

OFFICE OF THE ELECTION SUPERVISOR  
*for the* INTERNATIONAL BROTHERHOOD OF TEAMSTERS  
1050 17th Street, NW, Suite 375  
Washington, DC 20036  
202-429-8683  
844-428-8683 Toll Free  
202-774-5526 Facsimile  
ElectionSupervisor@ibtvote.org  
[www.ibtvote.org](http://www.ibtvote.org)

RICHARD W. MARK  
*Election Supervisor*

January 28, 2016

**Via Email**

William Tull  
President  
GCC IBT Local 285M  
[Local285@yahoo.com](mailto:Local285@yahoo.com)

**Re: Amendments to IBT GCC Local 285M Local Union Election Plan**

Dear Mr. Tull:

I am in receipt of your January 26, 2016 letter requesting amendments to the Local Union Election Plan. The requested changes are listed below.

1. The nomination meeting originally scheduled was cancelled due to the January 23, 2016 blizzard. The new meeting date is not a regularly scheduled meeting date but is set at a reasonably practicable time to allow notices to be prepared and disseminated.
2. Plan Question 6A, Nomination Meeting date should be updated to:  
Date & Time: Saturday, February 27, 2016 at 9:30 am  
Location: GCC/IBT Local 285M, 6210 North Capitol Street, NW, Washington, DC 20011  
Deadline for submission of written nominations: Friday, February 26, 2016 by 5:00 pm at GCC/IBT Local 285M, 6210 North Capitol Street, NW, Washington, DC 20011
3. Plan Question 7C, date for mailing Nomination Notice should be updated to: Friday, February 5, 2016
4. Plan Question 9A, date the local will mail ballots should be updated to: Monday, March 28, 2016

5. Plan Question 9B, date local will post notice of election should be updated to: Saturday, March 5, 2016
6. Plan Question 9C, date and time of the ballot count should be updated to: Friday, April 22, 2016 at 10:00 am
7. Plan Question 13A, last payment date and time for dues for nominations should be updated to: Friday, February 26, 2016 by 5:00 pm
8. Plan Question 13B, last payment date and time for dues for election should be updated to: Thursday, April 21, 2016 by 5:00 pm

The requested amendments are hereby approved. I have included a revised Local Union Election Plan Summary and a Nomination Notice for posting. The Local Union Election Plan Summary must replace the Summary that is currently posted on all Local Union Bulletin Boards. Please post the new Summary and Nomination Notice immediately and within 3 days of posting, submit a declaration (Election Supervisor Form 3) to this office that both postings have been completed. Also, copies of the Nomination Notice must be mailed directly to the membership on Friday, February 5, 2016. Please confirm with Regional Director Paul Dever when the Notice has been mailed. If you have any other questions, please contact Mr. Dever.

Very truly yours,



Richard W. Mark  
Election Supervisor

cc: Paul Dever,  
OES Regional Director



Graphic  
Communications  
Conference/IBT

Local 285 M  
6210 North Capitol Street, N.W. • Washington, DC 20011-1408 • PH: 202-882-3000 • FAX: 202-291-8951

January 26, 2016

Dear Richard W. Mark:

IBT/GCC Local 285M requests the following changes to the Local Union Election Plan that was initially approved by your office on September 29, 2015

1. Please change the answer to plan question 6A, Nomination Meeting date to: Saturday February 27, 2016 9:30 AM. At GCC/IBT Local 285M, 6210 North Capitol Street NW, Washington DC 20011.
2. Please change the answer to plan question 6A, Is the date a regularly scheduled general membership meeting to: **A reason must accompany this requested change. No, because the regular meeting was moved due to inclement weather.**
3. Please change the answer to plan question 6a, deadline for submission of written nominations to: By 5:00 PM on Friday February 26, 2016 at GCC/IBT Local 285 6210 North Capitol Street NW Washington, DC 20011
4. Please change the answer to plan question 7C, date for mailing nomination notice to: February 5, 2016
5. Please change the answer to plan question 9A, date the local will mail ballots to: March 28, 2016
6. Please change the answer to plan question 9B, date your local will post the notice of election to: March 5, 2016
7. Please change the answer to plan question 9C, date and time of ballot count to: April 22, 2016 at 10:00 AM.
8. Please change the answer to plan question 13A, Last payment date of dues for nomination meeting to: By 5:00 PM on February 26, 2016.
9. Please change the answer to plan question 13B, last payment date of dues for election to: By 5:00 PM on April 21, 2016.

Sincerely,

OFFICE OF THE ELECTION SUPERVISOR  
1050 17<sup>TH</sup> ST., N.W., SUITE 375  
WASHINGTON, D.C. 20036  
202-429-8683  
844-428-8683 TOLL FREE  
202-774-5526 FACSIMILE  
electionsupervisor@ibtvote.org  
www.ibtvote.org

Richard W. Mark  
*Election Supervisor*

**VIA EMAIL** [local285@yahoo.com](mailto:local285@yahoo.com)

Mr. William James Tull  
President  
GCC Local Union M 285  
6210 North Capitol Street NW  
Washington DC 20011

Dear Mr. Tull:

The Office of the Election Supervisor has approved the Local Union Election Plan for:

**GCC Local Union M 285**

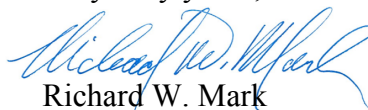
I am forwarding the approved Plan and a Local Union Plan Summary that contains all the relevant information on the nomination and election of delegate(s) and alternate delegate(s) in your Local. Please check the Plan Summary to ensure that all the information is accurate.

Under the *Rules*, a copy of the Plan Summary must be posted on all Local Union bulletin boards as soon as possible, but in no event later than seven (7) days from the date that you received this letter. The Plan Summary must be posted on Office of the Election Supervisor letterhead just as it is being transmitted to you. The posting must be maintained throughout the entire nomination and election period.

Article II, § 4 of the *Rules* requires that within three (3) days of the posting, you must provide an declaration to the Election Supervisor attesting to the fact that the Plan Summary was posted as required and identifying every bulletin board site, by employer and location, where the Plan Summary was posted and the individual(s) responsible for posting and maintaining the Plan Summary at each site. ES Form 3, available on the Election Supervisor's website, [www.ibtvote.org](http://www.ibtvote.org), under "Official Forms" may be used for the declaration.

Please do not hesitate to call me if you have any questions or need assistance.

Very truly yours,



Richard W. Mark  
Election Supervisor

Date: September 29 2015

cc: Paul Dever  
[pdever@ibtvote.org](mailto:pdever@ibtvote.org)

Attachments

OFFICE OF THE ELECTION SUPERVISOR  
for the INTERNATIONAL BROTHERHOOD OF TEAMSTERS  
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RICHARD W. MARK  
*Election Supervisor*

**REVISED**  
**LOCAL UNION PLAN SUMMARY**  
**FOR ELECTION OF DELEGATES AND ALTERNATE DELEGATES TO THE IBT CONVENTION**

This is a summary of the GCC/IBT Local Union M285 Plan for conducting nominations and elections for delegate(s) and alternate delegate(s) to the June 2016 IBT International Convention. This Plan has been approved by the Election Supervisor.

The Local Union is entitled to elect 1 delegate and has determined to elect 1 alternate delegate. The expenses of 1 delegate and 1 alternate delegate will be paid by the Local Union.

**NOMINATIONS**

**The nomination meeting will be held on Saturday, February 27, 2016 at 9:30 am. The meeting will be held at GCC/IBT Local 285M, 6210 North Capitol Street, NW, Washington, DC 20011.**

Any member may attend the nomination meeting. Only members in good standing may nominate or second a candidate for delegate or alternate delegate. **In order to be eligible to nominate, second or participate in the nominations, dues arrearages must be paid at GCC/IBT Local 285M, 6210 North Capitol Street, NW, Washington, DC 20011 before 5:00 pm on Friday, February 26, 2016.**

To be nominated, a member must be in continuous good standing for a period of twenty-four months prior to the month of nomination.

Any member is entitled to submit a nomination, second or acceptance in writing prior to the nomination meeting. **Written nominations or seconds must be received by the Secretary-Treasurer no later than 5:00 pm on Friday, February 26, 2016.**

A member may accept nomination in person, or if absent from the meeting, by furnishing a written acceptance to the presiding Local Union officer no later than the time the member is nominated. The written acceptance may be furnished by another member present at the appropriate meeting, who must produce it at the time the member is nominated. Full instructions on written nominations are available on the Nominations Notice you will receive from your local.

**ELECTION**

The election will be conducted by mail ballot. All members should receive the ballot at their home address before Thursday, April 7, 2016. Any eligible member who does not receive a ballot by that date should contact the Local Union immediately. **YOUR VOTED BALLOT MUST BE RETURNED BY MAIL FOR RECEIPT BY THE UNION NO LATER THAN 9:00 A.M. on Friday, April 22, 2016. In order for your vote to be counted dues arrearages must be paid by 5:00 P.M. on Thursday, April 21, 2016 at GCC/IBT Local 285M, 6210 North Capitol Street, NW, Washington, DC 20011.** Further details about the election process may be obtained from your Local's Secretary-Treasurer or the Election Supervisor at 844-428-8683 or the Regional Director for the Office of the Election Supervisor at:

**Paul Dever**  
1050 17<sup>th</sup> St NW Ste 375, Washington, DC, 20036  
202-429-8683 (phone)  
[pdever@ibtvote.org](mailto:pdever@ibtvote.org)

This Election Plan Summary must remain posted until 30 days after the date of posting of nomination meeting results if the nomination meeting results in a white ballot or until 30 days after the date of posting of the election tally sheet if the election is contested.

## **2015-2016 LOCAL UNION ELECTION PLAN**

The Rules for the 2015-2016 IBT International Union Delegate and Officer Election ('Rules') require every local union to submit a Local Union Plan for the election of delegates and alternates to the IBT International Convention. The Local Union must use this document to submit its Election Plan. The Plan requires detailed information about how the local will perform the specific tasks and procedures that must be followed to nominate and elect IBT convention delegates and alternate delegates. Once the Local Union Plan is reviewed and approved in writing by the Election Supervisor, your local must conduct its delegate elections in the exact manner described in the approved Plan.

If you have any questions about how to complete this Local Union Plan document, you may contact your Regional Director, Paul Dever, via email at [pdever@ibtvote.org](mailto:pdever@ibtvote.org) or telephone at (202) 429-8683 .

### **THE ELECTION SUPERVISOR'S ADDRESS IS:**

Office of the Election Supervisor  
for the International Brotherhood of Teamsters  
1050 17th Street, NW, Suite 375  
Washington, DC 20036

Phone: 202-429-8683

Fax:

Toll Free Phone Number: 1-844-428-8683

[Electionsupervisor@ibtvote.org](mailto:Electionsupervisor@ibtvote.org)

[www.ibtvote.org](http://www.ibtvote.org)

### **DEADLINE FOR SUBMITTING THE LOCAL UNION PLAN**

Seasonal Election – June 1, 2015

Fall Election - June 30, 2015

Winter/Spring Election - September 30, 2015

Seasonal Elections: Any local union in which ten percent (10%) or more the membership is employed by a seasonal food industry. These Local Unions will be notified by the Election Supervisor of their seasonal status.

Fall Elections: Any local with a regularly scheduled local union officer election in the fall of 2015 may choose to hold a fall delegate and alternate delegate election. If you choose to elect delegates in the fall, the Local Union Plan must be submitted on or before June 30, 2015. Any local that does not submit its plan by this date shall be required to conduct delegate nominations and elections during the winter and spring of 2016.

If you choose to hold delegate and alternate elections in the fall of 2015, the delegate and alternate delegate nominations and elections must be conducted entirely separate from your officer elections. You should contact the Election Supervisor or your Regional Director at the address listed above if you have any questions regarding how to conduct separate delegate and officer nominations and elections.

Winter/Spring Election: All other local unions shall submit a Local Union Plan on or before September 30, 2015. A local union that does not submit a plan by this date will have to conduct its delegate election according to a plan imposed by the Election

Supervisor. The cost of planning and conducting the election will be the responsibility of the local union.

Any local may seek modification of, or exemption from, any provision of the Rules by making a written application to the Election Supervisor. A request for modification or exemption must explain the reason or need for such change and shall clearly state any alternative means that the local proposes for guaranteeing the fair and honest conduct of the nomination and election process. Modifications and exemptions will only be granted for extraordinary circumstances.

**IMPORTANT NOTE:** Is your local seeking a modification of, or exemption from, the Rules, that you have not previously requested and been granted?

No

Has your local union previously requested and received approval for any modifications of the Rules, or of any version of the Rules that governed delegate elections in 1991, 1996, 2001, 2006 or 2011?

No

### **LOCAL UNION PLAN**

1. Local Union Number: GCC LU M 285
2. Principal Officer: Mr. William James Tull  
Title: President

### **LOCAL UNION DELEGATE AND ALTERNATE DELEGATE NOMINATIONS AND ELECTIONS**

All elections must be conducted by mail ballot in accordance with the Rules. Ballots can be counted by hand or by mechanical device. Each local union has the option of either conducting its own delegate nomination and election or hiring an outside agency to conduct the election.

If a local chooses to conduct the nominations and elections on its own, it has two choices:

- A. Appoint an election committee (check local by-laws to see if this is required). Each candidate for office may designate one member of the local for service on the local union election committee, who shall be appointed by the President or Secretary-Treasurer.
  - B. Permit the local executive board to conduct the election. Any local union officer or member who is running as a delegate or alternate delegate candidate may not serve on the local union election committee and should not conduct the nomination or election of delegates or alternate delegates.
3. How does your local intend to conduct the delegate and alternate delegate nomination process? Local Union Election Committee

If you chose a Local Union Election Committee, please provide a description of the composition of the committee (e.g., rank and file members, retirees, local union staff, local union officers, etc.) of the Committee. Each candidate may name a representative as a member of the Local Union Election Committee in addition to other members designated in accordance with the local by-laws. If names of committee members are available now, please list the name of each committee members (including candidate representatives).

The Election committee will be comprised of shop stewards and active members and one member of the executive board. No candidates will serve on the election board.

5. Number of Delegates and Alternate Delegates to be Elected

A. Number of delegates to be elected to the International Union Convention:

1

B. The local must pay the convention expenses of all its elected delegates. A local may only propose to send less than a full complement of delegates because of financial inability but must first demonstrate actual financial inability to the General Secretary-Treasurer and then submit the request to the Election Supervisor for approval. If your local's request to send less than the full complement is approved, the candidate(s) receiving the highest number of votes in the delegate election or, in the case of uncontested elections, the candidate(s) ranked highest in the lottery shall be sent to the Convention. Is your local proposing to send less than a full complement of delegates to the Convention?

No

C. Number of alternates to be elected to International Convention:

1

D. Will your local union pay the expenses of any of its alternate delegates to attend the International Union Convention?

Yes

If Yes, for how many alternates will your local pay expenses?

1

If your local proposed to send less than a full complement of alternate delegates, the decision of which alternate delegate candidate shall be sent to the convention by the local must be based solely on which candidate receives the highest number of votes in the alternate delegate election or, in the case of uncontested elections, by lottery.

## NOMINATIONS

The 2016 Rules provide that a candidate can be nominated and seconded and can accept a nomination in writing. Therefore, each local may elect to only have one nomination meeting. If your local is having a regularly scheduled officer election this fall, you may choose to conduct the delegate and alternate nomination and election this fall

The nomination period for fall delegate and alternate delegate nominations is September 1, 2015 – November 7, 2015

If you do not have a regularly scheduled local union officer election this fall, you must hold your delegate and alternate delegate nomination(s) meeting between January 4, 2016 and March 7, 2016.

There must be at least thirty (30) days between your local's last nomination meeting and the date the ballots are mailed.

6. Nomination Meeting

A. Please tell us the date, time and location for the nomination meeting(s) your Local wishes to hold:

Meeting Detail 1:



Date: 1/24/2016

Day of Week: Sunday

Time: 9:30 am

Location/Address: Holiday Inn 7900 Washington Blvd. Jessup, MD 20794

Is the date a regularly scheduled general membership meeting?

Yes

The Rules require that a written nomination or second must be received by the Local Union Secretary-Treasurer no later than 5:00 PM of the day immediately prior to the day of the nomination meeting. Thus if a nomination meeting is held on a Sunday or Monday (or a day after a holiday) the union office must be open until 5:00 PM on the preceding day, i.e., Saturday, Sunday or holiday.

Deadline for submission of written nominations:

Date: 1/23/2016

Day of Week: Saturday

Location/Address: GCC/IBT Local 285M 6210 North Capitol Street NW Washington, DC 20011

B. Have any of the nomination meeting locations been changed from your local's last set of delegate nomination meetings?

No

## MAILING NOMINATION NOTICES

Under the Rules, your Local must mail the nomination notice at least twenty-one (21) days before the nomination meeting. The local must use the official nomination notice form prepared by the Election Supervisor's office. You can obtain a copy of the Nomination Form (Form 7) on our web site, [www.ibtvote.org](http://www.ibtvote.org), or by contacting us directly or contacting your Regional Director.

There are two ways you can mail the nomination notice to your members:

- Mail the notice in a separate, first class mailing to each member (If you are having an officer election at the same time, the nomination notices for delegates and officer may be mailed together but the notices must be on separate sheets of paper and the two notices must be on different colored paper).

- Include the notice in your local union or joint council newsletter or newspaper, which is then mailed by first class mail to each member.

If you chose option number 2, there are three rules your local must follow. The rules are:

1. The first page of the newsletter or publication must state in large bold print: 'Important Delegate Nominations Information Contained on Page \_\_\_.'
2. The nomination notice must be clearly displayed in larger size print than the other information included in the

newsletter or newspaper and the notice must be in bold print.

3. Your local must submit the draft nomination notice to the Regional Director for approval before you finalize and mail it to make sure the layout, print size, and nomination information are all correct.

7. Mailing of the Nomination Notice

A. Will your local mail the nomination notice in as separate, first class mailing to each member at his or her last known home address?

Yes

B. Will your local mail the nomination notice by first class mail, in a local union publication, joint council publication or newsletter?

No

C. When will your local union mail the nomination meetings notice? (Remember, it must be at least 21 days before the nominations meeting. To determine the 21 day period, do not count the day the notices are mailed but count the day of nominations.

Date for Mailing of Nomination Notice:

12/14/2015

## **MAIL BALLOTING**

The Rules require locals to use mail ballots to elect delegates and alternate delegates.

Timing: Ballots cannot be mailed any sooner than thirty (30) days after the last nomination meeting.

You must allow at least 24 days between the mailing of the ballot and date the local counts the ballots. To determine the 24 day period do not count the day the ballots are mailed but count the day of the election.

Your ballot count day must be a day that the post office is open for business and you are able to pick up the voted ballots mailed to you.

Fall Election Time Period: The election time period for fall delegate and alternate delegate elections is October 24, 2015 – December 31, 2015.

Winter/Spring Election Time Period: The election period for winter/spring delegate and alternate delegate elections is between February 27, 2016 and April 30, 2016.

## **PRINTING AND MAILING OF BALLOTS**

The Election Supervisor's Office has copies of a Notice of Election and Mail Ballot Voting Instruction Form (Form 12) as part of a packet of forms. Your local may also obtain a copy from our website at [www.ibtvote.org](http://www.ibtvote.org). Your Local must use this form for the ballot.

The local should try to arrange to have the ballots printed and mailed locally to allow candidates and their observers to easily

observe the printing and mailing of the ballots. Your local may choose to contract with a union printer or mailer that is not locally situated and request the ballots be printed and mailed from a distant location, but only if you explain why a locally based printer and mailer is not available. The local may also contract to have one entity print and mail the ballots. The local may use printing or mailing shops which employ members of the Graphic Communications Conference of the IBT. The local may not enter into a contract with any printer or mailer that employs any members of the local. If your local wants to use a union printer and mailer and can only locate union shops employing members of your local, you may request a written waiver from this prohibition.

8. Printing of Ballots

A. Are you requesting a waiver to use a printing or mailing shop that employs members of your local?

No

B. What is the name and address of the printer who will print the ballots?

The Local Union Election Committee will print and mail the ballots at the local office. All candidates can observe the process in its entirety.

C. Please state in miles by road how far the printer is from the local's principal office.

0

D. What is the name and address of the mailer who will mail the ballot for the delegate/alternate delegate elections?

The Local Union Election Committee will print and mail the ballots at the local office. All candidates can observe the process in its entirety.

E. Please state in miles by road how far the mailer is from the local's principal office.

0

## MAILING THE BALLOTS

9. Mailing of Ballots

A. On what date will your local mail ballots? (Remember, the mailing date must be at least thirty (30) days after the nomination meeting and twenty-four (24) days before count, for a total of at least fifty-four (54) days between the last nomination meeting and the ballot count).

The printer should be requested to provide the local union with a written official count of the exact number of ballots printed.

Date the local will mail ballots:

2/24/2016

B. The Rules require you to post the official Notice of Election on all local union bulletin boards no later than seven (7) days after the nomination meeting. You can also print the official Notice of Election in a local union publication or newsletter or post it on the local's website, if any. The Election Supervisor has an official

form for the Notice of Election. You may obtain a copy of the Election Notice, Form 11, from our website, [www.ibtvote.org](http://www.ibtvote.org).

Date your local will post the Notice of Election:

1/28/2016

- C. Ballots should be picked up from the post office after 9:00 a.m. on the counting date. The ballot count should start at 10:00 a.m. Where and when does your local union propose that the mail ballots be counted?

Date and Time of Ballot Count:

3/21/2016 10:00 am

Location of Ballot Count:

GCC/IBT Local 285M  
6210 North Capitol Street NW  
Washington , DC 20011

### Obtaining Post Office Boxes for the Ballots

In order to conduct a mail ballot, your local must rent two post office boxes, one for the return of counted ballots and one for the return of ballots that the post office is unable to deliver because the member's address is incorrect. Your local should not rent the two post office boxes at the same post office where the local union has a regular business post office box because the U.S. Postal Service might mix up the local's business mail with the ballots.

#### 10. Post Office Information

Please list the address of the post office or offices where the local will rent a box for voted ballots and for ballots returned by the U.S. Postal Service as undeliverable.

Voted Ballots USPS Chillum Place Washington DC	Undelivered Ballots USPS 6525 Belcrest Road Hyattsville , MD
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### MAIL BALLOT ADMINISTRATION

In a mail ballot election, the local has several important responsibilities in addition to counting the voted ballots.

1. First, it is very important that the local maintain correct mailing addresses for its members to insure that all members receive a ballot at their home address.
2. Second, the local must have procedures in place to insure that ballots returned by the U.S. Postal Service because of incorrect addresses are re-mailed to the members at their correct addresses as quickly as possible.
3. Third, the local must keep detailed records and have procedures in place to account for the additional printed ballots which may be mailed to members who request a ballot either because they did not receive a ballot in the original mailing

process or because the ballot they did receive was lost, destroyed or spoiled. (These are called 'duplicate ballots' or 're-mail ballots'.)

4. Finally, the local must provide adequate procedures for ballot security throughout the election process. Specifically,
  1. securing the ballots between the dates they are printed and they are mailed.
  2. safeguarding the extra, blank ballots between the date of printing and the date of the ballot count.
  3. safeguarding the voted and blank ballots after the count is concluded or pending the resolution of challenged ballots.

#### 11. Mail Ballot Administration

- A. It is essential in a mail ballot election that the Local union have and maintain an accurate mailing list containing the current home address of all members.

The Election Supervisor recommends the TITAN operator at each IBT local must update the local's mailing list before preparing address labels used to mail Nomination Notices and ballots to members.

Will your local follow the recommended procedure?

Yes

- B. What procedures will your local follow to update mailing information of members whose nomination notices or ballots are returned undelivered? The Election Supervisor recommends:

1. Frequent visits to the P.O. Box containing undeliverable ballot packages
2. Contact with the:
  1. Member Employer
  2. Appropriate Shop Steward
  3. Appropriate Health and Welfare Groups
  4. Member

Will your local follow the recommended procedure?

Yes

The Local must respond, within two business days, to each member's requests for an additional ballot. The Election Supervisor requires:

1. A detailed record be kept of all requests for additional ballots including names, address, social security number, reason for request and date mailed.
  2. The local's election records should be noted that a duplicate ballot was sent so the election officials at the count will know which, if any members were sent duplicate ballots.
- C. Your local must safeguard the ballots between printing and mailing. At a minimum:
    1. Ballots must be secured in a tamper proof location such as a locked filing cabinet or similar container.

2. In the event a cardboard box is used it must be taped shut with signatures of observers over the tape.
3. Candidates shall not have access to the ballots.

Please identify the person or persons who will be responsible for safeguarding the ballots:

Janet Ashly, Office Manager, She will not be a candidate for alternate or delegate (202)882-3000  
local285m@yahoo.com

The Local Union is required to access the unused blank ballots following the original mailing to members for the purposes of sending replacement ballots to members who request them and a remailing to members whose ballot packages are returned as undeliverable by the Post Office. The Election Supervisor recommends:

1. Ballots may be removed from storage only by the authorized custodian of the ballots.
2. Each day after the mailing process is completed the ballots must be restored using the same safeguards referred to above in section 11c, i.e., lock and key.

The Election Committee must insure that the ballots and all other election materials are stored for at least one year after the count. The Election Supervisor recommends that all election records, including voted ballots, unused ballots, challenged ballots, voted ballots, spoiled ballots, ballot envelopes, tally sheets and voter eligibility lists be packaged, taped and signed with signatures by the election committee and any observers wish to sign.

D. Will the local follow this procedure:

Yes

## COUNTING THE BALLOTS

After the ballots are picked up from the post office, the ballots must be brought back to the count site in the mailing envelopes. The Election Supervisor recommends:

1. The Election Committee alphabetize all the return envelopes.
2. The voters name should then be compared to the voter eligibility list.
3. If found to be eligible, the envelope should be placed in a container marked 'Eligible'. If the voters eligibility is in doubt the envelope should be marked 'C' for challenged and placed in a separate container labeled 'Challenged'.
4. Continue until all the return envelopes have been compared to the voter eligibility list.
5. Open all return envelopes in the eligible grouping and extract, but do not open, the Secret Ballot envelopes.
6. Preserving secrecy, open and extract the ballots from the Secret Ballot Envelopes.

12. Counting the Ballots

A. Will the local follow this procedure?

Yes

B. The Election Supervisor recommends but does not require using a mechanical device to count ballots. The

Local may count ballots by hand or mechanically. Please state how your local proposes to count mail ballots

By Hand

If the Local chooses to hand-count ballots, the ballot tallies and results must be counted at least two times. The Election Supervisor recommends the following steps for organizing and counting ballots by hand. First, separate the ballots into three stacks for counting, as follows:

1. the voter chose a full slate of candidates.
2. the voter chose a partial slate of candidates.
3. the voter chose only individual candidates.

Second, after sorting, count each stack of ballots in groups of fifty (50) ballots.

C. Please check whether your local will follow this procedure.

Yes

D. Count the number of Return envelopes in the 'Challenged' container.

1. If counting the challenged would not affect the outcome of the election, the results may be announced and the Official Tally Sheet completed;
2. If the number of challenged ballots could affect the outcome of ANY contest, the Election Committee should immediately recess the count and contact the Election Supervisor's Regional Director without attempting to resolve challenges. The Office of the Election Supervisor is solely responsible for resolving challenged ballots.

## **ELIGIBILITY TO NOMINATE AND VOTE**

Under the Rules, members of the local union who are in arrears in the payment of their dues can pay their dues arrearage in order to be eligible to participate in the election. The Election Supervisor requires that members may take part in the nomination process by paying all arrearages at any time before the regular close of business on the last business day before the nomination meeting. Also, the Election Supervisor requires that members may have their ballot counted by paying all arrearages at any time before the regular close of business on the last business day before the date of the date of the ballot count. Please indicate the last date (day/month/year), hours of business and location such delinquent members can pay their dues arrearages and participate in the process:

13. Eligibility to Nominate and Vote

A. Last payment date of dues for nomination meeting:

1/22/2016

B. Last payment date of dues for election:

3/18/2016

C. Deadline on above dates to submit dues (ex. 5:00 PM):

5:00PM

D. Address of the location for payment of dues:

GCC/IBT Local 285M  
6210 North Capitol Street NW  
Washington DC 20011

**FOREIGN LANGUAGES**

14. Foreign Languages

A. Please indicate the percentage of the local union membership whose first language is not English:

3

B. If the answer to the previous question is more than zero, please identify each language and the approximate percentage of non-English speaking members of the total active union membership who understand each language.

1. Language: Spanish Percentage: 3

2. Language: Percentage:

3. Language: Percentage:

4. Language: Percentage:

5. Language: Percentage:

6. Language: Percentage:

7. Language: Percentage:

8. Language: Percentage:

9. Language: Percentage:

10. Language: Percentage:

C. Does your local union print or publish its newsletter in a language other than English?

No

D. If you had a delegate election in 2005/2006 or 2010/2011, was the local union ballot printed in a language other than English?

No



E. Please provide any reasons why election materials should or should not be published in languages in addition to English, and if so, what languages.

We would like the election materials to be printed in English and Spanish for our Spanish members.

F. Request French Election Plan Summary

No

G. Request Spanish Election Plan Summary

No

## WORKSITE LISTS

The Rules require that a list of current and accurate worksite addresses be attached to the Local Union Plan. A worksite list must contain all places, with addresses, where any and all of the local union members work. The worksite list must be arranged alphabetically by employer name. A model form is attached to the plan.

### 15. Worksite Lists

Please fill out the Worksite List below.

EMPLOYER NAME	WORK SITE ADDRESS	NUMBER OF EMPLOYEES	EMPLOYER CODE
20-20 Bindery	7895 N Cessna Ave. Gaithersburg, MD 20879	2	na
Accumail, Inc	3381 H 75th Ave. Landover , MD 20785	12	na
AFSCME Council 667	1410 Busch Street Baltimore, MD 21230	1	na
Avalanche Services L.L.C.	53 McGarry Blvd. Kearnyville, WV 25430	9	na
Bureau Of Engraving	14th & C Street SW Washington DC 20228	4	na
D&P Printing & Graphics	5641 I General Washington Drive Alexandria, VA 22312	2	na
Doyle Printing Company	5206 46th Ave. Hyattsville MD 20781	7	na
Government Printing Office	732 North Capitol Street NW Washington DC 20401	19	na
H&H Bindery, INC	3342 Bladensburg Road Brentwood MD 20722	4	na
Impact Office Products	6800 Distribution Drive Beltsville MD 20705	25	na
Interstate Container	903 Woods Road Cambridge MD 21613	98	na
Kelly Press, INC	1701 Cabin Branch Road Cheverly, MD 20785	33	na
Liberty Engraving	PO Box 1765 Unit 4469-3A White Plains, MD 20695	4	na
Linemark Printing INC	501 Prince Georges BLVD Upper Malboro, MD 20774	1	na

McArdle Printing Company	800 Commerce Drive Upper Marlboro, MD 20774-8792	17	na
McDonald and Eudy Printers	4509 Beech Road Temple Hills, MD 20748	10	na
Metropolitan Travel	4520 Old Columbia Pike Annandale, VA 22003	5	na
Mosaic	4801 Viewpoint Place Cheverly, MD 20781	52	na
Mosaic Creative Services	4801 Viewpoint Place Cheverly, MD 20781	4	na
Mosaic Express	1920 L Street NW Washington DC 20036	8	na
Mosaic Fullfilment	8720 Edgeworth Drive Capital Heights, MD 20743	5	na
Mosaic Learning	10005 Old Columbia Road Suite R-250 Columbia, MD 21046	15	na
Peake Delancey Printers	2500 Schuster Drive Cheverly, MD 20781	30	na
Professional Graphics	9550 Lynn Buff Court Laurel, MD 20723	8	na
Raff Embossing	5124 Frolich Lane Tuxedo, MD 20781	6	na
Washington Post	1150 15th street NW Washington DC 20005	6	na
Xpedx	7445 New Ridge Road Hanover, MD 21076	31	na

## BULLETIN BOARDS

Certain sections of the Rules require the local union Secretary-Treasurer to post various nomination and election related materials on union bulletin boards. The term 'Union Bulletin Boards' means any bulletin board to which the international union or local union and includes bulletin boards at the office of the Union as well as bulletin boards located on employer premises.

### 16. Bulletin Boards

Does your local union have bulletin boards which meet the above definition?

Yes

If Yes, Please fill out the Bulletin Board List below:

EMPLOYER NAME	WORK SITE ADDRESS	LOCATION OF BULLETIN BOARD	NAME OF PERSON RESPONSIBLE FOR POSTING
20-20 Bindery	7895-S Cessna Ave. Gaithersburg, MD 20879	Time Clock	Shop Steward
Accumail, Inc	3381 H 75th Ave. Landover , MD 20785	Time Clock	Sop Steward
Afscme Council 67	1410 Bucsh Street Baltimore, MD 21230	Pre-Press	Shop Steward
Avalanche Services LLC	53 McGarry Blvd. Kearneysville, WV 25430	Time Clock	Shop Steward
Bureau Of Engraving	14th & C Street SW Washington DC 20228	Pre-Press	Shop Steward
D&P Printing and Graphics	5641-I General Washington Drive Alexandria, VA 22312	Front Office	Shop Steward

Doyle Printing Company	5206 46th Ave Hyattsville, MD 20781	Bindery	Shop Steward
Government Publishing Office	732 North Capitol Street NW Washington, DC 20401	Pre-Press	Shop Steward
H&H Bindery	3342 Bladensburg Road Brentwood, MD 20722	Time Clock	Shop Steward
Impact Office Producys	6800 Distribution Drive Beltsville, MD 20705	Time Clock	Shop Steward
Interstate Container Corp.	903 Woods Road Cambridge, MD 21613	Time Clock	Shop Steward
Kelly Press	1701 Cabin Branch Road Cheverly, MD 20785	Time Clock	Shop Steward
Liberty Engraving	P.O. Box 1765 Unit# 4469- 3A White Plains, MD 20695	Lunch Room	Shop Steward
Linemark Printing, INC.	501 Prince Georges Blvd. Upper Malboro, MD 20774	Bindery	Shop Steward
McArdle Printing Company INC	800 Commerce Drive Upper Malboro, MD 20774	Bindery	Shop Steward
McDonald & Eudy Printers	4509 Beech Road Temple Hills, MD 20748	Bindery	Shop Steward
Metropolitan Travel Service	4520 Old Columbia Pike, Annandale, VA 22003	Lunch Room	Shop Steward
Mosaic	4801 Viewpoint Place Cheverly, MD 20781	Press Room	Shop Steward
Mosaic Creative Services	4801 Viewpoint Place Cheverly, MD 20781	Time Clock	Shop Steward
Mosaic Express	1920 L Street NW Washington, DC 20036	Time Clock	Shop Steward
Mosaic Fulfillment	8720 Edgeworth Drive Capitol Heights, MD 20743	Time Clock	Shop Steward
Mosaic Learning	10005 Old Columbia Road Suite R-250 Columbia, MD 21046	Time Clock	Shop Steward
Peake Delancey Printers	2500 Schuster Drive Cheverly, MD 20781	Lunch Room	Shop Steward
Professional Graphics	9550 Lynn Buff Ct. Laurel, MD 20723	Production Office	Shop Steward
Raff Embossing	5124 Frolich Lane Tuxedo, MD 20781	Time Clock	Shop Steward
The Washington Post	1150 15th Street NW Washington, DC 20005	Pre-Press	Shop Steward
Xpedx	7445 New Ridge Road Hanover, MD 21076	Lunch Room	Shop Steward

## LITERATURE TABLE

According to the Rules, each Local Union must establish a literature table and/or bulletin board in a public area of each Local Union facility for the nondiscriminatory distribution/display of campaign literature.

### 17. Literature Tables

Please describe the location of the literature table or public area bulletin board maintained by the local union. Please also describe the size of the literature table or bulletin board.

GCC/IBT Local 285M will have a Literature Table in the lobby entrance for campaign literature.

## MISCELLANEOUS INFORMATION

18. Miscellaneous Information

- A. Does your local union have current Local Union By-laws or a Constitution separate from the International Constitution?

Yes

If Yes, the Rules require a copy to be submitted to the Election Supervisor. Please attach an electronic copy HERE or submit a copy via mail. Please label the copy of your Local Union By Laws or Constitution 'Local Union [your Local Union Number] Response to Local Union Election Plan Question 18a.'

If attaching an electronic copy: Yes

1. 5056\_By\_Law\_.pdf

- B. Does your local union have any court or administrative decision or legal settlement agreement which governs or affects your local union's elections?

No

- C. Does your local union publish its own newspaper, newsletter, magazine, or periodical?

No

The Election Supervisor maintains a record of all IBT local union newsletters. Please add the Office of the Election Supervisor and your Regional Director to the distribution list of your local union newsletter. The appropriate mailing addresses are as follows:

Office of the Election Supervisor for the  
International Brotherhood of Teamsters  
1050 17th Street, NW, Suite 375  
Washington, DC 20036

Additionally, the Rules require that the Election Supervisor review and approve the content of all IBT newsletters in the event of a contested general election. Be advised that the copy to be included in any newsletter which you propose to distribute after the close of the 2016 IBT Convention must be transmitted to the Office of the Election Supervisor for review and approval before publication.

- D. Does your local maintain a web site for communication with its membership?

Yes

If Yes, please provide the website address:

[www.local285m.com](http://www.local285m.com)

- E. Has the local union sent email to any of its members in the past two years?

Yes

Has any officer, business agent, shop steward, employee, or representative of the local sent email concerning

union-related business to any of the local's members in the past two years?

Yes

Does the local union maintain a list of email addresses of any of its members?

Yes

Does any officer, business agent, shop steward, employee, or representative of the local maintain a list of email addresses of any of the local's members?

Yes

If yes to any of these questions, please attach a full and complete list of all email addresses the local union has for the members for whom it has email addresses. Include in this list all email addresses of members to which the local union or any officer, business agent, shop steward, employee, or representative of the local union sent email in the past two years. Please attach the list **HERE** or send a copy to the Election Supervisor via mail.

If attaching an electronic copy: Yes

1. 5054\_E mail list.pdf
2. 11628\_E mail list.pdf

Article II, Section 4(e) of the Rules requires the Local Union Secretary-Treasurer to do the following:

1. Within 5 days after sending the Plan to the Election Supervisor, a notice must be posted on all Local Union Bulletin Boards (on the Election Supervisor's Official Form 2, available at [www.ibtvote.org](http://www.ibtvote.org)) advising that the plan has been sent; and,
2. Within 3 days after the above posting, an affidavit attesting to the posting must be sent to the Election Supervisor. For your reference sample affidavits of posting are available as Official Form 3 at [www.ibtvote.org](http://www.ibtvote.org).

By submission of this plan, I declare that all of the answers in this Local Union Plan and all work site lists, bulletin board lists and email lists provided are true and accurate and have been reviewed and approved by the Principal Officer of this local.

Name: Mr. William James Tull

Title/Position: President

Phone: (202)882-3000

Email: local285@yahoo.com

Date: 8/5/2015