

SPEEA
COUNCIL REPRESENTATIVE ELECTION
INFORMATION & PETITION

2017 - 2019 COUNCIL TERM

NORTHWEST REGION

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Please read all instructions contained in this booklet.

If you have questions please contact: Terry Hall 206-674-7360 terryh@speea.org

- **Eligibility Requirements**

Qualifications: Nominee must have been a **regular SPEEA member** in good standing for **the preceding 12 month period**. Verify that your work location information is up to date. Eligible candidates must reside in the district when petitioning. The Tellers committee will verify your work location information in our database.

- **Due Dates**

Petitions and statements are due before noon, 2 days prior to the monthly Council meeting. Monthly council meetings are generally the 2nd Thursday of the month. See the online calendar at www.speea.org.

- **Petition**

Use only the **2017-2019** council petition. Fill out the petition completely and sign. Include the district name, your work location and contact information, so we may contact you if we have questions about your petition. Petitions must be signed by at least 15 members in good standing in your district. The Tellers recommend getting more than the required 15 signatures to be sure your petition is valid. Petitions are often signed by represented employees who are not members in good standing.

Responsibility for assuring an accurately completed petition lies with the candidate.

- **Candidate Statements**

Statements are due at the SPEEA hall by the same deadline as the petition. See above. **NO EXCEPTIONS.** If more petitions are received for a district than seats are available, a vote by mail ballot will be sent to the members of the district to vote.

Submit statements in a Word document by the petition deadline to terryh@speea.org.

Proofing the statement for spelling and grammar accuracy is the responsibility of the candidate.

The candidate statement:

- Included in the ballot package
- Has a 150 word limit (will be cut off if over 150 words)
- Email to Terryh@speea.org

Regardless of length, every word will be counted. Hyphenated words will be counted as one word. If you are close to the limit, don't depend on your computer to give an accurate count. Please include your name and district at the top of the page. This will not be included in the statement word count.

- **Terms of Office**

(SPEEA Constitution 5.3.1) Council Rep terms are 2 years (May to April). The first meeting is the 2nd Thursday of May in odd years. The 2017 council term begins May 11.

- **Staff Responsibility**

Staff is authorized to collect Nominating petitions up until the deadline. Please turn in petitions to Terry Hall.

- **Observer's Rights**

All candidates have the right to have observers present when the ballot envelopes are stuffed, labeled and mailed, during any visits to the post office to pick up and re-mail undeliverable ballot packages and during the counting of the ballots. This schedule will be sent to candidates prior to the events.

- **Campaigning on company time**

Federal law prohibits candidates for union office from utilizing union or company resources in the conduct of their election campaigns. This means it is inappropriate to campaign on company time and use employer resources such as paper, copy machines or the mail system. Additionally, the company email system is considered an employer resource and should not be utilized for campaign purposes.

The prohibition against using employer resources, such as the email system, to promote candidates for union office applies to all situations where resources are used to promote a candidate(s) regardless of whether the party using the employer resource is running for union office.

Use of union bulletin boards for campaigning is also prohibited.

- **Mailing Information**

Candidates are eligible to conduct a mailing at their own expense using a bonded mailing house. Address lists are not provided to candidates for mailings. Pricing below is based on a mailing to areas of less than 1,000 members.

Cost for Area Rep Mailings:

Blank Envelopes - (Plain White #10)	\$95 Qty 500/\$130 Qty 1,000
Postage (under 1 ounce)	\$ current rate at time of mailing
Printing: Black and White	\$.10 per copy, plus \$25 setup fee
Printing: Color	\$.39 per copy (one-sided), .49 (two-sided) plus \$25 setup fee
Folding	\$10 per 1,000, plus \$25 setup fee
Mail prep: (Address, insert, mailing)	\$230 up to 1,000

The following statement must appear on all candidates' mailings: **"NOT FINANCED BY SPEEA FUNDS"**

- **Delineation Information**

Use the delineation to identify your district by looking up your building. Each district has the number of Council seats allocated for the population of the district. Prof districts are identified by the odd numbers and Tech districts are even numbered. Districts ending in '0' are combined Prof/Tech and can be filled by either a Prof or a Tech.

- **If you have questions:**

Staff Contact NW Region..... Terry Hall(206) 674-7360
Northwest Teller Chair Steve Karich(425) 965-2303

- **Training Requirements**

- The SPEEA Constitution, Section 2.3.3 Training, and SPEEA, NW, and MW Policy, Section VI, Union Representatives, explain the requirements and responsibilities for holding office.
- Requirements include:
 - **New Council Rep Basic Training** - (a full day of training paid by SPEEA, date TBD at the SPEEA Hall).
 - **Grievance Handling** - New Council Reps will receive grievance handling as part of basic training, but all are welcome to attend the sessions offered in the evenings at the SPEEA halls - Tukwila, Everett, and Wichita. (Dates to be determined). Council Reps are required to take a refresher course in grievance handling annually.
 - **Leadership Conference** - This is all day training. Speakers and workshops are designed to enhance leadership skills. The leadership conference is held in June with the annual convention.
- **In addition to the above, all Council and Executive Board members are required to complete one additional training course each year. Classes are advertised in the SPEEA publications as they become available.**
- For more information, contact Terry Hall at 206-674-7360 or email: terryh@speea.org