

MEMBERS:
**Notice of
Nomination and
Elections**

AFT College Staff Guild Local 1521A
2023/24 Elections for District-wide Officers

The AFT Staff Guild Local 1521A is conducting elections for District-wide Officers, namely President, 1st Vice-President, 2nd Vice-President, Grievance Representative, Treasurer, and Recording Secretary. Members may only run for one District-wide Officer seat at a time. Election details are on page two.

District-wide Officer Elections

Those elected to District-wide Officer seats will serve a three-year term starting on July 1, 2023. Dues-paying members can participate in the District-Wide Officer elections; see eligibility details to the right.

Your Chapter Designation

On the mailing label used to send you this notification, we printed the chapter/home office assignment the Guild has on file for each member; this is the chapter you will receive a ballot for. If the location is not accurate, please notify the Staff Guild office by calling the Guild office at 323-851-1521 or emailing smatsuda@aft1521a.org.

For Members with Multiple Assignments

If you work multiple assignments, the one where the majority of your work is done, or your home office designation is the chapter you will be assigned for this election. Please check that designation on your mailer as described above.

If you work multiple assignments that are equally distributed across multiple worksites, you must contact the Guild office at 323-851-1521 or via email to Scott Matsuda at smatsuda@aft1521a.org to declare which chapter you wish to participate in. ONLY members with assignments that are equally distributed across multiple chapters may declare which chapter they will participate in.

Nominations

Must Be Received No Later than 11:59 p.m., Friday, March 1, 2024.

Members interested in running for a District-wide Officer position or nominating another member must notify the Staff Guild of their intent for self-nominations or nomination information if nominating someone in writing via Courier, U.S. Mail, email Scott Matsuda at smatsuda@aft1521a.org.

When submitting a nomination include your full name, the name of the person you are nominating or if you are nominating yourself, your chapter, and the position you are nominating them for (President, First Vice President, Second Vice President, Treasurer, Grievance Secretary or Recording Secretary). Please secure the approval of the member nominated prior to submitting the nomination.

Eligibility Rules

To Make Nominations:
Dues-paying members may make nominations for all open seats. Unit 1 employees must have a membership application on file by **Tuesday, February 20, 2024, at 11:59 p.m.**, to be eligible to nominate someone.

**To Be a
Nominee/Candidate**

Members in good standing, defined as having fully paid on all financial obligations to the Staff Guild for one year preceding the election are eligible to be nominated and run for a position. Nominees must be members in good standing between **March 2023 through February 2024**, to be a nominee/candidate.

To Vote

Dues-paying members are eligible to vote in the District-Wide Officers elections. Unit 1 employees must have a membership application on file with the Staff Guild by **11:59 p.m. on Friday, February 23, 2024** to be eligible to vote.

Mail Ballot Election Process

An outside election agency, American Arbitration Association, shall conduct the election. **Ballots will be mailed to Guild members on Thursday, March 28, 2024. To be counted, ballots must be received via U.S. mail no later than 9:00am, Friday, April 19, 2024, or ballots can be dropped off in person and must be received prior to close of business, 3:30pm on Thursday, April 18, 2024, at Foy Station (1808 W. 7th Street Los Angeles, CA 90057).**

Ballots will be counted on Friday, April 19, 2024, and uncertified results published that same day. A certification vote on the results will be held by the Executive Board at the next regularly scheduled Executive Board meeting.

If you have any questions, please contact the AFT College Staff Guild at (323) 851-1521. Election rules can be found on aft1521a.org. Election Committee Members: 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

2023/24 District-wide Officers Election Timelines

Thursday, February 8	Executive Board approves mode of election
Wednesday, February 14	Notice of Nomination & Elections mailed to members and posted on Guild website
Wednesday, February 21	Nominations Open
Thursday, February 22	Online Meeting for Districtwide Officers Election rules readthrough. All Guild Members welcome. 12pm-1:30pm
Wednesday, February 21 through Friday, March 1	Nominations: Members interested in running for office must notify the Staff Guild of their intent in writing via email to smatsuda@aft1521a.org , by Courier or U.S. Mail, no later than 11:59 p.m., Thursday, March 1, 2024.
Friday, February 23	Deadline to file Guild Membership to be eligible to vote.
Monday, February 26	Period Begins for Candidate to Inspect the Union Membership list. 30 days prior to ballot mailing.
Tuesday, March 12	Deadline at 11:59 p.m., for receipt of candidate nomination acceptance and signing of election rules.
Wednesday, March 13	Notice/Posting of candidate names (guild website, etc.)
Friday, March 15	Deadline for Candidates statements to be included in email and mailer
Thursday, March 28	Election Ballots mailed by AAA to the last known home address of each Guild member.
March 21 and or 22 TBA	Candidate Forum
Friday, April 19	Ballots received by 9:00 a.m. and counted later (same day) at the AFT Staff Guild office and uncertified elections results and posted on the Guild website.

Descriptions of District-wide Officer Positions Open for Nomination and Election

The following positions, including responsibilities, are open for nominations and election during this Election Period.

PRESIDENT: The President shall....

- be the presiding officer at all meetings of the membership and the Executive Board
- be the principal executive officer of the Staff Guild
- receive report and respond to correspondence of the Staff Guild
- supervise all employees of the Staff Guild
- be one of the responsible financial officers of the Staff Guild and shall be authorized to co-sign financial instruments and disburse funds that are authorized by the budget, policy, or Executive Board vote
- represent the Staff Guild before the employer or executive and legislative officials
- represent the Staff Guild before the public, community organizations, and the news media
- be, by office, a representative to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies
- make a written report to the Staff Guild's membership at every membership meeting
- be able to delegate the responsibilities of the office except where otherwise specified by the Constitution
- consult with the Executive Board on important matters affecting the Staff Guild.

FIRST VICE PRESIDENT: The First Vice-President shall....

- assume the duties of the President in the event of absence, illness, or death of the President
- oversee and assist the executive board in their duties
- oversee the work of and receive regular reports from the various standing committees of the local
- perform other duties as delegated by the President or assigned by the Executive Board

SECOND VICE PRESIDENT: The Second Vice President shall....

- assume the duties of the President in the event of absence, illness, or death of the President and the First Vice president declines the line of succession
- assume the duties and roles of the First Vice President in the event of absence, illness, or death of the First Vice President
- serve as the Staff Guild representative on Board of Trustee Committees
- oversee the work of and receive regular reports from the COPE and Professional Development Committees
- perform other duties as delegated by the President or assigned by the Executive Board

TREASURER: The Treasurer shall....

- receive, record and deposit all dues monies and other income in the name of the Staff Guild
- be one of the responsible financial officers of the Staff Guild and is authorized to co-sign financial instruments and make regular and usual disbursements of funds
- maintain all financial records of the organization
- assist an independent audit of the finances of the Staff Guild annually and make same available to the Executive Board, and membership
- transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the Staff Guild is affiliated
- serve as a resource to the Financial Oversight Committee
- perform other duties as delegated by the President or assigned by the Executive Board
- perform duties of the office as required by the guidelines developed by the AFT

GRIEVANCE SECRETARY: The Grievance Secretary shall....

- work with parties involved in a dispute to try to resolve it at the lowest level possible
- represent Unit 1 Clerical/Technical employees, upon request irrespective of union membership, in grievances against the District if the Staff Guild collective bargaining agreement has been violated
- advise the Grievance Review Committee on decisions such as whether to pursue grievances to arbitration
- act as grievance training mentor for local representatives and chapter chairs
- be responsible for conducting grievance trainings onsite and at executive board meetings
- act as chief consultant on all grievance matters in the Local
- maintain records of complaints and grievances, and their disposition; for at least three years from grievance resolution unless a longer period of time is adopted by the Executive Board
- enforce the contract and educate staff of their rights, including conducting trainings on each campus at least annually

RECORDING SECRETARY: The Recording Secretary shall....

- maintain the non-financial files and records of the Staff Guild
- be the custodian of the seal and charter of the Staff Guild
- shall record and keep accurate minutes of meetings of the membership and the Executive Board
- shall chair the Communications Committee
- assist the President in handling the correspondence of the Staff Guild
- perform other duties as delegated by the President or assigned by the Executive Board

A complete list of duties and responsibilities for Guild President, 1st Vice-President, 2nd Vice-President, Grievance Representative, Treasurer, and Recording Secretary can be found in the AFT College Staff Guild Local 1521A Constitution and Bylaws, Article IV. A copy of the Constitution and Bylaws can be provided upon request by Guild Staff. Scott Matsuda can be reached at smatsuda@aft1521a.org.