



Engineers & Architects Association

ELECTION MANUAL

FOREWORD

Election procedures are derived from the Engineers & Architects Association's (EAA) Constitution and By-Laws and Policies adopted by the EAA Board of Governors (BOG).

The Election Committee is a standing committee of at least three (3) EAA dues-paying members. Acting under the authority of the BOG, the Committee oversees and administers elections per procedures set forth in this Election Manual.

The Election Committee reviews the election procedures yearly and updates them as necessary. Any additions, changes or modifications shall be approved by the BOG prior to implementation.

If any of the policies in the Election Manual are found to contradict elections-related policies in the Policies of Engineers and Architects Association, the procedures as specified in this Election Manual shall supersede and prevail.

Adopted by the BOG, in regular session, on August 3, 1994.

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**CHAPTER I
ELECTION COMMITTEE**

1. COMPOSITION & JURISDICTION

1. COMPOSITION & JURISDICTION

1. Election Committee Members shall be appointed by the BOG President or their designee no later than March 1st.
2. The Election Committee shall consist of at least three (3) dues paying EAA members. Members of the committee may not run for office during that year's election cycle.
3. The BOG President selects the chair(s) unless the President asks the committee to choose for themselves.
4. At least one appointee should have had prior service on the Election Committee, if possible.
5. The Committee shall administer all EAA elections.
6. The Committee shall review the election procedures prior to and following each election. Should additions, changes or modifications be required in the procedures, the Committee shall present any recommendations and/or motion(s) to the BOG for approval prior to the next election.
7. The Committee shall be responsible for addressing all questions and concerns pertaining to the election procedures, not under the purview of the Third Party. The Committee's decisions pertaining to procedures may be appealed to the BOG within ten (10) calendar days of the Committee's formal response.

**CHAPTER II
ELECTION & VOTING PROCEDURES**

- 1. BY-LAW VIII. ELECTION & VOTING PROCEDURES**
- 2. ELECTION PROCEDURES**
- 3. VOTING PROCEDURES**

1. BY-LAW VIII. ELECTION & VOTING PROCEDURES

EAA By-Law VIII contains information regarding Election & Voting Procedures. This By-Law has not been reproduced here to avoid including outdated information in this manual. To review copies of EAA's governing documents, visit the website eaaunion.org.

2. ELECTION PROCEDURES

Prior to any EAA election the Election Committee shall confirm or establish, with BOG approval, the necessary procedures and oversight to conduct an election.

The Election Committee shall provide guidance, direction and interpretation of the adopted procedures.

A. ELECTION TYPES

There are multiple types of elections in which members vote. Below is a list of the type of elections members vote in and the requirements to vote in each type of election:

Election Type	Voting Eligibility
a. Officer Elections (Governor and Unit Council positions)	Must be a dues-paying member in good standing by the date shown on the Election Announcement.
b. Ratification (MOU) Elections	Must be a dues-paying member in good standing by the date shown on the Election Announcement.
c. Advisory Referenda	Must be a dues-paying member in good standing by the date shown on the Election Announcement. This refers to the 2009 Amendment to the By-Laws (I.6) requiring an advisory referendum of the membership prior to a BOG decision to extend the Executive Director's tenure beyond 6 years.
d. MOU Amendments e.g. Tentative Agreement 2021	Must be a dues-paying member in good standing by the date shown on the Election Announcement.
e. All other elections as determined by the BOG	Procedures must be defined by the Elections Committee and approved by the BOG.

B. GENERAL ELECTION PROCEDURES

1. A ballot will be provided to each member eligible to vote. Voting will be conducted electronically, unless otherwise determined by the BOG.
2. Voting instructions, and Candidate Statements (if provided by the Candidates) or a description of the issue(s) involved will be included with each ballot. If applicable, candidates' names will be listed in alphabetical order on the ballot.
3. It is the member's responsibility to follow the voting instructions and vote within the designated period.
4. Write-in candidates shall be allowed if they meet the required qualifications for the position. (See Chapter II, Section 3 Voting Procedures, for more information).
5. Resolution of tie votes vary depending on election type:
 - a. Officer elections shall be determined by a coin toss conducted by the Election Committee with the participation of the tied candidates.
 - b. All other elections will be re-run until the tie is broken.
6. Election protests can be filed from the date of the Election Announcement until two days (48 hours) after the date and time that the unofficial election results are announced by the Election Committee via email and/or at eaaunion.org. (See Chapter III, Section 2 Election Protest & Ballot Review Procedures, for more information)
7. Any questions pertaining to the voting, ballots or the election procedures shall be referred to the Election Committee

3. VOTING PROCEDURES

All elections shall be conducted electronically, by secret ballot, unless circumstances dictate otherwise. The BOG must approve voting by other means. Electronic voting will follow these guidelines:

1. The BOG will contract a Third Party to conduct US Department of Labor (DOL) compliant electronic voting.
2. Membership status shall be verified by EAA staff using the EAA Membership database.
3. All communication to voting members shall be done electronically via email. In the case that an email address is not provided or a ballot cannot be delivered via email, ballots provided via text message are also acceptable.
4. Members will receive specific instructions for voting for the officers they are eligible to vote for e.g. Unit Governor and At-Large Governor.
5. The date and time of closure of the voting period shall be prominently indicated in all election materials.
6. In Officer Elections, write-in candidates are permitted, but to qualify, the candidate must receive a minimum of ten (10) write-in votes as is the minimum number of signatures required to petition for that office or position. If these requirements are met, and the write-in candidate receives the most votes, that person wins the position. Additionally, write-in names must include the first and last name of the individual's name as it appears on their paycheck and be verified as dues-paying members in good standing via the EAA membership database by the date on the Election Announcement.

**CHAPTER III
ELECTION RESULTS & PROTEST PROCEDURES**

- 1. ELECTION RESULTS PROCEDURES**
- 2. ELECTION PROTEST & BALLOT REVIEW PROCEDURES**
- 3. ELECTION COSTS**

1. ELECTION RESULTS PROCEDURES

The BOG shall hire a Third Party that specializes in conducting union elections, to conduct an election. The Third Party will be provided with a membership list from EAA to distribute the ballots. The list will include all members eligible to vote per the guidelines laid out in Chapter II, Section 2 Election Procedures, which specifies voting eligibility.

The unofficial results are provided to the Election Committee after the Third Party has finished official tabulation, by the end of the specified Election Day. The Election Committee will present the unofficial results to the BOG for certification at the next BOG meeting.

A. ELECTION RESULTS NOTIFICATION & CERTIFICATION PROCEDURES

Unofficial results shall be posted on the EAA web page and emailed to the membership as soon as possible after they are received by the Election Committee to make them available to all members at the same time. They must be prominently marked as unofficial when they are posted.

The election results received from the Third Party are shared at the following BOG meeting by the Election committee Chair(s). After the results are read and ratified, the report is conveyed to the Secretary to become part of the approved minutes, which shall be made available to members.

2. ELECTION PROTEST & BALLOT REVIEW PROCEDURES

As stated in Chapter II, Section 2 Election Procedures, subsection B General Election Procedures, election protests can be filed from the date of the Election Announcement until two days (48 hours) after the date and time that the unofficial election results are announced by the Election Committee via email and/or at eaunion.org.

Protests must be submitted in writing via email to the Election Committee (electioncommittee@eaunion.org). The email must contain the submitting member's Employee ID, name (as it appears on the EAA membership database), and a valid reason for protest e.g. fraud, prejudice or clerical error are examples of appropriate grounds for protests. To be considered, protests must include evidence in support of the claim.

Protests that comply with the above requirements are evaluated by the Election Committee and reported to the President of the BOG immediately. The Election Committee shall meet no later than two (2) calendar days following the close of the protest period, to review the protests, determine findings and make recommendations (on substantiated protests) to the BOG. Details of all filed protests and their disposition/recommendation shall be included in their report, omitting identifying information of the protestor(s). The BOG makes the final decision on the disposition of substantiated protest(s).

3. ELECTION COSTS

The cost of all EAA elections shall be reported to the membership. The Election Committee shall present the cost details of an election as part of its report to the BOG detailing the election results and protests.

**CHAPTER IV
ELECTED & APPOINTED OFFICER POSITIONS**

- 1. ELIGIBILITY**
- 2. BOARD OF GOVERNORS (BOG)**
- 3. BOG EXECUTIVE COMMITTEE OFFICERS**
- 4. UNIT COUNCIL MEMBERS**
- 5. TERMS OF OFFICE**

NOTE: See EAA By-Laws and Policies for details.

1. ELIGIBILITY

All members interested in running for office must be a dues-paying member in good standing prior to the Election Announcement.

Each member is only eligible to run for one Governor position per election cycle.

At-Large Governors shall not sit as a Unit Council member unless there is a vacancy that cannot be filled from the membership of the Unit.

2. BOARD OF GOVERNORS (BOG)

The BOG is made up of various Governors who represent the units within EAA. Composition of the BOG is specified in By-Law VIII Election and Voting Procedures.

All Governors are held to a Code of Conduct that is defined in the EAA Policies.

For the latest version of these documents, visit eaaunion.org.

3. BOARD (BOG) EXECUTIVE COMMITTEE OFFICERS

The Executive Committee shall be elected, by secret ballot, by the BOG at the first regular BOG meeting subsequent to the swearing in of newly elected Officers. Elected members will assume office upon election and serve a one-year term.

The Executive Committee shall not be a quorum of the BOG. The Executive Committee shall be composed of a President, Secretary and Treasurer. The Committee shall conduct itself as follows:

1. In the absence of the President from a particular meeting, the Secretary shall serve as the Chairperson of the BOG meeting; and
2. In the absence of the President, and the Secretary from a particular meeting, the Treasurer shall serve as the Chairperson of the BOG meeting; and
3. In the absence of the President, the Secretary, and the Treasurer, from a particular meeting, the BOG shall, as its first order of business, elect a Governor who shall serve as the Chairperson of the BOG meeting.

4. UNIT COUNCIL MEMBERS

Unit Council Member responsibilities are spelled out in By-Law VI Unit Councils.

All Unit Council Members are held to a Code of Conduct that is defined in the EAA Policies.

For the latest version of these documents, visit eaaunion.org.

5. TERMS OF OFFICE

Each Governor and Unit Council Member serves a three (3) year term. If a position becomes vacant prior to the end of the term, the procedures are governed by EAA By-Law I.8 for Governors and By-Law VI.4 for Unit Council Members.

All Officer's terms will be viewable on the EAA website eaaunion.org.

**CHAPTER V
OFFICER CANDIDATE PROCEDURES**

- 1. OVERVIEW**
- 2. ELECTION PETITION**
- 3. CANDIDATE STATEMENT**
- 4. CANDIDATE FLYER**

1. OVERVIEW

EAA offers a number of resources for Officer Candidates. Successful candidates will observe the following procedures:

1. All EAA represented employees interested in running for an office must be dues-paying members of EAA.
2. Campaigning on City/Union time or using City/Union equipment i.e. copiers, grey mail, fax, phones, supplies etc. for campaigning is expressly prohibited. For additional information regarding campaigning, the Election Committee reserves the right to refer candidates to the City Clerk's office.
3. All candidates when distributing their Campaign Flyers should follow the rules established in their various Departments, Bureaus and Divisions.
4. All candidates for Officer Positions must complete a successful Election Petition (See Chapter V, Section 2 Election Petition, for more details).

Candidates in Officer Elections are entitled to the following resources:

1. Candidate Statement distributed to the membership (See Chapter V, Section 3 Candidate Statement, for more details).
2. When available from the Third Party, Candidate Flyers, photos and contact information (if provided by the candidate) will be included on the ballot.
3. Participation in an Election Committee hosted candidate forum, via Zoom or otherwise determined venue. This event will be held at the discretion of the Election Committee.

2. ELECTION PETITION

Each Officer candidate is required to circulate and complete an Election Petition (**See APPENIDIX A**), in accordance with the following guidelines:

1. Election Petitions shall be distributed to the candidates via email upon request from the Election Committee (electioncommittee@eaaunion.org) or may also be obtained from the EAA website (eaaunion.org).
2. A separate original Election Petition must be submitted for each position for which an individual desires to run.
3. To qualify, prospective candidates must meet the minimum qualifications as noted on the Election Petition.
4. Petitions for Governor At-Large must be signed by ten (10) dues-paying EAA members in good standing from any and all Units. Petitions for Unit Governor or Unit Council Member must be signed by (10) dues-paying EAA members in good standing from that particular Unit. Electronic and/or digital signatures are acceptable.
5. All completed Election Petitions must be submitted via email to the Election Committee (electioncommittee@eaaunion.org) by the date and time on the Election Announcement. Failure to do so will void the Election Petition.
6. The Election Committee will request staff to check the status of all petition signers.
7. Upon verification of Election Petition signatures, the Election Committee will notify the candidates via email of their status for candidacy. The Election Committee will also notify those candidates who either did not meet the requirements or whose Election Petitions did not contain the required number of valid signatures.
8. The Petition only requires (10) valid signatures, but there is enough space provided for extra signatures. Prospective candidates are encouraged to obtain more than the required signatures to avoid invalidation of their Election Petitions, in the event that any signatures submitted prove to be invalid.

9. Any candidate may withdraw their name from consideration (See Chapter V, Section 5 Candidate Withdrawal, for more details).
10. Any other questions or disputes regarding Election Petitions will be considered by the Election Committee in a timely manner.

3. CANDIDATE STATEMENT

Officer Candidates may submit a campaign statement to be included with the election ballot. Statements may be up to 250 words as follows:

1. Candidate Statements must be factual.
2. Each word counts; a hyphenated word counts as one word.
3. Candidate Statements must be submitted in typed form via email to the Election Committee (electioncommittee@eaunion.org) by the date specified in the Election Announcement.
4. The Election Committee shall review submitted Candidate Statements for conformance to the specified criteria. Rejected statements may be resubmitted for consideration within the time frame given in the rejection notification.
5. Candidate Statements may be used in place of a Campaign Flyer during the election process (see Chapter V, Section 4 Campaign Flyer, for more information).
6. Approved Candidate Statements shall be included on the ballot.

4. CANDIDATE FLYER

Officer Candidates may create and distribute a Candidate Flyer. Flyers must be as follows:

1. Candidate Flyers include letters, notes, posters, statements, etc. that the candidate may use for his/her campaign. Candidate Flyers may include the Campaign Statement but are not themselves submitted to the Election Committee for review or approval prior to posting or distribution.
2. Candidates create their own flyers. EAA neither authorizes nor objects to their usage. However, it is requested that candidates refrain from negative campaigning and keep their flyers positive and professional.
3. For more information regarding distribution of campaign flyers at worksites, see Chapter V, Section 1 Officer Candidate Procedures, for general campaigning guidelines.

5. CANDIDATE WITHDRAWAL

Any Officer candidate may withdraw their candidacy before the voting period opens as follows:

1. Submit written notification of withdrawal to the Election Committee via email (electioncommittee@eaunion.org).
2. Notifications of withdrawal must indicate the member's name, as it appears on the Election Petition and their Employee ID.

If a candidate withdraws their petition on or before the voting period opens, the candidate's name will not be included on the ballot.

If a candidate withdraws their petition after the deadline to file an Election Petition, the candidate's name will appear on the ballot. However, any votes received by that candidate shall be disregarded during the tabulation of the election results.

**CHAPTER VI
MISCELLANEOUS**

APPENDIX A: ELECTION PETITION

APPENDIX B: ELECTION ANNOUNCEMENT

APPENDIX C: OATH OF OFFICE

APPENDIX D: VOTE BY MAIL PROCEDURES

APPENDIX A: ELECTION PETITION (SEE NEXT PAGE)



ELECTION PETITION

Name: _____ Employee ID: _____
 Department: _____ Classification: _____
 Work Address: _____
 Home Address: _____
 Email Address: _____ Mobile Phone: _____

CHECK:

I am petitioning to run for the office of
 UNIT GOVERNOR for MOU [____]
OR
 AT-LARGE GOVERNOR

AND/OR

I am petitioning to run for the office of **UNIT COUNCIL** for MOU [____]

PETITIONS FOR UNIT GOVERNOR OR UNIT COUNCIL MUST BE SIGNED BY TEN (10) DUES-PAYING MEMBERS IN GOOD STANDING WITHIN THE SAME UNIT. PETITIONS FOR AT-LARGE GOVERNOR CAN BE SIGNED BY DUES-PAYING MEMBERS IN GOOD STANDING IN ALL UNITS.

PRINT/TYPE YOUR NAME AS IT APPEARS ON YOUR PAYCHECK:

1. Signature: _____	6. Signature: _____
Name: _____	Name: _____
2. Signature: _____	7. Signature: _____
Name: _____	Name: _____
3. Signature: _____	8. Signature: _____
Name: _____	Name: _____
4. Signature: _____	9. Signature: _____
Name: _____	Name: _____
5. Signature: _____	10. Signature: _____
Name: _____	Name: _____



ELECTION PETITION

To be considered valid, this Petition must be complete. The Candidate name must match the name provided by the Controller. Candidates who submit incomplete petitions will be disqualified from appearing on the ballot.

The following candidate information will be printed on the ballot:

____ Years of City Service ____ Years of EAA **dues-paying** membership

List any current of prior EAA positions held:

POSITION:

DATES:

_____	_____
_____	_____
_____	_____

Candidates are encouraged, but not required to submit a Candidate Statement, along with their Election Petition, which will be distributed with the ballot. **All Election Petitions and Candidate Statements must be submitted to the Election Committee at electioncommittee@eaaunion.org by the date on the Election Announcement.** Upon verification of the signatures on the Election Petition, the Election Committee will notify the candidates of their eligibility to run for the position.

I, _____, CERTIFY THAT I HAVE AUTHORIZED THE CIRCULATION OF THIS ELECTION PETITION AND THAT IF APPOINTED TO THE POSITION INDICATED, I WILL SERVE.

SIGNATURE

DATE



ELECTION PETITION

ADDITIONAL SIGNATURES

PRINT/TYPE YOUR NAME AS IT APPEARS ON YOUR PAYCHECK:

11. Signature: _____	16. Signature: _____
Name: _____	Name: _____
12. Signature: _____	17. Signature: _____
Name: _____	Name: _____
13. Signature: _____	18. Signature: _____
Name: _____	Name: _____
14. Signature: _____	19. Signature: _____
Name: _____	Name: _____
15. Signature: _____	20. Signature: _____
Name: _____	Name: _____

APPENDIX B: ELECTION ANNOUNCEMENT TEMPLATE (SEE NEXT PAGE)



[YEAR] OFFICER ELECTION ANNOUNCEMENT

In order to properly conduct business in the Engineers & Architects Association (EAA), members serve in all elective offices. In accordance with the EAA Constitution and By-Laws, an election for Governors and Unit Council Members. Voting will open at **[TIME] on [DATE]** and close at **[TIME] on [DATE]**. To be eligible to vote, members must be dues-paying members in good standing or have submitted a [Membership Signup Form](#) by **[TIME] on [DATE]**.

EAA ELECTIONS

The Election Committee oversees and administers elections. Candidates seeking information regarding the policies and procedures should review the Election Manual on eaunion.org. Questions from members and prospective candidates should be referred to the Election Committee at electioncommittee@eaunion.org.

Any EAA dues-paying member in good standing may petition to run for Unit Governor, At-Large Governor, or Unit Council Member by submitting a petition signed by ten (10) EAA dues-paying members in good standing. Candidates are responsible for ensuring that the signatures submitted are those of dues-paying members in good standing and from the relevant Unit when running for Unit Governor or Unit Council. (Per Election Manual Chapter V, Section 2 Election Petition, electronic and/or digital signatures are accepted). Candidates are encouraged to gather more than ten (10) signatures in the event that one or more signatures is invalid. In order to be eligible to run for elected office a candidate's name must appear as a dues-paying member of EAA, in good standing, by **[DATE]**.

All Election Petitions and Candidate Statements must be received by [TIME] on [DATE]. Candidates are encouraged, but not required to submit a Candidate Statement, along with their Election Petition, which will be distributed to the membership and appear on the ballot. Upon verification of the signatures on the Election Petition, the Election Committee will notify the candidates of their eligibility to run for the position. Successful candidates for all open positions are elected for a three (3) year term.

GOVERNOR

A Governor is responsible for the governance of the EAA's business, fiscal affairs, and for determining policy. A Governor is required to attend regular and special Board of Governors (BOG) meetings. It is recommended that anyone applying for Governor be an experienced EAA member, who has served a minimum of two (2) years as a Unit Council Member or as a Steward.



[YEAR] ELECTION ANNOUNCEMENT

Unit Governors are the governing leaders of their Bargaining Unit (MOU) and Chairperson of their Unit Council. They are responsible for the Unit functions and are the liaison between the Unit, the BOG and Staff.

At-Large Governors are elected by all dues-paying members. At-Large Governors do not lead a Bargaining Unit.

UNIT COUNCIL MEMBER

Each Unit Council represents its respective Bargaining Unit (MOU). It is recommended that anyone applying for Unit Council has experience as a Union Steward or as a Committee member.

Unit Council Members are the liaison between Unit members, the Unit Governor and Staff regarding issues affecting the Unit, as well as receiving and preparing proposals for MOU negotiations. Unit Council Members may also participate in collective bargaining sessions.

OPEN OFFICER POSITIONS [YEAR] **ALL TERMS EXPIRE [DATE]**

GOVERNORS:

[LIST OPEN SEATS INCLUDING NAME OF THE CURRENT GOVERNOR]

UNIT COUNCIL (NOT INCLUDING UNIT GOVERNOR SEATS):

[LIST OPEN SEATS INCLUDING THE NAME OF CURRENT UNIT COUNCIL MEMBER]

ELECTION PROTESTS

The EAA Election Committee will consider protests submitted per the procedures outlined in Chapter III, Section 2 Election Protest & Ballot Review Procedures.



[YEAR] ELECTION ANNOUNCEMENT

ELECTION TIMELINE:

DATE (AND TIME)	Election Announcement (Protest Period Opens)
DATE (AND TIME)	Nomination Period* Opens
DATE (AND TIME)	Nomination Period* Closes
DATE	Notification to Candidates of Petition Status
DATE (AND TIME)	Voting Opens
DATE (AND TIME)	Voting Closes
DATE	Election Day
DATE (AND TIME)	Protest Period Closes

*Petitions will only be accepted during the Nomination period, but signatures can be collected prior to the opening of the Nomination period.

APPENDIX C: OATH OF OFFICE (SEE NEXT PAGE)



OATH OF OFFICE

I, _____, do solemnly swear and affirm to uphold the Constitution and By-Laws of the Engineers and Architects Association (EAA).

I will uphold the rights of the membership and work to further their interests. I will protect the integrity, honor, and the fiscal health of our great Union. I pledge to protect and secure all information and resources that I am entrusted with and promise to return all such items to EAA at the end of my term.

SIGNATURE

DATE

TO BE COMPLETED BY THE EAA BOG SECRETARY:

I have witnessed _____ freely take the oath of office on and accept the position of _____, on this day _____, 20__.

EAA BOG SECRETARY (PRINT NAME)

SIGNATURE

APPENDIX D: VOTE BY MAIL PROCEDURES

Electronic voting shall be the default method in all EAA elections unless specific circumstances dictate the need for traditional voting by mail. In the case that voting by mail is necessary, the below procedures have been retained.

EAA ELECTION PROCEDURES WHEN VOTING BY MAIL

- a. The BOG will contract a Third Party to conduct mail in voting.
- b. There shall be different colored ballots for each unit and specific designation for the unit (i.e. "1", "19", "20", "21", etc.) as indicated above.
- c. The completed ballot should be placed in the official BALLOT ENVELOPE. This ballot envelope shall include a date and time by which the ballot must be received; it shall also state that ballots which are returned late will not be counted and will be considered void.
- d. The BALLOT ENVELOPE shall be placed in the self-addressed return envelope. Membership in each particular Unit can be determined by a number designation on the front of the return envelope.
- e. Membership status shall be verified by EAA staff using the EAA Membership database.
- f. A list of addresses of dues-paying members shall be supplied to the Third Party conducting the election. This list shall be verified against the EAA Membership database.
- g. At the appointed hour, the Third Party shall collect the ballots from the post office box and tabulate the ballots at a location to be specified by the Election Committee.
- h. All mailing envelopes, counted ballots, voided ballots, tabulation sheets, etc. shall be retained and returned to the EAA Office.
- i. The Third Party shall provide election results to the Union no later than the end of the business day of the date that the votes are tabulated.