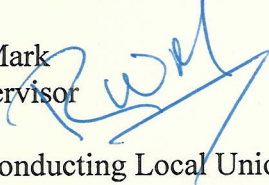


OFFICE OF THE ELECTION SUPERVISOR  
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RICHARD W. MARK  
*Election Supervisor*

TO: All IBT, GCC, BLET, and BMWED Entities

FROM: Richard W. Mark  
Election Supervisor 

RE: Manual for Conducting Local Union Delegate Elections

DATE: June 9, 2015

Please find enclosed the OES 2016 Manual for Planning and Conducting Local Union Delegate Elections a manual for conducting local delegate elections. This Manual has been revised and updated from earlier editions and reflects changes contained in the current proposed *Rules for the 2015-2016 IBT International Union Delegate and Officer Election* ("Rules").\* The *Rules* provide that the Election Supervisor is responsible for supervising these delegate elections. This Manual outlines the procedures the *Rules* require and provides a step-by-step guide through the election process. The whole process aims to ensure that the election of International Officers from delegate elections through the final referendum ballot, is fair, honest, open and informed.

Begin the election process by preparing and submitting your Local Union Election Plan. That process is explained in Section II of the Manual. Please call the Office of the Election Supervisor in Washington, DC (toll free at 844-428-8683 or if you are in the Washington D.C. area, call 202-429-8683) to create an account for completing and submitting your plan through the OES on-line system. The call will include a brief training and should take only about 15 minutes. Any local that is planning on having delegate elections in the fall of 2015 should have submitted its local union plan by June 30, 2015. All other locals that will have delegate elections in the winter of 2015 or the spring of 2016 must submit local union plans by September 30, 2015.

On the back of the cover page of this Manual is a list of the Election Supervisor's Regional Directors and the areas they cover. Contact your Regional Director if you have questions about this Manual or if you need any other election related assistance.

This Manual supplements, but does not replace, the *Rules*. If there is a conflict between the two documents, the *Rules* control.

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\* We will supplement the Manual if necessary to account for any changes made to the proposed *Rules* when the final *Rules* are adopted.