

2025 Election for Chapter Executive Board Officers AFT Staff Guild 1521A 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 Candidate Names

The names of candidates shall be posted in the AFT Guild Office and on the Staff Guild website effective April 7, 2025. No official announcement of candidates from the Guild shall be available before this date.

4. Term of Office

The chapter officers (Chapter Chair, Grievance Representatives, Delegates and Alternate Delegates) elected shall take office on July 1, 2025 and serve a term of three (3) years.

5. Ballot Order

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

6. Filing for Multiple Positions

Candidates shall not file for multiple positions in their chapter elections. Candidates may run for one chapter officer position and a convention delegate position at the same time.

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) calendar year to run for office prior to closing of nominations, 11:59pm April 1, 2025.

9. Nominations

Nominations must be made by an active member in good standing with a membership card signed on file prior to closing of nominations, 11:59pm Tuesday, April 1, 2025.

Nominations must be received between Friday, March 14, 2025 and 11:59pm Tuesday, April 1, 2025, in writing by email (smatsuda@aft-1521a.org), courier, or U.S. mail. Nominations received outside of the nomination period will be considered invalid.

Nominees will be notified by email and phone no later than Wednesday, April 2 , 2025.

Nominees have until 11:59 pm, Friday, April 4, 2025, to accept/decline nomination in writing by email (smatsuda@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. Candidates must sign and return the signature page with a valid, personal phone number and personal email for election correspondence.

10. Voter Eligibility

Any member in good standing is eligible to vote. For non-members, Wednesday, March 12th, 2025, is the deadline to file a Staff Guild membership application and be eligible to vote in the 2025 chapter officer election.

11. Candidates

On Monday, April 7, 2025, candidate names will be posted by the Staff Guild on the website, Staff Guild office, 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 no later than Friday, April 4, 2025, in order to remain eligible.

The Elections Committee will hold a meeting on Friday, April 4, 2025 and Saturday, April 5, 2025, to review election and campaign rules.

12. Balloting

The election will be conducted by online ballot. Ballot details shall be sent to members' LACCD email addresses. There will be a 4 day window to cast your electronic vote! To be counted, ballots MUST be received by 11:59p.m., Thursday, May 13, 2025.

Ballots will be counted on Friday, May 14, 2025, and uncertified results posted that day.

13. Parameters to determine election winners

For Chapter Chairs and Grievance Representatives, if a candidate receives a majority of votes cast, they will be declared the winner. If no candidate receives a majority (50%+1) of votes cast, a run-off election will be conducted wherein the two candidates who received the most votes will be on the ballot. The Elections Committee will determine the methodology and timeline for the run-off election and will send a notice of run-off election to eligible voters at least 15 days prior to the election.

For chapter delegates, each chapter is allocated one delegate for each 50 chapter members or fraction thereof (Constitution Article IV, Section 2). The winners will start with the top vote getter and then work down the list of the next highest vote recipient, etc. until the number of seats allocated to the chapter are filled.

In the event of a tie, the Election Committee members will organize a run-off election at the earliest opportunity. A notice announcing the need for a tie-breaking election will be distributed 15 days prior to the tie-breaking / run-off election(s) being held. The run-off election(s) will be held online and electronic ballots will be distributed to dues paying members via their District email accounts.

14. Posting of results

The uncertified election results will be posted on Wednesday, May 14, 2025 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 Wednesday, May 14, 2025 ballot count, unless a challenge to the election is submitted.

15. 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.

16. Questions or problems

Candidates and members with questions about the nomination or election procedures should contact a member of the Election Committee at smatsuda@aft-1521a.org. Any violation of these rules should be reported promptly to the Election Committee so that corrective action can be taken, if necessary.

CANDIDATE RIGHTS AND RESTRICTIONS

1. Impartiality

Federal law prohibits the use of any union or employer funds to promote the candidacy of any person in a union election. This prohibition applies to cash, facilities, equipment, office supplies, official endorsements, etc. Federal law also provides that candidates must be treated equally regarding the opportunity to campaign and that 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 April 7, 2025, any candidate for office shall be provided with a list of the unit members who comprise the potential electorate for his/her/their office. The list provided to the candidate will not include the phone numbers, emails, or addresses of the unit members. Requests shall be done by appointment within the Staff Guild office during operating hours via email to smatsuda@aft-1521a.org.

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 – Chapter Executive Board 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 the form specified by the Election Committee by 5:00 pm beginning Tuesday, April 15, 2025.

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 or put on a flash drive and delivered to the AFT Guild Office.

Distribution of Campaigning materials

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

Mailers: Campaign literature must be provided to the Election Committee 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@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.

Email: 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 at the respective chapter. Literature to be emailed must be provided to Scott Matsuda (smatsuda@aft-1521a.org). Candidates will be charged \$10 per distribution. Candidates should send materials to the Guild office at least two working days before they would like them to be emailed.

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

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.

4. Candidates Forums

Candidate forums shall be equally open to all candidates for Chapter Executive Board positions at their respective chapters. One candidate forum per chapter will be scheduled by the election committee, if requested. The candidate forum will be held via a virtual platform. The Election Committee will determine the dates and format of the forums and advise all candidates.

5. Campaigning

Candidates must use their own time and resources for the forums and any campaigning.

The above rules are not all inclusive. Additional election rules or clarifications may be issued by the AFT 1521A Election Committee as needed during the nomination and election period.

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.

Rules Issued By: AFT 1521A Election Committee

Date: February 11, 2025

Committee Members: Mark Bergquist, Co-Chair, Valley; Natalie Embrey, Co-chair, City; Ana Maria Saray Diaz, Harbor; Robin King, Trade Tech; Grisel Garcia, District Office

Candidate Name Printed	Candidate Signature
Date of Candidate Signature	
Personal Email	Best Phone Number to reach you