

SEIU Local 503 2020 Sub-Local Elections Frequently Asked Questions (FAQs)

- 1. Q: Where can I find my sub-local's nomination opening date, closing date, election date, the date ballots will be mailed or location of an in-person election, the date ballots are due, and the list of positions being elected?**

A: All of this information is contained in the Voice which was previously sent by mail. You can also find this information online linked from www.seiu503.org/weare503/.

- 2. Q: I moved recently, or otherwise did not receive my ballot within a few days of the date listed that ballots would mail. What should I do?**

A: You can contact the Union to request a replacement ballot at **1-844-503-SEIU (7348)** to request a replacement ballot, which will be mailed to you. Replacement ballots are not available for pickup at field offices.

- 3. Q: I made a mistake in my candidate statement and/or photograph submission. Can I submit another one?**

A: Not all locals accept candidate statements and/or photographs. In locals where candidate statements and/or photographs are accepted, candidates are permitted to have one (1) candidate statement / one (1) photograph published, regardless of the number of offices for which the candidate is running. If a candidate submits more than one nomination form, the last submitted candidate statement / photograph will be published. Mistakes can be corrected by resubmitting.

- 4. Q: How will I know my nomination form submission went through?**

A: Candidates' membership and eligibility for office will be verified after the nomination form is submitted. Once your information has been verified, you will receive a confirming email. Online submissions will typically be verified within two business days. Paper forms mailed to Salem Headquarters or hand delivered to any field office, a field organizer, or emailed to elections@seiu503.org will likely take longer to process. It is strongly recommended that you call your organizer to confirm receipt of your nomination prior to the nomination deadline if you have not received a confirming email. Nominations must be received by the nomination deadline listed in the [election notice](#) in order for your name to be listed on the ballot.

- 5. Q: I am having difficulty with the online nomination form. Do I have to use it?**

A: No. Use of the online form is encouraged, but not required. You may contact your field organizer or visit any SEIU 503 field office to request a paper nomination form. If you do not have direct contact information for your field organizer, call **1-844-503-SEIU (7348)**. We encourage you to let your field organizer know if you had difficulties with the online nomination form as this feedback is helpful.

- 6. Q: I would use the online nomination form but I don't have access to a computer. Can I use a computer at the Union hall?**

A: Yes. A computer station is set up at all SEIU 503 field offices for use for submitting nominations during nomination periods. Please contact your field office at **1-844-503-SEIU (7348)** in advance to confirm office hours on the day you'll be visiting. You may also be able to submit the online nomination form using a smart phone or computer at a local library.

7. Q: I changed my mind about which position I want to run for or selected the wrong option. What should I do?

A: Submit a new nomination form for the correct position that you wish to run for. If you have received a confirming email, you can decline acceptance of the position from that email. However, if you do not enter the form to decline it, you will be automatically considered to have accepted the nomination when submitting a self-nomination. If you have not received a confirming email yet and wish to notify the Union to remove your nomination, please email elections@seiu503.org and clearly explain your full name, sub-local, and the position that you do not wish to run for and request that your name not be included on the ballot.

8. Q: I nominated other candidates for office. How will I know if they accept? Can I submit a candidate statement or endorsing statement on their behalf?

A: Candidates nominated by other members will be verified for eligibility and sent a confirming email, similar to candidates who are self-nominated. However, these candidates must respond to the confirming email accepting the position no later than 5:00pm two business days after nominations close in order to be listed on the ballot. The nominating member will not be automatically notified whether the candidate they nominated accepted, but you can ask the nominee, check with your field organizer, or determine this when you receive your ballot.

You cannot submit a candidate statement or endorsing statement on behalf of a candidate you are nominating. That candidate has the right to submit their own candidate statement as long as it is received by the nomination deadline.

9. Q: What rules are there around photograph submissions? Is the online form the only way to submit a photograph? Which locals permit photographs?

A: Candidates in statewide locals have the option, but not a requirement, to submit a photograph. Photographs of the candidate's head and shoulders only are encouraged to be submitted with a square aspect ratio as they will be uniformly formatted and sized with a square aspect ratio for publication in black and white print. Only the candidate may be pictured. Photographs which show more than one person will not be published. By submitting your photograph, you certify that you are the individual in the photograph.

Candidates shall be entitled to submit one (1) photograph regardless of the number of positions for which the candidate is running. If a candidate submits more than one (1) photograph, only the final photograph submitted prior to the submission deadline shall be published.

Candidates are encouraged to use the online nomination form available at www.seiu503.org/weare503/ to submit their photograph if they wish to submit a photograph in a local where photograph submissions are permitted. Candidates may submit photographs with a paper nomination form in the ways listed on the nomination form which are permissible for submission (hand delivery to field organizer, field office, mailed to Salem Headquarters, scanned and emailed to elections@seiu503.org). Candidates submitting physical photographs will not have photographs returned to them and the quality of the photograph after scanning may be inferior to photographs which are digitally uploaded via the online form.

The following statewide locals permit acceptance of photographs:

| Sub-Local Number | Sub-Local Name |
|------------------|-------------------------------|
| 1 | Retirees |
| 83 | Oregon State University (OSU) |
| 96 | Child Care |
| 97 | Nursing Homes |
| 98 | Addus |

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|---------|--|
| 99 | Homecare |
| 109 | Oregon Dept. of Fish and Wildlife (ODFW) |
| 123 | Dept. of Geology and Mineral Industries (DOGAMI) |
| 137 | Dept. of Justice (DOJ) |
| 170 | Treasury Dept. |
| 200-220 | DHS and its subdivisions |
| 415 | Oregon Youth Authority (OYA) Central / Parole |
| 440 | Dept. of Consumer and Business Services (DCBS) |
| 471 | Employment Division |
| 575 | Higher Education Coordinating Commission (HECC) and Office of Student Access and Completion (OSAC) |
| 585 | Commission for the Blind |
| 603 | Dept. of Agriculture |
| 629 | Dept. of Forestry |
| 690 | Water Resources Dept. |
| 730 | Oregon Dept. of Transportation (ODOT) |
| 733 | Oregon Parks and Recreation |
| 735 | Driver & Motor Vehicle Services (DMV) |
| 839 | Bureau of Labor and Industries (BOLI) |
| 858 | Adult Foster Care |
| 963 | Comprehensive Options for Drug Abuse (CODA) |
| 999 | Alvord Taylor |

10. Q: Why are typos and other mistakes reprinted on candidate statements?

A: It is the candidate's choice on how to outline their qualifications. Therefore, candidate statements will be unedited except for adjustments to accommodate space and design limitations but not to correct misspelled words or alter grammar or style. A statement to that effect will be contained in the candidate statement.

11. Q: Can SEIU 503 or sub-locals endorse candidates for union office?

A: No. Current officers or governing bodies (executive boards, boards of directors, etc.) may not endorse candidates on behalf of the body.

12. Q: Campaigning at Union Functions -- Can I speak as a candidate at meetings?

A: Only if the sponsor of the meeting has contacted other candidates and given them an opportunity to attend and speak as well.

13. Q: What if the other candidates can't come/attend?

A: As long as they have been given the opportunity to also appear, single candidate presentations are allowed. Others may send literature or a representative to speak for them.

14. Q: What if one candidate can come one day but not another – Can the candidate be limited to attending a day by themselves?

A: No. As long as all candidates have been given the opportunity to appear, any candidate – even one – who does appear will be permitted to speak.

15. Q: Does the other candidate need to be notified when I make a worksite visit or attend a meeting and talk to folks on the break or lunch?

A: No. Only if a candidate is officially present and given time/access to workers/members in an official way – such as being on the agenda of a union meeting.

16. Q: Can a candidate distribute campaign literature at a union event, conference, or meeting; and do all candidates have to be notified of union events in order to do literature distribution?

A: Campaign materials cannot be distributed during meeting times, placed on the registration table of the conference, or included in the conference/meeting materials. This activity must be done outside of the meeting program and must not be disruptive or viewed as part of the meeting agenda, unless rules are established and notice is given to all candidates of the equal opportunity to hand out campaigning literature at the candidates' own expense.

17. Q: How can candidates find out about union events that they may wish to attend in order to campaign and or distribute campaign literature?

A: Major union events are usually posted on the union web site – www.seiu503.org. Candidates may also contact Headquarters or field offices for meeting/event dates.

NOTE: The union does not have an obligation to affirmatively inform or notify candidates of all union events unless the union is placing the candidates on the agenda or as part of the event allowing candidate presentations. In that case, the Union is responsible to notify all candidates (or if only one position, i.e., President, candidates for that position) of the event.

18. Q. Can candidates campaign and/or distribute literature at their workplace or other workplaces?

A: Any campaigning or distribution of literature at workplaces is subject to rules promulgated by employers and must occur when the candidate is not on work time and he/she has not gained special access to a work area by virtue of holding a union office.

19. Q: Can a candidate use work e-mail to distribute campaign literature/endorsements?

A: No. The use of work e-mail constitutes use of employer resources, which is prohibited under federal law. Campaigning emails may not be sent from employer email or to recipients via their employer email.

20. Q: Can I tell my co-workers to vote for me?

A: Yes, provided you are not using any employer or Union resources to promote your candidacy. This includes not promoting your candidacy while on paid time.

21. Q: Can I reach out to members to vote for me through social media?

A: Yes, provided you are not using any Employer or Union resources to do so. It is prohibited to promote or disparage the candidacy of any member on any Union-operated Facebook page or group.

22. Q: Can I contact members to vote for me if I already have their contact information without requesting the Union send the communication?

A: It depends. If the contact information was gained by virtue of holding a position with the Union (such as steward or officer), this information is a union resource and cannot be used for campaigning. If a candidate is

friends with co-workers and has the contact information of their friends, they are free to contact them to promote their candidacy.

23. Q: Can a candidate use the SEIU logo/picture?

A: Yes – but SEIU can't provide it – candidates can cut and paste – download from a publication, etc. (unless picture is under copyright).

24. Q: What rights do I have to communicate with eligible voters?

A: Candidates may request that the Union send out campaign materials on their behalf at their expense. Candidates can request information regarding sending campaigning communications at their expense by emailing communications@seiu503.org.

25. Q: Can a member who is serving on an Elections Committee have a role in a candidate's campaign?

A: The law guarantees all members the right to support or oppose candidates for elective office, but it also requires that the Elections Committee act impartially. The local shall act to replace anyone who is running for an elected office covered by the particular elections committee.

Elections committee members involved in Elections Committee business – at meetings or otherwise – may not wear candidate stickers or buttons, or hand out candidate literature, or otherwise campaign for candidates. It is acceptable for members to participate in candidate campaigns outside of elections committee work.

NOTE: A member who acts as a candidate campaign manager for a candidate may not serve on an elections committee that oversees the election in which that candidate is running.

26. Q: Can a candidate use Union or Employer Funds or Facilities?

A: No. The use of union or employer funds for campaign purposes is restricted. Using union or employer funds to promote for or against the candidacy of any person in a union officer election is prohibited. This prohibition applies to anything of value, no matter how small the amount or value, of facilities, equipment (e.g. telephones, computers, copiers, fax machines, e-mail systems, etc.), supplies and cash as well as campaigning on time paid for by either a union or employer as well as the use of any Union newsletter, website, or social media for campaign purposes. The prohibition against the use of union or employer funds applies to any union and any employer, not just to SEIU Local 503, OPEU or to the employers with whom SEIU Local 503, OPEU has collective bargaining agreements.

27. Q: I have other questions. Who should I contact?

A: If your questions are not addressed by this FAQ or the sub-local election webpage at www.seiu503.org/weare503/, please contact your field organizer or call the Union at **1-844-503-SEIU (7348)**.