



*A Union of Professionals*  
**Staff Guild**  
Local 1521A

**AFT 1521A College Staff Guild**  
**2023/24 District-Wide Officers Election**  
**Rules and Nominee Acceptance form**

**I. Election Rules & Procedures**

**1. Election Timeline**

The Executive Board shall adopt an election timeline for each election.

**2. Election Committee**

The Executive Board shall establish an election committee in accordance with the constitution. The committee shall meet as needed until the election is completed to rule on questions arising during the election.

**3. Availability of District-Wide Officer Candidate Names**

The names of District-wide officer candidates shall be posted in the AFT1521A Guild Office and on the Staff Guild website effective Wednesday, March 13, 2024. No official announcement of information on Guild candidates shall be available before this date.

**4. Term of Office**

Members elected as District-wide officers will serve for a term of three (3) years, beginning from Saturday, July 1, 2023.

**5. Ballot Order**

The names of District wide officer candidates shall be listed in a randomized order.

**6. Filing for Multiple Positions**

Candidates shall not run for multiple positions in the District-Wide Officer elections. If a member is nominated for multiple positions, they can only accept one nomination.

**7. Write-in Votes**

Write-in votes will be tabulated and should a write-in candidate win, that candidate will be vetted against candidate eligibility rules as stated in number 8 below. Should the write-in winner prove ineligible, the next eligible runner up will be declared the victor.

**8. Candidate Eligibility Rules**

Candidates must be an active member, in good standing per Constitution and Bylaws Article VI(1)(a), for at least one (1) year. Nominees must be members in good standing between March 2023 through February 2024 to run for office.

## **9. Contact Information**

Nominees agree to provide updated contact information to the Guild office and must confirm these details on their Nominee acceptance signature page.

Nominees must provide the following:

- a. A primary, non-district phone number where they can be reached.
- b. A district work number where they can be reached if one exists.
- c. A primary, non-shared, non-district personal email address where they can be reached.

The information provided will be used during the nomination and election periods with the purpose of contacting the nominees/candidates regarding Election business.

Failure to respond to communication in a timely manner from the Elections Committee may result in disqualification as a nominee/candidate.

## **10. Nominations**

Nominations must be made by an active member in good standing with a membership card signed on file by 11:59 pm on Tuesday, February 20, 2024.

Nominations must be received beginning Wednesday, February 21, 2024 and nominations close 11:59 pm on Friday, March 1, 2024 in writing, by email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)), by courier, or U.S. mail.

Nominees will be notified of their eligibility by email no later than Tuesday, March 5, 2024.

Nominees have until 11:59 pm, Tuesday, March 12, 2024, to accept/decline nomination in writing to the Staff Guild office by email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)), courier, or U.S. mail. If no written response is received by the deadline, it will be treated as a decline of the nomination.

Nominees accepting their nomination will also sign and return the Election Rules.

## **11. Voter Eligibility**

Any member in good standing is eligible to vote. For non-members, Friday, February 23, 2024, is the deadline to file a Staff Guild membership application and be eligible to vote in the 2023/2024 District-Wide Officers Election.

\* Retiree members are excluded from participation in the District-Wide Officers Election per Guild Constitution.

## **12. Candidates**

On Wednesday, March 13, 2024, candidate names will be posted on the Staff Guild website and sent via email to all members where the Staff Guild has non-LACCD emails on file.

Candidates will receive a copy of these rules to review and sign when accepting their nomination for District-wide officer. Nominees have until 11:59 pm, Tuesday, March 12, 2024, to accept their nomination and sign and return the Election Rules, in order to remain eligible.

A candidate who has accepted their nomination may withdraw their candidacy at any time before 11:59pm, Thursday, March 14, 2024 by submitting their withdrawal in writing to the Staff Guild

office by email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)), courier, or U.S. mail.

**13. Deadline Reminder**

The Elections Committee will as a courtesy have the Guild Office staff send one general reminder email to nominees/candidates regarding each deadline. One for confirmation of nominations acceptance, one for return of signed election rules, and one for candidate statements.

**14. Balloting**

The election will be conducted by secret mailed ballot conducted by the American Arbitration Association (AAA). Ballots will be sent via U.S. mail to the last known home address for each eligible voter on file with the Staff Guild by AAA on Thursday, March 28, 2024. Ballots will be picked up on Friday, April 19, 2024, at 9:00 a.m. by AAA, taken to the Staff Guild office, and counted later the same day.

**15. Observers**

The candidate is entitled to observe the ballot count **or** to have an observer present at the ballot count. An alternate observer must be identified in advance by the candidate via email in writing to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)) no later than Wednesday, April 17, 2024. The Elections Committee will seek to have the convenient option for remote viewing of the ballot count in addition to limited in-person observation.

**16. Parameters to determine election winners**

The District-wide officer candidates with the most votes shall be declared the winners. In the event of a tie, there will be a run-off election between the two candidates whose race resulted in a tie. If the run-off election results in a second tie between those two candidates, the Election Committee members or a representative from AAA will place candidate names in a paper bag and randomly draw the tie winner.

**17. Posting of results**

The uncertified election results will be posted on Friday, April 19, 2024, on the Staff Guild website and sent via personal email to members. The Election Committee will submit the uncertified election results at the next Executive Board meeting for a vote to certify immediately following the April 19, 2024 ballot count, unless a challenge to the election is submitted.

**18. Challenges**

Article VI of the Constitution and Bylaws provides that any member may challenge the election by filing a protest in writing, notarized, and delivered to the Staff Guild office and addressed to the Election Committee within ten (10) calendar days of the publishing of the uncertified results. The Elections Committee shall review each timely-received challenge in accordance with the Constitution and Bylaws and Election Rules.

**19. Questions or problems**

Candidates and members with questions about the nomination or election procedures should contact a member of the Election Committee via email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)). Any violation of these rules should be reported promptly to the Election Committee so that appropriate action can be taken, if necessary.

**Elections Committee for the 2023/24 District-Wide Officers Election**

Gloria Moreno, Lynn Wood, Maritza Medina, Safir Larios-Ramirez, Ngan Mork, Robin King, Ana Maria Saray Olivares-Diaz, Michael Griggs, Natalie Embrey co-chair, Mark Bergquist co-chair

## II. Candidate Rights and Restrictions

### 1. Impartiality

The use of Staff Guild resources, or the resources of any other union or employer, by any candidate, Staff Guild member, or any other person, for the purpose of campaigning for or against any candidate for office in this election, is prohibited. This prohibition includes the use of facilities, equipment or property (including official union or employer email accounts), official endorsements, and campaign activity done on paid time. Candidates' campaigns must use only their own time and resources for campaigning.

Additionally, candidates must be treated equally regarding the opportunity to campaign, and members may support the candidate of their choice without being subject to penalty, discipline, or reprisal of any kind.

### 2. Access to Membership Lists

Upon request, starting Monday, February 26, 2024, any candidate for office shall be provided with a list of the unit members who comprise the potential electorate for their office. The list will not include the phone numbers, emails, or addresses of the unit members. The redacted list provided to the candidate via email will include only the names and worksite location.

If candidates want to inspect a list including contact information, they can request an appointment within Staff Guild office operating hours via email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)). Candidates do not have the right to copy the membership list, only the right to inspect and or compare it with a personal list of members (per LMRDA, Conducting Local Union Officer Elections, Chapter 7: Inspecting the Membership List).

No Guild members in possession of member data due to their positions in the union are to employ this data for campaign purposes on behalf of any candidates.

### 3. Candidates' Statements – District Wide Officer Candidates

The Staff Guild will distribute to all dues paying unit members at its own expense a 300-word statement and photo by all candidates to be submitted in a word or PDF file. Candidate statements must be received at the Staff Guild Office between Friday, March 8, 2024 through Friday, March 15, 2024. These statements will be mailed via USPS to all dues-paying unit members in the respective chapters to their last known home address, emailed to non-work emails on file for dues-paying members and posted on the Guild website. These statements will be issued as content (spelling, grammar, fact, etc.). No changes will be made from the Guild Office. The Guild Office will format and conclude at 300 words (the sentence will be completed). Statements can be emailed to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)) or put on a flash drive and delivered to the Staff Guild Office.

Candidates who miss the deadline above will not have their statements mailed to the membership via USPS or email, but those statements will be posted on the Guild website after they are received.

Candidates who miss the deadline above may still use the distribution options provided for in paragraphs 4 and 5 of these Rights and Restrictions, below.

**4. Distribution of Campaigning materials by mail**

AFT 1521A will honor any reasonable request by a candidate to distribute campaign literature by mail to members at the candidate's expense. Requests will be honored in the order received.

Mailers: Campaign literature must be provided to the Guild Office staff in sealed, stamped envelopes which are ready for mailing. Each candidate should check with postal officials to determine the proper postage. Arrangements must be made for AFT 1521A office staff to put address labels on the envelopes containing campaign literature at a rate of \$40.00 per mailer. Candidates should contact Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)) to arrange a mailing. Candidates should bring materials to the Guild office at least five working days before they would like them to be mailed.

**5. Email distribution of Campaign Literature**

AFT 1521A will honor any reasonable request by a candidate to distribute campaign literature by email to members at the candidate's expense. Requests will be honored in the order received. Campaign literature must be provided to the Election Committee in a text only format for email distribution.

The Guild will send the email to the non-work emails on file at the Guild office to dues paying members of the Guild. The campaign literature to be emailed must be provided to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)). Candidates will be charged \$10 per distribution. Candidates should send the campaign literature to the Guild office at least two working days before they would like it to be emailed.

**6. Posters and flyers**

Posters and flyers placed on campus must adhere to that campus' rules for posting.

**7. Campaigning**

Candidates must use their own time and resources for any campaigning, and follow the prohibitions on using union or employer resources described in paragraph 1 of these Rights and Restrictions, above.

**8. Prohibited election activity**

If a candidate knows of prohibited election activity taking place in support of his/her/their candidacy, the candidate is expected to take reasonable steps to ensure the activity is stopped. Candidates should notify the Elections Committee of these incidents.

**9. Observing Ballot Pickup**

Observers are provided the opportunity, if they wish, to be present when the ballots are picked up from the post office, and can witness the transport of the ballots to the ballot counting location. So that everyone can be certain that ballots are not tampered with in any way. Transportation must be provided by the observer and the process will not be delayed for a tardy observer.

**10. Observing the Ballot Count**

Candidates are entitled to have one observer present at the ballot count conducted by the American Arbitration Association. The observer may be the candidate themselves, or an AFT 1521A member in good standing. An alternate observer must be identified in advance by the candidate via email in writing to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)) no later than Wednesday, April 17, 2024.

The Elections Committee will seek to have the convenient option for remote viewing of the ballot count in addition to limited in-person observation.

For detailed observer rules, see section III. Rules for Observers.

**11. Candidates Forum**

Candidate forums shall be equally open to all candidates for District-wide Office. At least one candidate forum will be scheduled by the elections committee if there are multiple candidates running for a position. The Election Committee will determine the dates and format of the forum(s) and advise all candidates.

**12. Review of Elections Rules with the Candidates**

The Elections Committee strongly encourages all candidates to attend the review of election rules. This will be conducted online in a Zoom format. The meeting will be on Friday, March 8, 2024 at 6:00 pm. Invitations will be sent to the primary email address provided by the candidates.

**13. Clarifications of the Rules**

Because it is not possible to anticipate every scenario in advance, the Election Committee may publish additional clarifications or reminders of these rules as appropriate during the nomination and election period. The Election Committee has full discretion and authority to interpret and apply these Rules.

**14. Except as provided in this code, the Election Committee shall be guided in its decisions by the publication entitled “Conducting Local Union Officer Elections: A Guide for Election Officials,” issued by the Office of Labor-Management Standards of the U.S. Department of Labor.**

*Nomination Acceptance and Pledge to follow the District-Wide Officers Election Rules*

<b>A primary, non-district phone number:</b>	
<b>A district work number:</b>	
<b>A primary, non-shared, non-district personal email:</b>	

I, (print first name and last name) \_\_\_\_\_ by signing, **ACCEPT** the nomination to run for the office of \_\_\_\_\_ for the AFT 1521A, and pledge to serve if elected.

As a nominee/candidate, I agree and pledge to abide by the Election Rules governing this District-Wide Officers Election, and have provided contact information where I can be reached.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AFT 1521A 2023 District-Wide Officers Election  
Friday, April 19, 2024 9am -Completion  
Staff Guild Office  
3356 Barham Blvd., Los Angeles, CA 90068

**RULES FOR OBSERVERS**  
**APPROVED BY ELECTIONS COMMITTEE**

**Remote Viewing of the April 19, 2024 Ballot Count**

For the 2023/24 District-Wide Officers Election, the AFT College Staff Guild 1521A, Election Committee (EC) requested that the American Arbitration Association provide the option for remote viewing of the Ballot Count.

Candidates may choose to observe in person, remotely observe the ballot count, or to have an observer watch the ballot count in their place. The person observing for the candidate must be a member of the Staff Guild.

Observers (remote and in person) cannot display any campaign material while observing (example: zoom backgrounds, buttons, etc), or engage in any campaigning while observing.

The observer must be identified in advance by the candidate via email in writing no later than Wednesday, April 17, 2024, to Scott Matsuda( [smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)).

( See the following pages for Remote Viewing and In-person Viewing details. )

### **III. Rules for Observers**

#### **1. Rules for Remote Viewing**

- a. Zoom Chat will be disabled.
- b. Observers must use the “raise hand” feature so they may be recognized and called upon by an Election Committee member to ask a question or raise a challenge.
- c. Observers must promptly clarify if they are asking a question about the current Election process - or raising a Challenge.
- d. Informational questions regarding Election processes will not be a reason to halt the ballot count.
- e. Observers raising a Challenge must say so at the beginning so that Election Committee members may call a temporary halt to the Ballot Count.
- f. The Observer must concisely state the reasons and basis for the challenge.
- g. If there is a challenge on a ballot, that ballot will be set aside and will be dealt with before finalizing results.
- h. Once the Challenge has been heard by the Election Committee, the Ballot Count will immediately resume.
- i. Election Committee members will make note of the raised challenge and seek to address the issue.
- j. Questions irrelevant to the ballot count will be noted and may be answered after the counting has been completed – if time allows. Candidates will appreciate that the priority of the Election Committee is to focus on and enable the Ballot Count to be completed.
- k. If anyone other than a candidate or an assigned observer appears in the zoom meeting, they will be removed to a Zoom waiting room.
- l. Observers or candidates who attempt to disrupt proceedings may be summarily ejected from participation at the discretion of the EC.

#### **2. Rules for In-person Viewing at the Guild Office**

- a. Each observer/candidate must identify herself/himself/themself to the election officials, sign the observer log, and indicate which candidate she/he/they represent(s).
- b. All candidates/designated observers desiring to be admitted for in-person must wait outside of the ballot count room until AAA has set up their equipment and the EC is ready to admit viewers. An Election Committee member will make an announcement to those candidates/observers present. (Tentatively at 9:30/9:45am.)



- c. There is no appeal for these processes of determining admittance for in-person viewing (if any.)
- d. While present in the polling or tally area, each observer must wear a badge provided by election officials clearly marked "Observer".
- e. Observers must remain in the area(s) approved by election officials where they are able to see the voter registration and balloting process.
- f. Observers may not roam around the ballot count or interfere with the process in any way.
- g. Observers should direct any questions or report any problems directly to election officials as soon as possible so that any necessary corrective action can be taken.
- h. Observers may challenge the eligibility of any voter by clearly specifying the basis for the objection to election officials. (For example, "I challenge the eligibility of Voter X because I don't think they're a member in good standing.")
- i. During the tally of ballots, observers may challenge the accuracy of the way votes are read from marked ballots and recorded on tally sheets and should state any objection to election officials as soon as possible so that any necessary corrective action can be taken.
- j. If an observer is late, absent or excuses themselves from the counting process it will not be grounds for the count to be stopped or interrupted. Ballots can only be challenged if the observer is present during the counting process handled by the third party.
- k. Observers may not touch or handle ballots at any time or interfere with the tally process.
- l. Any observer interaction with the ballot counting process that isn't abiding by the rules previously listed will be grounds for the observer to lose their right to participate and they will be excluded from the premises.