

GENERAL RULES FOR ELECTING OFFICERS
STATE EMPLOYEES ASSOCIATION OF NH, SEIU LOCAL 1984

1. Application of SEA, SEIU LOCAL 1984 Constitution

The election will be conducted, in accordance with the provisions of the SEIU/SEA, SEIU Local 1984 Affiliation Agreement, the SEA, SEIU LOCAL 1984 Constitution, and the SEA, SEIU LOCAL 1984 Board of Directors Policy Manual.

2. Eligibility to Hold Office

In accordance with Article VIII Section 5(a) of the SEA, SEIU LOCAL 1984 Constitution, in order to be eligible to be an officer or director of the Association, a person must have been a member in good standing of the Association for a period of at least one year immediately preceding his/her or her election (from October 31, 2009 through October 31, 2010).

Article III Section 1(a) (2) of the SEA, SEIU LOCAL 1984 Constitution defines a member in good standing as any person whose Association dues and chapter dues are current (paid through October 31, 2010).

SEA, SEIU LOCAL 1984 practice has established that a member in arrears for any reason can pay full back dues and resume a position of good standing.

Article III Section 1 (a) (3) of the SEA, SEIU LOCAL 1984 Constitution provides that a member not paying dues retains his/her or her good standing under the following circumstances: the member is receiving workers' compensation payments, has an active workers' compensation claim in process, has applied for or is approved to receive Family Medical Leave (FMLA), is absent due to approved military leave, or has an active appeal on dismissal.

Article III Section 1 (b) (2) provides that continuing members shall not qualify for requirements, responsibilities, and obligations of the SEA, SEIU LOCAL 1984 Constitution Article VII (Board of Director) and Article IX (Officers and their Duties).

Article III Section 1(c) (2) provides that associate members shall not qualify for the requirements, responsibilities, and obligations of SEA, SEIU LOCAL 1984 Constitution Articles VII and IX.

Article III Section 1(d)(3) provides that retired members are eligible to hold office only in their respective chapter and in the one Association board of directors retired member seat.

As such, continuing members, associate members, and retirees will not be eligible to run for the positions of SEA, SEIU LOCAL 1984 officers and/or directors.

Section 504 of the LMRDA prohibits persons convicted of certain crimes, including robbery, bribery, extortion, embezzlement, grand larceny, burglary, arson, violation of narcotics laws, murder, rape, assault with intent to kill, assault which inflicts grievous bodily injury, and violations of Title II of the LMRDA, from holding office for 13 years after conviction or after their release from imprisonment, whichever is later.

3. Nominator Eligibility

Any SEA, SEIU LOCAL 1984 member, regardless of good standing status, may nominate a candidate. A member wishing to nominate who is not seated as a Convention

delegate will register as a guest and receive a guest badge in order to be present on the Convention floor.

4. Nomination/Election Notice

A combined nomination/election notice will be mailed to all SEA, SEIU LOCAL 1984 members at their last known home address in SEA, SEIU LOCAL 1984's newsletter, SEA, SEIU LOCAL 1984 News. The notice will be mailed no later than 120 days prior to the election. It will also be posted on the SEA, SEIU LOCAL 1984's website. It will advise members of candidate eligibility requirements, offices to be filled, the procedure for submitting nominations, and the date, time, and place of the oral nominations that will take place from the Convention floor.

SEA, SEIU LOCAL 1984 will make every attempt to update its membership list and successfully re-mail any copies of the SEA, SEIU LOCAL 1984 News containing the nomination/election notices that are returned to the union as undeliverable.

5. Nomination Procedures

In accordance with the SEA, SEIU LOCAL 1984 Constitution Article VIII Section5 (b), members seeking election at the Annual Convention shall submit a nomination form in writing to the membership clerk no later than 30 days prior to the Convention. Nomination forms will be available from chapter presidents, on SEA, SEIU LOCAL 1984's web site, and in the SEA, SEIU LOCAL 1984 Newspaper. Submission of a nomination form will enable a candidate's name to be included on the printed ballot. Nomination forms must be received at the SEA, SEIU Local 1984 at 207 North Main Street, Concord, New Hampshire by 5:00 PM on September 30, 2010. Written self-nominations will be accepted.

Article VIII Section5(c) states that nominations must also be made orally from the Convention floor. On October 30, 2010 at 2:00 p.m., the Convention parliamentarian will supervise the nomination procedure. Candidates who have not previously submitted a nomination form may be nominated from the Convention floor. Candidates that have been nominated in writing but not orally at the Convention will not be considered eligible candidates. Self-nomination will be allowed. SEA, SEIU LOCAL 1984 practice has been to accept "seconds" to nominations; however, this process is not required. The SEA, SEIU LOCAL 1984 Constitution does not stipulate that candidates must accept nomination; therefore, no formal acceptance of nomination is necessary.

In accordance with SEA, SEIU LOCAL 1984 past practice, nominations for office will be taken in the following order: director, secretary, treasurer, second vice president, first vice president and president. After nominations for all offices have been taken, nominators and nominated candidates will be given a brief opportunity to speak, in order of office and order of nomination taken.

6. Determining Candidate Eligibility

In order to verify candidate eligibility after nominations from the Convention floor have closed, the Business Administrator or his/her designee will review union records to verify the eligibility of all nominees.

7. Campaign Procedures

The LMRDA requires that all candidates be treated equally regarding the opportunity to campaign. For instance, if one candidate is invited to speak at a chapter meeting or council meeting, then all candidates must be invited and given equal access to the meeting. In addition, Section 401 (g) of the LMRDA provides that any monies received by the SEA, SEIU LOCAL 1984 or any other labor organization by way of dues, assessments, or similar levy, or monies of any employer may not be used directly or indirectly to support the candidacy of any person in a union officer election. This prohibition extends to equipment, vehicles, office supplies, records, and personnel of the SEA, SEIU LOCAL 1984 or any other labor organization and to employers, whether or not they employ SEA, SEIU LOCAL 1984 members.

The prohibition against the use of union and employer funds applies to direct expenditures from the union or employer as well as indirect expenditures including: campaigning on time paid for by the union or employer; use of union/employer owned or leased equipment such as telephones, fax machines, and copy machines; use of union/employer supplies such as stamps, paper, and envelopes; use of union employees to prepare campaign literature while on union time; use of the union letterhead; use of union/employer property or facilities; printing articles which support or criticize an individual's candidacy in a union newspaper or other publication; giving free services or special discounts to a candidate customer such as printing, photocopying, etc.

Campaigning by union officials which is "incidental" to union business is not a violation of federal law. For example, any campaigning by union officials which occurs as a consequence of conducting legitimate union business, such as shaking hands with members while visiting work sites on official business, is permissible. The LMRDA also states that members, in the exercise of the right to support candidates of their choice, may not be subjected to penalty, discipline, or reprisal of any kind by a labor organization or its members.

Candidates in possession of proprietary information, for example, contact information obtained by virtue of holding union office, must not use this type of information for campaign purposes.

In accordance with SEA, SEIU LOCAL 1984 past practice, all candidates will be allowed to submit remarks to the SEA, SEIU LOCAL 1984 News. Remarks will be limited to 450 characters with spaces and will be published in the SEA, SEIU LOCAL 1984 News prior to the Convention. All candidates wishing to submit remarks to the newspaper should include their remarks on the nomination form which must be received by the membership clerk before 5:00 p.m. on September 30, 2010. Candidates who wish to submit campaign remarks for the SEA, SEIU LOCAL 1984 News should do so using the nomination form.

In accordance with SEA, SEIU LOCAL 1984 Board Policy, Section 9(e)(2) as amended, when a candidate submits his/her declaration of candidacy to the union, he/she shall receive from the Business Administrator a paper copy of a list containing the name, last known home address, and last known home telephone number of each Convention delegate. A candidate can either pick up the list from the SEA, SEIU Local 1984 headquarters or choose to receive the list by U.S. mail. Such a list is subject to modification. Information distributed to candidates will be current as of the date of its

distribution. Candidates have the responsibility of requesting any and all updated versions of the delegate list from the Business Administrator.

(Amended 6/17/10) Any bona fide candidate, as defined by the LMRDA, may request and shall receive any photographs, images or other electron media that include themselves in the picture that is in the possession of the Association or stored in Association archives whether electronically or otherwise stored. Such requests shall be honored without charge and shall be made in writing to SEA's Business Administrator

8. Inspection of Membership List

Once within 30 days of the election, each candidate has the right to inspect a list containing the names and last known addresses of all SEA, SEIU LOCAL 1984 delegates at the October 2010 Convention. The membership list will be maintained at the SEA, SEIU LOCAL 1984 office in Concord, New Hampshire, and will be available for inspection beginning on September 30, 2010, during the local's regular business hours, Monday through Friday, until October 29, 2010. Any candidate who wishes to inspect the list should notify the Business Administrator at (603) 271-3411.

9. Distribution of Campaign Literature

SEA, SEIU LOCAL 1984 will comply with any reasonable request by a candidate to distribute campaign literature at the candidate's expense. In accordance with SEA, SEIU LOCAL 1984 Board Policy Section (e)(3), the Association shall send to the Association's delegates, by first class mail, campaign material of any candidate for officer or director of the Association's Board of Directors if so requested by the candidate. The costs of supplies, including envelopes and postage, shall be borne by the candidate and shall be paid to the Association prior to mailing of campaign materials. Association staff time in mailing the campaign materials shall be borne by the Association.

Any candidate who wishes to mail campaign literature must furnish the Business Administrator with stamped envelopes that have been stuffed with the candidate's literature and sealed.

Although SEA, SEIU LOCAL 1984 sometimes sends Association e-mail messages to members, the Association does not maintain a segregated database containing the personal e-mail addresses of its members; therefore, SEA, SEIU LOCAL 1984 will not distribute campaign literature by e-mail.

10. Voter Eligibility

SEA, SEIU LOCAL 1984's officers and directors are elected by a vote of delegates, who are known as councilors. In accordance with the Code of Federal Regulations (CFR) Section 452.119, delegates to intermediate body elections, such as the election of SEA, SEIU LOCAL 1984 officers and directors, must have been elected directly by secret ballot among the members in good standing of the labor organization they represent. These delegates may be duly elected officers who are ex-officio delegates or duly elected delegates. Additionally, CFR Section 452.121 stipulates that, while officers of national or international labor organizations or of intermediate bodies who have been elected by a vote of the delegates to a Convention may serve as delegates to Conventions of their respective labor organizations if the constitution and bylaws so provide, they may not vote in officer elections at such Convention unless they have also been elected as delegates by a secret ballot vote of the members they are to represent.

11. Ballot Preparation

SEA, SEIU LOCAL 1984 staff, under the direction of the Business Administrator will design the official ballot and voting instructions. Candidates' names will be listed alphabetically by last name on the ballot. Sufficient space will be left on the ballot for candidates nominated on the day of the Convention. Ballots will be prepared and printed by SEA, SEIU LOCAL 1984 staff approximately two weeks prior to the Convention. Printed ballots will be secured in a locked box maintained at the SEA, SEIU LOCAL 1984 office.

12. Polling Place Procedure and Ballot Tally

SEA, SEIU LOCAL 1984 Constitution Article VIII Section5 (g) (1) establishes that SEA, SEIU LOCAL 1984's officers and directors must be elected by secret ballot in a majority vote of the delegates present and voting on the last day of the Annual Convention. The election will take place in a specifically designated room between the hours of 8:00 a.m. and 9:30 a.m. on October 31, 2010.

The election monitor and tellers, appointed on the day of the Convention, will be responsible for administering the polling place and ballot count. The voting room will be arranged so as to ensure secrecy for all voters. Voters must check in with the election tellers at the polling place in order to determine that they are eligible to vote and present photo identification before receiving a ballot. A delegate will place his/her ballot into a locked ballot box before exiting the polling area.

The election monitor and tellers will tally the ballots immediately following the close of the polls at 9:30 a.m. The counting process will continue non-stop until completion. During the counting of ballots, only the election monitor and tellers will physically handle the ballots; however, candidates or their observers will be permitted to watch the entire counting process. All ballots, counted and uncounted, will be kept in view of the observers at all times. The candidate who receives the majority votes cast will be declared elected. SEA, SEIU LOCAL 1984 Constitution Article VIII Section5 (g)(5) provides that, in the event that a majority is not obtained, the candidate receiving the lowest number of votes shall be dropped and the delegates will vote again until a majority is obtained. In the event of a tie-vote, the same procedure shall be employed.

13. Observers

Each candidate is entitled to have observers present at any stage of the election process, including at the polls and the ballot count. A candidate may act as his/her own observer. Any observer requests should be made to the Election Monitor on the day of the election.

14. Installation of Officers

Newly elected officers will be installed at the close of the Convention proceedings on October 31, 2010.

15. Preservation of Records

SEA, SEIU LOCAL 1984 will announce the results of the election in the issue of the SEA, SEIU LOCAL 1984 News immediately following the October 2010 Convention and will preserve all election records for a period of three year.

SEA, SEIU Local 1984
2010 ELECTION SCHEDULE

No later than 120 days prior to election	Nomination/Election Notice Mailed
September 30, 2010	5:00 pm Deadline for: <ul style="list-style-type: none"> • Submission of nomination forms
September 30, 2010	5:00 pm - Deadline for: <ul style="list-style-type: none"> • Submission of campaign remarks for SEA, SEIU Local 1984 News
Two weeks prior to election	Printing of ballots
October 30, 2010	2:00 pm - Nominations from the Convention floor for candidates
October 31, 2010	8:00 am-9:30 am - Polling place open
October 31, 2010	9:30 am - Ballot tally and additional rounds of voting (if necessary)