



**Baker County Local 596 Nominations Form**

Term of Office May 1, 2018 through April 30, 2020

Nominations Open: 01/29/2018

Nominations (and Candidate Statements if applicable) Due: 5:00pm on 02/22/2018.

Complete and return the form to your Sub-local Election Committee Chair, Kara Miller (Harris) or to SEIU 503 organizer Andrea Utz in person or via email: [utza@seiu503.org](mailto:utza@seiu503.org) by 5:00pm on due date above.

Nominees must be an SEIU 503 member in good standing. You may nominate yourself or another member.

I, \_\_\_\_\_, nominate the following person(s):  
(PRINT FIRST & LAST NAME)

President/Auto General Council delegate:

\_\_\_\_\_  
Print Nominee's Name

\_\_\_\_\_  
Nominee's acceptance signature

Vice President/Alternate General Council Delegate:

\_\_\_\_\_  
Print Nominee's Name

\_\_\_\_\_  
Nominee's acceptance signature

Secretary/Treasurer:

\_\_\_\_\_  
Print Nominee's Name

\_\_\_\_\_  
Nominee's acceptance signature

**SEIU 503 Staff to complete below:**

President: PIN \_\_\_\_\_ Mbr \_\_\_\_\_ Acceptance Date \_\_\_\_\_ Initials: \_\_\_\_\_

VP: PIN \_\_\_\_\_ Mbr \_\_\_\_\_ Acceptance Date \_\_\_\_\_ Initials: \_\_\_\_\_

Sec/Treas: PIN \_\_\_\_\_ Mbr \_\_\_\_\_ Acceptance Date \_\_\_\_\_ Initials: \_\_\_\_\_

## **DUTIES OF OFFICERS and GENERAL COUNCIL DELEGATES**

President. The President shall preside over all meetings of the Local and the Executive Committee; build agendas for meetings, serve on and make appointments to agency committees that include SEIU Local 503, OPEU member representatives; participate in the political program, attend statewide Union meetings acting as an official representative of Local 596; appoint the Elections Committee, act as the chief spokesperson for Local 596; participate in General Council; work on an ongoing basis to enhance skills, knowledge, and abilities by attending training, conferences, meetings, reading mail, and educational material.

Vice President. The Vice President shall, in the absence of or upon request of the President, perform the duties of the President. The Vice President shall replace the President for the unexpired term in the event of the death, incapacity, resignation or removal from office. The Vice President shall conduct the Union's presentation at new employee orientation; assist the President as needed; shall attend SEIU Local 503, OPEU Leadership training; set up and maintain a working communication system; is a voting member of the Executive Committee; shall participate in General Council.

Secretary. Secretary shall record minutes of all meetings; keep correct and current records; publish meeting minutes as required; is the custodian of all local records; shall attend SEIU Local 503, OPEU Leadership training; is a voting member of the Executive Committee.

Treasurer. Treasurer shall maintain the financial records for disbursements of funds; ensures that financial matters are in compliance with the Constitution and Bylaws of Local 596 and SEIU Local 503, OPEU; shall attend SEIU Local 503, OPEU Leadership training; is a voting member of the Executive Committee.

Secretary/Treasurer At the option of the Local, Local Secretary and Local Treasurer may be combined into one position having the same duties as mentioned above.

General Council Delegates. Every Local in SEIU Local 503, OPEU has the right to a minimum of one delegate. Delegate strength is based on membership, with one delegate for each one hundred (100) members or major fraction thereof. The number of delegates will be determined by the December membership report or by the average annual membership of the previous twelve (12) months, whichever is higher. Alternate delegates are elected for the purpose of filling any delegate vacancies that may arise. Delegates attend the Union's biannual General Council as a voting member; presenting any resolution which the Local may deem necessary for the good of the Union; working for the adoption of said resolution in conjunction with member delegates of other Locals. After General Council it is the responsibility of the delegate to bring any new information to the Local meeting.