



POSTINGS AND AFFIDAVITS CHECKLIST

POSTINGS	AFFIDAVITS	RULES CITATIONS	DATE AFFIDAVIT SUBMITTED TO ELECTION ADMINISTRATOR
1. <i>Notice of Submission of Local Union Plan</i> Within 5 days of election plan submission by local.	Within 3 days of posting.	Article II, Section 4(e)	_____
2. <i>Plan Summary</i> Within 7 Days after receipt of plan summary from Election Administrator.	Within 3 days of posting.	Article II, Section 4(g)	_____
3. <i>Nomination Notice</i> Nomination Notice at least 21 days before meeting.	Within 3 days of posting.	Article II, Section 5(d)	_____
4. <i>Posting of Nominations Results</i> List of all nominated candidates at least 5 days after nominations meeting.	Within 3 days of posting.	Article II, Section 6(a) (b)	_____
Only in the event a nominee is found ineligible, a revised list of candidates is required.*	Within 3 days of posting.	Article II, Section 6(c)	_____
5. Copy of the <i>Election Notice</i> .	Within 3 days of posting.	Article II, Section 7(d)	_____
6. <i>Tally Sheet</i> Within 7 days of vote count post a copy of tally sheet.	Within 3 days of posting.	Article II, Section 12(b)	_____
7. Copy of <i>International Union Election Notice</i> . 60 days prior to vote count.	Within 3 days of posting.	Article IV, Section 2	_____

* If the nominations are uncontested, you need to specify that since the candidates are unopposed the election scheduled for (X) date is cancelled.

LOCAL UNION DELEGATE & ALTERNATE DELEGATE ELECTION NOTICE POSTING REQUIREMENTS

<p>Notice of submission of LUP</p> <p><i>Source:</i> Art. II, Sec. 4(e).</p>	<p>What: Notice (on Form ES 02, available at www.ibtvote.org) that plan has been submitted. If notice is printed on LU letterhead, all names of LU officers and staff must be removed from letterhead.</p> <p>Where: All local union bulletin boards (including all LU worksite & LU hall boards).</p> <p>When: As soon as possible but no later than 5 calendar days after LUP is submitted to OES.</p> <p>Duration of posting: Notice must remain posted until it is replaced by summary of approved LUP.</p> <p>Proof of posting: Declaration of LU Secy-Treas (Form ES 03, available at www.ibtvote.org) that identifies all sites where the notice is posted and the names & titles of the persons responsible for each posting. Declaration must be filed with OES within 3 calendar days after posting is completed.</p>
<p>Summary of approved LUP</p> <p><i>Source:</i> Art. II, Sec. 4(g & h).</p>	<p>What: Approved LUP plan summary, prepared by OES on OES letterhead. Where: All local union bulletin boards (including all LU worksite & LU hall boards).</p> <p>When: As soon as possible but no later than 7 calendar days after receipt of approved plan from OES.</p> <p>Duration of posting: Plan summary must remain posted throughout entire delegate nomination and election period; it may be removed after ballot count is completed.</p> <p>Proof of posting: Declaration of LU Secy-Treas (Form ES 03) that identifies all sites where the plan summary is posted and the names & titles of the persons responsible for each posting. Declaration must be filed with OES within 3 calendar days after posting of plan summary is completed.</p>
<p>Notice of nomination meeting</p> <p><i>Source:</i> Art. II, Sec. 5(d)</p>	<p>What: Notice (on Form ES 07, available at www.ibtvote.org) of nomination meeting. If notice is printed on LU letterhead, all names of LU officers and staff must be removed from letterhead.</p> <p>Where: All local union bulletin boards (including all LU worksite & LU hall boards).</p> <p>When: At least 21 days before nomination meeting (if multiple nomination meetings are to be held, notice must be posted at least 21 days before first nomination meeting).</p> <p>Duration of posting: Notice must remain posted through the date of the nomination meeting (if multiple nomination meetings are to be held, notice must remain posted through date of final nomination meeting).</p> <p>Proof of posting: Declaration of LU Secy-Treas (Form ES 03) that identifies all sites where the plan summary is posted and the names & titles of the persons responsible for each posting. Declaration must be filed with OES within 3 calendar days after posting of plan summary is completed.</p>

<p>Notice of LU delegate & alternate delegate nomination meeting results</p> <p>Source: Art. II, Sec. 6.</p>	<p>What: List of names of all nominated candidates for LU delegate and alternate delegate election (and slate affiliation, if known at time of posting). If notice is printed on LU letterhead, all names of LU officers and staff must be removed from letterhead. If the number of nominees for delegate or for alternate delegate does not exceed the number to be elected to that position, the list to be posted shall state that such nominees have been declared elected.</p> <p>Where: All local union bulletin boards (including all LU worksite & LU hall boards).</p> <p>When: As soon as possible but no later than 5 calendar days following nomination meeting (or where multiple nomination meetings are held, following final nomination meeting). Disputes regarding eligibility of nominated candidates will not stop stay or delay the posting; further, the list cannot contain any indication that the eligibility of a candidate has been challenged, protested or questioned.</p> <p>Duration of posting: The notice should remain posted in a contested election until replaced by the official tally of ballots; in an uncontested election, the notice should remain posted through the completion of the IBT convention.</p> <p>Proof of posting: Declaration of LU Secy-Treas (Form ES 03) that identifies all sites where the notice of nomination meeting results is posted and the names & titles of the persons responsible for each posting. Declaration must be filed with OES within 3 calendar days after posting of nomination meeting results is completed</p>
<p>Notice of LU delegate & alternate delegate election</p> <p>Source: Art. II, Sec. 7(d).</p>	<p>What: Notice (on Form ES 11, available at www.ibtvote.org) of local union delegate and alternate delegate election.</p> <p>Where: All local union bulletin boards (including all LU worksite & LU hall boards); in addition, notice must be published in all local union newspapers or other periodicals that are sent or otherwise made available to LU members after publication of list of nominees and prior to the counting of ballots</p> <p>When: At least 24 days before the deadline for return of ballots.</p> <p>Duration of posting: The notice should remain posted until replaced by the official tally of ballots.</p> <p>Proof of posting: Declaration of LU Secy-Treas (Form ES 03) that identifies all sites where the notice of election is posted and the names & titles of the persons responsible for each posting. Declaration must be filed with OES within 3 calendar days after posting of notice of election is completed.</p>

<p>Official LU delegate & alternate delegate election tally sheet</p> <p>Source: Art. II, Sec. 12.</p>	<p>What: Copies of the Local Union Ballot Tally Certification (Form ES 13, available at www.ibtvote.org); the original tally certification is to be maintained by the officer, agent, or ES representative in charge of the count.</p> <p>Where: All local union bulletin boards (including all LU worksite & LU hall boards).</p> <p>When: As soon as possible but no later than 7 calendar days after completion of vote count.</p> <p>Duration of posting: Tally certification shall remain posted for not less than 30 days.</p> <p>Proof of posting: Declaration of LU Secy-Treas (Form ES 03) that identifies all sites where the notice of nomination meeting results is posted and the names & titles of the persons responsible for each posting. Declaration must be filed with OES within 3 calendar days after posting of nomination meeting results is completed.</p>
<p>Notice of International Officer election</p> <p>Source: Art. IV, Sec. 2.</p>	<p>What: Notice of International Officer election, as prepared by OES.</p> <p>Where: All local union bulletin boards (including all LU worksite & LU hall boards).</p> <p>When: At least 60 days before the deadline for return of ballots</p> <p>Duration of posting: The notice shall remain posted through the deadline for receipt of ballots.</p> <p>Proof of posting: Declaration of LU Secy-Treas (Form ES 03) that identifies all sites where the notice of International Officer election is posted and the names & titles of the persons responsible for each posting. Declaration must be filed with OES within 3 calendar days after posting is completed.</p>