

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

This Special Election is occurring only at the following local chapters where vacancies have occurred: District Office/ESC, Los Angeles City College, and Los Angeles Trade Tech College.

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

CHAPTER CHAIR

GRIEVANCE REPRESENTATIVE

Only members assigned to the worksites listed above will be eligible to cast ballots for their respective local worksite Chapter Chair and Grievance Representative.

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, September 28, 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 September 2025 through August 2026 to run for office.

9. Contact Information

Nominees/Nominators agree to provide current contact information on the Nomination Form (See page 7 of these Rules) to the Guild office and Nominees must also confirm these details on their Candidate Rules Acceptance Form 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.

Nominations which are illegible or which have invalid or missing contact information will be returned to the Nominator as incomplete. **All nomination forms will be vetted on or before Friday, September 18, 2026, any questions the committee has for nominators must be addressed ASAP Friday morning. Any forms with missing or incorrect information must be verified by 10 AM or will be considered invalid nominations.**

The Elections committee is not responsible for nominees/candidates who cannot be reached due to incorrect or invalid contact information provided by Nominators.

Failure to respond to communications from the Elections Committee in a timely manner 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 August 31, 2026.

Nominators must use the provided nomination form with required contact information filled in and emailed to Glen Heidenreich (gheidenreich@aft-1521a.org) within the nomination period for it to be considered a valid nomination. Please submit your nomination form from your District email address for identity confirmation of nominators.

Nominations must be received beginning September 14, 2026 and nominations close 11:59 pm on September 17, 2026 in writing, by email to Glen Heidenreich (gheidenreich@aft-1521a.org) and the Elections Committee at 1521Aelections@gmail.com.

Nominees have until September 24, 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).

If no written response is received by the deadline, it will be treated as a decline of the nomination.

Nominees accepting their nomination must also sign and return the Election Rules.

Nominees will be notified of their eligibility by email no later than September 25, 2026.

11. Voter Eligibility

Any member in good standing is eligible to vote. For non-members, September 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, September 24, 2026, to accept their nomination and sign and return the Election Rules, in order to remain eligible.

On Monday, September 28, 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, October 9, 2026 by submitting their withdrawal in writing to the Staff Guild office by email to Glen Heidenreich (gheidenreich@aft-1521a.org).

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 October 23, 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), no later than Monday, October 12, 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 October 23, 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 October 23, 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), 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. Prohibitions on the use of official endorsements include the use of the

Guild, State, and National Affiliate logos. Union logos cannot be used on any campaign materials, in zoom backgrounds, on t-shirts, etc. 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 September 7, 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). 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 October 1, 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).

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. Please see prohibitions on union / employer resources above in section II. Candidate Rights and Restrictions 1. Impartiality.

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 Wednesday, September 9, 2026 at 6pm. Invitations will be sent to the membership via Action Network.

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.

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Nomination Form

-The Elections Committee strongly suggests that you obtain the consent of the nominee before submitting this form.

-Please type your nomination information below. If unable to type, please print legibly. Illegible forms will be considered incomplete nominations.

First and Last Name of the Nominee	
A primary, non-district phone number where they can be reached	
A district work number where they can be reached, <i>if one exists</i>	
A primary, non-shared, non-district, and non-guild personal email address where they can be reached	

Name of Nominator: _____

Phone Number of Nominator: _____

This form must be filled out in its entirety or it will not be accepted.

AFT 1521A College Staff Guild
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Candidate Rules Acceptance Form

Nomination Acceptance and Pledge to follow the Special Worksite 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 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.

Statement of Values

The CFT Executive Council has adopted the CFT Code of Conduct which prohibits discriminatory, harassing or otherwise unacceptable behavior in the workplace and at any CFT activity, event or meeting, even if the conduct has not risen to a violation of law.

The CFT is a democratic organization that values open and vigorous discussion of the issues facing the CFT, our members, working people and the labor movement. The Code of Conduct is not intended to restrict free and open debate, but rather is intended to ensure a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law. We ask all meeting participants to conduct themselves consistent with the values of equity and equality.

PURPOSE

The CFT is committed to providing a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law.

As such, the CFT will not tolerate discriminatory, harassing or otherwise unacceptable behavior in the workplace or at any of its activities, events or meetings, even if the conduct has not risen to the level of a violation of law. The CFT expects everyone in the workplace and those who participate in any of its activities, events or meetings to abide by this Code of Conduct.

DEFINITIONS

A. Discrimination

Discrimination against an individual because of a person's individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law is illegal discrimination.

B. Harassment

Harassment is a form of discrimination that can take many forms, including physical contact, verbal comments, written communications or other unwelcome conduct. It may include, but is not limited to, actions such as the use of epithets, slurs, negative stereotyping, jokes or

threatening, intimidating or hostile acts that relate to sex, race, age, disability or other protected categories. Harassment may also include written or graphic material that denigrates or shows hostility toward an individual or group based on protected characteristics, whether that material is sent by email or placed on walls, bulletin boards, computer screens or other devices, or elsewhere on the premises of the activity, event or meeting.

C. Sexual Harassment

Sexual harassment is a form of sex discrimination. It can take many forms, including physical contact, verbal comments, written communications or other conduct. Sexual harassment does not have to be sexual in nature; non-sexual contact, comments or conduct can still — depending on the circumstances — create an intimidating, offensive or harassing and discriminatory environment or experience.

EXPECTED BEHAVIOR

The CFT is a democratic organization that values open and vigorous discussion of the issues facing the CFT, our members, working people and the labor movement. This Code of Conduct is not intended to restrict free and open debate, but rather is concerned with preventing unacceptable behavior.

The CFT expects everyone who is in, or enters the workplace, including vendors, consultants, and all participants in CFT activities, events, or meetings to conform to the following Code of Conduct:

- Respect others and their views.
- Recognize and value individual differences.
- Do not engage in aggressive, bullying or intimidating behavior.
- Do not engage in discriminatory or harassing behavior.

IF SUBJECT TO UNACCEPTABLE BEHAVIOR

Prior to the start of CFT activities, events or meetings with non-staff participants (affiliate leaders, staff or members; partner organizations; employer representatives; public official etc.) attendees will be informed of the Code of conduct, and the CFT designee to whom complaints may be directed will be identified for all attendees.

If you are subject to what you believe is unacceptable behavior under this Code of Conduct, or witness such behavior, please inform the CFT designee immediately. If that person is not available, you may inform any other CFT manager or officer, who will work with the CFT designee to respond to the complaint.

The CFT takes these complaints seriously and may, at its discretion, take action that it deems appropriate upon assessing the situation. Possible responses may include a warning to or expulsion of the alleged offender from the CFT activity, event or meeting. Additionally, where appropriate, the CFT may inform the alleged offender's affiliate, or employing entity of the

offending behavior and complaint, or initiate disciplinary proceedings for those who hold a position subject to discipline by the CFT. If needed, or requested, a CFT designee will help complainants contact security or local law enforcement, provide escorts or otherwise assist complainants experiencing unacceptable behavior to feel safe for the duration of the activity, event or meeting.

Any complaint brought to the CFT's attention will be treated confidentially to the extent possible to properly assess the situation. The CFT will take all appropriate steps to ensure that the complainant is no longer subject to the unacceptable behavior.

The CFT will not tolerate retaliation against any individual who complains of unacceptable behavior under this Code of Conduct. The CFT will take every step necessary and appropriate to ensure that retaliation does not occur, and if it believes that retaliation has occurred, the CFT will take immediate action to stop the retaliation.

The CFT Code of Conduct can be viewed online at: <https://www.cft.org/code-of-conduct>