

2024 District Wide Officers Election Planner

This Planner is designed to help union election officials plan for and schedule all the significant activities associated with conducting an officer election. The time projections noted are based on OLMS experience in supervising elections and, unless otherwise noted, are included as recommendations only. Some of the listed activities may occur in a different sequence in your union requiring that the time schedule be adjusted. Any other activities applicable to your union not listed below should be added to the schedule.

To use this Planner, first enter the date of the election and then work backward entering the date of each activity. Remember to consider holidays and weekends. Follow any dates or time frames specified in your union's constitution and bylaws and be sure to allow enough time for adequate completion of each activity.

Date	Activity
2/01/24	Decision From AFT National
2/2/24	One week for Committee preparation of paperwork with dates
	Time Line (also create a streamlined public timeline) Election and campaign rules prepared. Revise the dates, remind guild staff to prep membership list. Request made 2/1/24 by email from Mark
2/8/24	Present Documents at E-Board Meeting Mode of Election Approved by Guild Executive Board
	Union membership list updated and revised with current addresses to be used for mailing election notices. (6 - 8 weeks prior to the election) : * Guild Office Request made 2/1/24 by email from Mark
2/14/24	Notice of Nomination and Elections posted online and mailed to members. (At least 15 days prior to the election as required by the LMRDA.) Provide Notice of nominations (print run), emailed, and post on website including election rules.
2/21/24	Nominations OPEN. By email, letter, courier. Guild staff compiles nominations for verification
2/22/24	Online Meeting held to discuss election and campaign rules. (As soon as possible after the nominations open.) Format: Webinar reach out to CFT for setup support)
2/23/24	-Deadline to file Guild Membership to be eligible to vote.
2/26/24	-Eligible Voter List prepared *Guild Staff <ul style="list-style-type: none"> ● List Employee name, campus, address, and phone number for viewing by appointment ● List with name and campus distributed to candidates via email This starts the clock on the 30 day inspection period prior to ballot mailing for the voter list. Checking the February list plus recent additions through 3/1/2024. -Period begins for candidates to inspect the union's membership list. (30 days prior to the ballot mailing as required by the LMRDA.)
2/27/24	Staff Guild Email reminder for the acceptance of nomination prior to deadline
3/1/24	-Nominations CLOSE: Deadline for receipt of written nominations. 11:59pm Guild compiles nominees, check in good standing status for all nominees
3/5/24	-Candidate eligibility verified * (immediately after the nomination acceptance deadline) *Guild Office Staff Committee Meeting needed Viewing 12 prior months of reports to confirm
3/5/24	Eligibility notification letters and election rules plus signature page sent to all nominees. * Guild Office email nominees the rules for signature.
3/8/24	Meeting with nominees/candidates held to discuss election and campaign rules. 6pm (Complete acceptance as soon as possible.) Staff Guild Email reminder for the deadline to submit the signatures prior to deadline
3/12/24	Deadline for receipt of candidate nomination acceptance and signed election rules.
3/13/24	Inform A.A.A. of Candidate List for the Ballot. -Ballot designed and arrangements made with printer. * Election Agency (2-3 weeks prior to the election) <ul style="list-style-type: none"> ● Send eligible voter list to AAA & Candidate List for Ballot

3/13/24	Staff Guild Email reminder for the deadline to submit candidate statements prior to deadline
3/13/24	-Posting of Candidates Names on Guild Website. Request Candidate Statements. EC we will be getting requests from AAA to approve ballot proofs
3/15/24	Deadline for Candidates Statements Accepted in order for them to be emailed and mailed at Union expense . Staff Guild compile candidate names statements to prep for printing/ mailing
3/20/24	Candidate statement mailer printed and sent out Also posted on Guild Website
3/21/24 and or 3/22/24	Candidates Forum
	Ballots printed and ballot envelopes, voter sign-in register, and tally sheets prepared. (1 week prior to the election) * AAA Election Agency
	Ballot tally preparations completed and voter eligibility list updated, if necessary. (3 - 5 days prior to ballot mailing) * Guild Office Staff Reserve the meeting room for the ballot count
3/28/24	Ballots Mailed to Guild Members. *Election Agency
4/10/24	Reminder Constant Contact to Return Ballots
4/17/24	Deadline for candidates to inform staff guild of observer in lieu of candidate
4/18/24	Prepare Meeting room, make sign-in sheets, observer badges.
PRIOR TO 9AM 4/19/24	Ballot return Deadline: cutoff time for the Foy Station Post office prior day by 3:30pm
4/19/24	Date of Election (Select a date and polling hours to encourage maximum voter participation.) (<i>In a mail ballot election, enter the ballot mailing date which should be approximately 3 - 4 weeks prior to the ballot return deadline.</i>)
4/19/24	Ballot Count. Observation of Count and Reporting of Results. Posting of the uncertified election results to the Guild Website
4/29/24	End of the Challenge Period Guild staff compiles potential challenges
5/9/24	Next Guild Executive Board Meeting. Presentation of Uncertified Election results.

*** This planner originates from the U.S. Department of Labor and may be found in the document titled.

[Conducting Local Union Officer Elections : A Guide for Election Officials](https://www.dol.gov/agencies/olms/compliance-assistance/publications/guide-for-conducting-local-union-officer-elections#fig1)

<https://www.dol.gov/agencies/olms/compliance-assistance/publications/guide-for-conducting-local-union-officer-elections#fig1>

This planner has been adjusted for the needs of the AFT Staff Guild 1521A.