**Bureau of Labor & Industries (BOLI) SUBLOCAL 839 Nominations Form**
Term of Office May 1, 2018 through April 30, 2020

Nominations Open: Monday, February 5th, 2018
Nominations and Candidate Statements Due: 5:00pm on Friday, March 2nd, 2018.
Complete and return the form to your Sublocal Election Committee: Moayyad Khoshnaw: moayyad.khoshnaw@state.or.us or Leila Wall leila.wall@state.or.us or to SEIU 503 Organizer, Angelica Lim in person or via email: lima@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: _____ _____
Print Nominee's Name Nominee's acceptance signature

Vice President(s): _____ _____
Print Nominee's Name Nominee's acceptance signature

_____ _____
Print Nominee's Name Nominee's acceptance signature

Secretary: _____ _____
Print Nominee's Name Nominee's acceptance signature

Treasurer: _____ _____
Print Nominee's Name Nominee's acceptance signature

Bargaining Delegate: _____ _____
(Work area if applicable) 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: _____ |
| Secretary: | PIN _____ | Mbr _____ | Acceptance Date_____ | Initials: _____ |
| Treasurer: | 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. He or she must see that the local actively participate in the Union and that the local provides services to its members. He or she must see that the local leadership is informed and kept up-to-date on legislative news and bargaining issues. It is imperative that the President consult with the Field Representative and know OPEU's Constitution, By-Laws, and the Administrative Policies and Procedures. The President should also have a basic knowledge of the contract. In addition the president should attend District Council Meetings and the OPEU Board of Director meetings where important decisions are made and where helpful and important information is available. The President is responsible for conveying this information to local officers for use in local meetings.

One of the President's primary duties is planning and presiding at local meetings, local executive committee and special meetings. The President is responsible for planning an interesting agenda geared toward improving attendance at the local meetings.

Other important responsibilities include recruit of members to the Union, appointment of committees, and preparation of the local's budget.

The President is subject to the Local's Constitution and By-Laws, and may automatically be a General Council Delegate and a bargaining delegate.

Vice President(s): The Vice President(s) shall be responsible for the local's communications system. The Vice-President (s) shall, in the absence of and upon request of the President, perform the duties of the President. The Vice-President (s) shall replace the president for the unexpired term I the event of the death, incapacity, resignation or removal of the President.

The Vice-President(s) handles assignments requested by the President and participates in as many other local and district activities and district councils as possible. The Vice-President(s) may automatically be a General Council Delegate or bargaining Delegate. The Vice-President(s) will be the Newsletter Editor.

Secretary: The Secretary shall record minutes for all Meetings. The Secretary should check the computer membership list quarterly and correct any errors or discrepancies immediately in order to maintain current membership records at all times. The Secretary also posts meeting notices around the work area prior to each meeting of the local.

Treasurer: The Treasurer shall maintain the financial records of the local and shall be responsible for all requests for disbursement of funds on behalf of the local. All requests for disbursement of funds shall be made to the Treasurer, who shall comply with such request when they are in compliance with the Constitution and By-Laws of the Union.
If in the event of a vacancy, the Treasurer's officer position and duties may be assumed by the Secretary.

## Bureau of Labor & Industries (BOLI) SUBLOCAL 839

**2018 Candidate Statement – Limited to 200 words**
**Due Date: 5:00pm on Friday, March 2nd, 2018.**

Candidate Name: _____ Home Email: _____

Candidate for Office(s): _____

☐ Candidate Consent: By checking this box and upon submission of this nomination form, I hereby consent to be a candidate for the office selected above and being apprised of the requirements of the office, I am willing to serve, if elected, to the best of my ability in the fulfillment of the duties and responsibilities of the office.