



OFFICE & PROFESSIONAL EMPLOYEES

INTERNATIONAL UNION LOCAL 39

AMERICAN FEDERATION OF LABOR AND CONGRESS OF INDUSTRIAL ORGANIZATIONS
AND CANADIAN LABOUR CONGRESS

AFFILIATED WITH
WISCONSIN STATE AFL-CIO
SOUTH CENTRAL
FEDERATION OF LABOR
LABOR TEMPLE ASSOCIATION

POLICIES AND PROCEDURES

CUNA, CSG, WOCCU OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION - LOCAL 39 Effective March 16, 1998

I. ELECTIONS

- A. The Membership shall elect a Chief Steward and four (4) Stewards.
1. The terms of these offices shall be for two years.
 2. Stewards shall be elected to represent CUNA & Affiliates and WOCCU employees:
One (1) Chief Steward - (Elected by the entire unit)
Three (3) Negotiating Stewards - (Elected by CUNA/CSG)
One (1) Negotiating Steward - (Elected by World Council)
 3. Ballots shall be prepared for each area or job classification, and distributed for members. The candidate(s) with the most votes in each category shall be elected. In the event that there are no nominees in a certain category, an additional steward shall be elected at large.
 4. Elections will occur each two years beginning in 1994. They will be scheduled to occur in March unless contract negotiations requires that the election be delayed.
 5. Terms of office shall begin immediately after the ballots have been officially tallied and the results announced.
- B. Election Committee
1. A five-member Election Committee shall be elected by the Membership on the second Monday in November in years preceding election years. Absent a Unit Membership meeting, the Chief Steward is authorized to form a committee of volunteers.
 2. No member of a current Election Committee may run for the office of Chief Steward or Steward in that election.
 3. The duties of the Election Committee shall be:
 - a. Accept written nominations from candidates for each office for which they intend to run. Nominations are to be co-signed by two CUNA Unit Members. Nominations shall be closed 15 calendar days prior to the elections.
 - b. Distribute a list of candidates, their current department and extension telephone number at least 7 calendar days prior to the elections.
 - c. Provide for ballots, listing all offices up for election and the candidates for such office. This list shall be in alphabetical order.
 - d. Obtain a current CUNA Unit Membership list to verify eligible voters.

- e. Monitor the voting area to assure a fair and honest election. Any candidate shall have the right to have an observer at the polls and at the counting of the ballots.
- f. Count the ballots and publish the entire results of the election.
- g. Deliver the ballots and a list of elected officials to the Local 39 OPEIU Business Office after the ballots have been tallied.
- h. After compliance with items "f" and "g" the Election Committee shall be disbanded.

C. Conduct of Elections

1. The election should be conducted in the CUNA building, if agreeable with the CUNA Management. If the CUNA building is not available, the election will be conducted at the Madison Labor Temple.
2. The poll shall be open from 3:00 pm to 5:00 pm. The polls may be open additional hours at the discretion of the Election Committee. Members unable to vote in person will be able to vote by absentee ballot, under procedures established by the Election Committee.
3. There shall be no campaigning or campaign literature within 300 feet of the polls on the day of election.

II. Vacancies

- A. If a vacancy should occur in the Chief Steward position during the first half of the term, a special election by the Membership of the Unit will be held to fill the vacancy for the remainder of that term otherwise the Stewards shall elect a replacement for the remainder of the term.
- B. If a vacancy should occur among the Stewards, the Stewards shall notify the Membership and seek written nominations from interested candidates, co-signed by two other CUNA Unit Members. The Stewards shall then meet and elect a replacement from among the candidates nominated to fill the vacancy for the remainder of the term.

III. Amendments to Policies and Procedures

- A. These Policies and Procedures may be amended if the majority of the Stewards vote to present such amendment to the CUNA Membership, in writing or at a special meeting, with at least 10 calendar days notice to the Membership. A special meeting shall also be called if ten percent (on the date of the petition) of the CUNA Unit Membership sign a petition in support of a proposed amendment.
- B. A majority vote of the eligible members voting on proposed amendments shall be required for acceptance of amendments to these Policies and Procedures.

IV. Meetings

Ten percent of the Members in good standing of CUNA shall constitute a quorum for any regular or special meeting of the CUNA Unit. No meeting shall be called to order unless such quorum is present.