AFT 1521A College Staff Guild

2025 District-Wide Officers SPECIAL Election

Rules and Nominee Acceptance form

I. Election Rules & Procedures

1. Election Timeline

The Executive Board shall vote on the mode of election and 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 AFT 1521A Guild Office and on the Staff Guild website effective Tuesday, December 2, 2025. No official announcement of information on Guild candidates shall be available before this date.

4. Term of Office

Those elected to District-wide Officer seats will complete the current term of service ending on June 30, 2026.

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 Special election. 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 November 2024 through October 2025 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, and non-guild 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 Friday, October 31, 2025.

Nominations must be received beginning Tuesday, November 18, 2025 and nominations close 11:59 pm on Sunday, November 23, 2025 in writing, by email to Glen Heidenreich (gheidenreich@aft-1521a.org), by courier, or U.S. mail.

Nominees will be notified of their eligibility by email no later than Monday, November 24, 2025.

Nominees have until Monday, December 1, 2025, at 12:00pm/noon, to accept/decline nomination in writing to the Staff Guild office by email to Glen Heidenreich (gheidenreich@aft-1521a.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, October 31, 2025, is the deadline to file a Staff Guild membership application and be eligible to vote in the 2025 District-Wide Officers Special Election.

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

12. Candidates

On Tuesday, December 2, 2025 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, Monday, December 1, 2025, 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 12:00 pm, December 11, 2025 by submitting their withdrawal in writing to the Staff Guild office by

email to Glen Heidenreich (gheidenreich@aft-1521a.org), courier, or U.S. mail.

13. Balloting

The election will be conducted by secret electronic emailed ballot using the election vendor SimplyVoting. Ballots will be sent via district work email addresses for each eligible voter on file with the Staff Guild and counted December 19, 2025.

14. Observers

The candidate is entitled to observe the review of ballots **or** to have an observer at the review of the ballots which will occur on Zoom. The candidate or their alternate observer must be identified in advance by the candidate via email in writing to Glen Heidenreich (gheidenreich@aft-1521a.org), no later than Thursday, December 11, 2025.

15. Run-off Election or Tie-breaker

In the event of a tie for the Special Election, a Run-Off will be held immediately in the following week. The run-off will be announced via email and posting on the Guild website the ballots will be available no less than 3 days after the run-off announcement.

In the event of a tied outcome in the run-off election, a random name pick will be utilized to break the tie.

16. Parameters to determine election winners

The District-wide officer candidates with the most votes shall be declared the winners.
If the run-off election results in a second tie between those two candidates, the Election Committee members will randomly draw the tie winner.

17. Posting of results

The uncertified election results will be posted on December 19, 2025 on the Staff Guild website and sent via personal email and district 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 December 19, 2025 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 Glen Heidenreich (gheidenreich@aft-1521a.org),
Any violation of these rules should be reported promptly to the Election Committee so that appropriate action can be taken, if necessary.

20. Elections Committee for the 2025 Special District-Wide Officers Election

Robin King, Grisel Garcia, Ana Maria Saray Olivares-Diaz, Natalie Embrey co-chair, Mark Bergquist co-chair Dashiel Johnson, Executive Director / non-voting member & advisor to elections committee.

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, after Monday, November 10, 2025, 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 Glen Heidenreich (gheidenreich@aft-1521a.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 a postcard with link and QR code to all dues paying unit members at its own expense which will link to 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 by December 5, 2025 at noon.

A postcard linking to 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 Glen Heidenreich (gheidenreich@aft-1521a.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 $50.00 per mailer. Candidates should contact Glen Heidenreich (gheidenreich@aft-1521a.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 Glen Heidenreich (gheidenreich@aft-1521a.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 the Ballot Count

Candidates are entitled to have one observer present at the election committee meeting where election results will be reviewed. The observer may be the candidate themselves, or an AFT 1521A member in good standing.

10. 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 Tuesday, November 25, 2025 at 6:00 pm. Invitations will be sent to the primary email address provided by the candidates.

11. 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.

12. 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

A primary, non-district phone number:	
A district work number:	
A primary, non-shared, non-district, non-guild, personal email:	
Your District Email Address	

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: _____

RULES FOR OBSERVERS

Rules for Remote Viewing

1. Zoom Chat will be disabled.

2. 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.

3. Observers must promptly clarify if they are asking a question about the current Election process - or raising a Challenge.

4. Informational questions regarding Election processes will not be a reason to halt the ballot count.

5. Observers raising a Challenge must say so at the beginning so that Election Committee members may call a temporary halt to the Ballot Count.

6. The Observer must concisely state the reasons and basis for the challenge.

7. If there is a challenge on a ballot, that ballot will be set aside and will be dealt with before finalizing results.

8. Once the Challenge has been heard by the Election Committee, the Ballot Count will immediately resume.

9. Election Committee members will make note of the raised challenge and seek to address the issue.

10. 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.

11. If anyone other than a candidate or an assigned observer appears in the zoom meeting, they will be removed to a Zoom waiting room.

12. Observers or candidates who attempt to disrupt proceedings may be summarily ejected from participation at the discretion of the EC.