qualifies as employment at the trade and days occupying such status may be used to satisfy the requirement of 120 work days in the 36 month period.

### **Below are the rules governing designated observers in observing the preparation of the ballots, and all mailing of ballots for the election**

Each observer should advise the Local 706 offices of his/her intent to observe the preparation, printing, stuffing and mailing of all ballots. Please note the time line for the correct dates to be in attendance. Our Ballots are printed by an outside printing company, American Direct Mailing. They are located at 908 N. Hollywood Way, Burbank, CA. We will start that process at American Direct Mailing on Monday September 17, 2018. They, under the direction of our Election Committee, will be mailing the ballots to all of our Active members in good standing.

Under federal law, each candidate is permitted to observe or have a designated observer observe, the preparation and mailing of the election ballots. Observers may observe, but not interfere with the process and will be located so that they cannot compromise or give the appearance of compromising the secrecy of the ballot.

Monday September 24, 2018: Upon final inspection by the designated representative from our certified accountancy firm, Miller Kaplan & Arase, LLP, all outgoing envelopes with ballots, return envelopes and the secrecy ballot envelope enclosed, will be sealed and have postage applied, by or at the direction of the 706 Election Committee. A representative from MKA, and any interested candidates/observers may accompany American Direct Mailing Company for the delivery of said stuffed ballots to the US Postal service.

## Below are the rules governing observing the **Counting of the Ballots**

Delmy Lopez is our Accountancy firm Liaison

Miller, Kaplan, Arase & Co., LLP  
4123 Lankershim Boulevard  
North Hollywood, CA 91602-2828  
Phone 818.487.1143 x

**Please notify Delmy Lopez with your intended arrival date and time**

### **Rule for Observers**

1. Each observer should identify himself/herself to the election officials, sign the observer log, and indicate which candidate he or she represents. An observer should notify election officials if he or she is scheduled to be replaced later in the day by another observer.
2. While present in the tally area, each observer should wear a badge provided by election officials clearly marked "Observer" if requested to do so.
3. Observers should remain in the area(s) approved by election officials where they are able to see the counting process.
4. Observers may not disrupt the process in any way. They should direct any questions or report any problems directly to Local 706 Election Committee as soon as possible so that any necessary corrective action can be taken.
5. Observers may challenge the validity of any ballot.
6. During the tally of ballots, observers may challenge the accuracy of the way votes are read from marked ballots and recorded on tally sheets and should state any objection to Local 706 Election Committee as soon as possible so that any necessary corrective action can be taken.
7. Observers may not touch or handle ballots at any time or interfere with the tally process.

### **Requirements for Observers**

- All candidates have the right to have an observer at the counting of the ballots. If ballots are being counted at more than one table at a single location, a candidate is entitled to as many observers as necessary to observe the actual counting of ballots.
- Election officials must allow candidates to have observers present when the ballot envelopes are stuffed, labeled, and mailed and during any visits to the post office to pick up and re-mail ballot packages which were returned undelivered. Observers must also be allowed to accompany election officials when the returned ballots are picked up from the post office, transported to the tally location, reviewed for eligibility, and counted.
- An observer is not required to be a member of the union.
- Observers do not have the right to interfere with or disrupt the conduct of the election. Their role is limited to observing the election process, asking procedural questions, challenging the eligibility of any individual voters, and lodging protests with Local 706 Election Committee as appropriate. Observers should be allowed to adequately monitor the election process but not compromise, or give the appearance of compromising, the secrecy of the ballot.

- Observers do not have the right to count or handle the ballots in any way but must be allowed to observe the counting closely enough to verify the accuracy of the tally.

As part of the Local Union's efforts to ensure the integrity of the counting and tallying process, observers are allowed to be present to observe the count and tally. They are not to engage in conduct inconsistent with this limited purpose for their presence. To that end,

- there shall be no unnecessary talking or extraneous noises, including the use of cell phones;
- there shall be no distracting, disruptive or intimidating behavior, which can include:
  - the use of recording devices,
  - photography, and
  - social media posts

Observers are reminded that the count is not complete until every aspect of every ballot has been reviewed and verified and there is a final tally. While observers may communicate with candidates and candidates' advisors in a non-distracting and non-disruptive manner that does not impede the count or final tally, the broadcast of information before the final review and tally, including the emailing, tweeting or posting of such information on other social media, can undermine confidence in the count and tally and increases the likelihood of confusion. Therefore, all observers are admonished that broadcast of such information before the Local Union announces the final tally is not in the best interest of the Local Union or the candidates.

### **The Local Union will honor requests to send out campaign literature via email subject to the provisions outlined below.**

Each email must be in a Microsoft Word Document PDF format not to exceed 200KB. If exceeding this size, the Local 706 server may need to break the content into 2 email blasts and the candidate will be billed as such. The Local Union will need a MINIMUM of one business day advance notice before any request can be processed. Even so, please be advised that it may not be possible to process your request for one or more business days. So, PLAN ACCORDINGLY. Local 706 is not responsible for any unforeseen breakdown of our email server or the internet connection.

Candidates are responsible for all costs. The Local Union's service provider will charge a \$75 set up fee per email and the Local Union estimates that it will involve 2 hours of staff time. Accordingly, you must pre-pay \$156.00 per email for this service. Checks must be made payable to Local 706.

The subject line of the email will state, "Local 706 Election Candidate Statement from..... (name of candidate here)

The disclaimer that will be above your campaign email will say... "The following is being forwarded as required by Labor Management Reporting and Disclosure Act of 1959. The following candidate statement does in no way reflect the views of Local 706 for or against any participating candidate."

We currently have approximately 95% of the email addresses for our Active Membership count. Your current 2018 Phone book includes recent email addresses.

**For those candidates that may wish to mail out a hard copy to the membership of Local 706, the guidelines are as follows:**

Candidates are responsible for all mailing costs associated with any hard copy mailing. You must bring your campaign material stuffed in an envelope with postage attached. You may purchase the mailing list of all Active members of Local 706 in good standing for the fee of \$44.00. You must apply all labels at the Local Union offices, and the Local Union office staff or Election Committee member will take the mailing to the US Post Office. You may accompany them to the US Post office to verify the mailing of same. The labels do not leave the Local 706 offices. You or your designated agent or representative may apply the labels. Our union offices, located at 828 N. Hollywood Way, Burbank, CA are open from 9AM-6PM. Please notify the Union Offices/Union Office Manager of Local 706 at [ksain@ialocal706.org](mailto:ksain@ialocal706.org) one day prior to your appearance, so that the labels are ready when you arrive.



**AFFIDAVIT OF EMPLOYMENT and/or AVAILABILITY OF EMPLOYMENT**  
**(THIS FORM MUST BE NOTARIZED TO BE VALID FOR SUBMISSION)**

STATE OF \_\_\_\_\_)

: Ss.

COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, being duly sworn according to law, deposes and says:

1.) I am a member of Local No. 706 of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, Its Territories and Canada, AFL\_CIO, CLC ("I.A.T.S.E."). I submit this affidavit certifying my availability for employment and/or employment pursuant to Article Nineteen, Section 4 of the International Constitution.

2.) I have been on the Local No. 706 availability/referral list over the following period(s)  
\_\_\_\_\_. I have actively sought employment as a \_\_\_\_\_  
\_\_\_\_\_. I further swear or affirm that I have accepted any and/or all employment when it has been offered to me as a result of my being on the Local No. 706 availability/referral list. I have not refused or turned down any employment that has been offered to me from my presence on the Local No. 706 availability/referral list or by any of Local No. 706's employers.

That the above is true and accurate.

\_\_\_\_\_  
(TYPE/PRINT NAME OF AFFIANT)

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public