

**AFT 1521A College Staff Guild**  
**2026 Special Worksite Officers Election**  
**Rules and Nominee Acceptance form**

**I. Election Rules & Procedures**

**1. Special Election**

The Executive Board requested a Special Election to be held for Chapter Officer vacancies. Approved by the Executive Board on June 18, 2026.

**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 Special Worksite Officer Candidate Names**

The names of Special Worksite officer candidates shall be posted in the AFT 1521A Guild Office and on the Staff Guild website effective Monday, July 27, 2026. No official announcement of information on Guild candidates shall be available before this date.

**4. Term of Office**

Members elected as Worksite officers will serve for the remainder of the three (3) year term, ending from June 30, 2028.

**5. Ballot Order**

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

**6. Filing for Multiple Positions**

Candidates shall not run for multiple positions in the 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 May 2025 through current 2026 to run for office.

**9. Contact Information**

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

Nominees/Nominators must provide the following:

- a. First and Last Name of the Nominee.
- b. A primary, non-district phone number where they can be reached.
- c. A district work number where they can be reached if one exists.
- d. 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 May 31, 2026.

Nominations must be received beginning July 20, 2026 and nominations close 11:59 pm on July 23, 2026 in writing, by email to Glen Heidenreich ([gheidenreich@aft-1521a.org](mailto:gheidenreich@aft-1521a.org)) and the Elections Committee at [1521Aelections@gmail.com](mailto:1521Aelections@gmail.com), by courier, or U.S. mail.

Nominees will be notified of their eligibility by email no later than July 24, 2026.

Nominees have until July 23, 2026, at 11:59 pm, to accept/decline nomination in writing to the Staff Guild office by email to Glen Heidenreich ([gheidenreich@aft-1521a.org](mailto: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, June 30, 2026, is the deadline to file a Staff Guild membership application and be eligible to vote in the 2026 Special Worksite Officers Election.

\* Retiree members are excluded from participation in the Special Worksite Officers Election per Guild Constitution.

## **12. Candidates**

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, July 23, 2026, to accept their nomination and sign and return the Election Rules, in order to remain eligible.

On Monday, July 27, 2026 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.

A candidate who has accepted their nomination may withdraw their candidacy at any time before 12:00 pm, August 6, 2026 by submitting their withdrawal in writing to the Staff Guild office by email to Glen Heidenreich ([gheidenreich@aft-1521a.org](mailto: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 August 14, 2026.

**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](mailto:gheidenreich@aft-1521a.org)), no later than Thursday, August 6, 2026 by noon.

**15. Run-off Election or Tie-breaker**

In the event of a tie for the 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 Special Worksite 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 August 14, 2026 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 August 14, 2026 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](mailto: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 2026 Special Worksite Officers Election**

Robin King, Grisel Garcia, Ana Maria Saray Olivares-Diaz, Natalie Embrey, co-chair, Mark Bergquist, co-chair, Jennifer Jackson, Executive Director / non-voting member & advisor to the 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 July 8, 2026, 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](mailto: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 – Special Worksite 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 July 29, 2026 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](mailto:gheidenreich@aft-1521a.org)).

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](mailto: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](mailto: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 Friday, August 14, 2026 at 9am. 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 Special Worksite Officers Election Rules*

|                                                                        |  |
|------------------------------------------------------------------------|--|
| <b>A primary, non-district phone number:</b>                           |  |
| <b>A district work number:</b>                                         |  |
| <b>A primary, non-shared, non-district, non-guild, personal email:</b> |  |
| <b>Your District Email Address</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 Special Worksite  
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.