



National Postal Mail Handlers Union

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July 19, 2019

TO: All Local Presidents

FROM: Michael J. Hora, National Secretary-Treasurer 

RE: Delegates to the 2020 National Convention

I am writing on behalf of the National Executive Board. In accordance with Article XII, Section 3 of the National Constitution, the NEB has discussed and adopted the rules necessary to govern the selection of Local Union delegates at the 2020 NPMHU National Convention. As previously announced, the 2020 National Convention is scheduled to occur during the week of August 11 through August 15, 2020 at the Hyatt Regency Convention Center & Hotel in Denver, Colorado.

Based on the adopted rules, a copy of which is attached, there is a deadline of November 15, 2019 by which the Local Union Council must determine, and notify the National Office with regard to, the number of delegates that the Local Union will be sending to the 2020 National Convention. (This date of November 15, 2019 also will serve as the deadline by which each Local Executive Board must select the members who will serve as Judges of Election for the 2020 Delegate Election.) Please remember that it is the Local Union Council that decides how many delegates to send to the Convention, and the Local Executive Board that selects the Judges of Election. Moreover, pursuant to Article IV, Section 6(H) of the Uniform Local Union Constitution, it is the Local Executive Board that must determine the expenditures that the Local Union will pay with regard to attendance of delegates elected to represent the Local Union at each National Convention, and that such determinations must be consistent with Article XII, Section 17 of the National Constitution and must be uniformly applied to all Local delegates.

The National Office often receives requests for certain information that may be relevant to your Local's decision about how many delegates to send to the Convention. First, the Convention in 2020 is scheduled to run for five days, from Tuesday, August 11 through Saturday, August 15. The main delegate registration will occur on Monday, August 10, with the opening of the Convention on the morning of Tuesday, August 11. The Convention will conclude on Saturday, August 15, and will include a closing gala that evening.

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The negotiated nightly sleeping room rate will be \$178 (single occupancy), before taxes and other expenses. However, these rates are subject to change in accordance with the government per diem at the time of the convention and therefore, may be slightly different next year. In addition, the NEB has adopted a registration fee per delegate attending the 2020 Convention. Each Local Union is required to pay a registration fee of one-hundred and twenty-five dollars (\$125.00) for each delegate who will be representing your Local Union at the National Convention.

Also, as provided in Article XII, Sections 4 and 5 of the National Constitution, the maximum number of delegates that each Local Union may send to the 2020 National Convention is determined by a mathematical formula that takes into account the average monthly number of regular members in the Local Union during calendar year 2019. In particular, each Local Union is entitled to a maximum of 1 delegate for each 25 members or major fraction ($13/25$) thereof. Obviously, a precise calculation under this formula is not possible until the end of 2019. Nonetheless, because the NEB has concluded that it is important to start the delegate election process before the end of this year, each Local Union will be provided, in November 2019, with an estimate of the number of delegates for which the Local is eligible. In the meantime, each Local Union can estimate its maximum number of delegates by dividing its current membership by 25.

For most Local Unions – i.e., those that do not bring the maximum number of delegates – the calculation on this maximum number is really not necessary. Instead, we urge you to determine, at the next meeting of your Local Union Council, the number of delegates that your Local Union will be sending to the Convention. (You also should remember that the Uniform Local Union Constitution provides for a process by which a Local Union Council may determine the number of delegates by teleconference. This procedure should be followed, however, only if your Local Union does not otherwise have a Council meeting scheduled for some time prior to the notification deadline of November 15, 2019.)

The NEB believes that the attached delegate election rules are self-explanatory; nonetheless, should you have any questions, please feel free to contact me at the National Office.

For ease of reference, here is a summary of the deadlines that are included in the rules. Be careful, however, to read the full text of the rules for pertinent information.

On or before November 15, 2019: This is the deadline by which each Local Union Council must determine, and notify the National Secretary-Treasurer with regard to, the number of delegates that the Local Union will be sending to the 2020 National Convention. This also is the deadline by which

each Local Executive Board must select the members who will serve as Judges for the 2020 Delegate Election. The Local President should use the attached form (in appendix K) entitled 2020 Delegate Total and Judges of Election Notification form to submit this information to the National Office no later than November 15, 2019.

On or before January 11, 2020: This is the deadline by which the Judges for the 2020 Delegates Election must conduct the Local Union's Nominations Meeting. At least thirty (30) days prior to this meeting, notices announcing the date, time, and the place of the Nominations Meeting must be mailed to all members at their last known address and posted (through reasonable efforts) in each postal facility employing mail handlers. It is acceptable to satisfy the mailing of this notice by printing the notice of the Nominations Meeting in a prominent location in the Local Union's regular newsletter, provided that the newsletter is mailed to the member's home at least thirty (30) days prior to the scheduled Nominations Meeting.

On or before February 14, 2020: This is the deadline by which the ballots must be mailed to all members in good standing.

On or before March 23, 2020: This is the deadline by which the ballots must be received, picked up from the Post Office Box, and counted (in no event should this date be less than thirty (30) days after the mailing of the ballots). Should the counting take more than one day, the counting should be started on or before this date.

On or before March 25, 2020: This is the deadline by which the certified results of the election must be posted and forwarded to the National Office.

The NEB also has adopted Rule IX that allows a Local Union that will be conducting an election of Local Union officers during the period running from January 2020 through March 2020 to request an adjustment to the schedule that is otherwise established by the rules. Such requests must be submitted, in writing, to the National Executive Board, through the National Secretary-Treasurer, no later than October 31, 2019. Only those exceptions granted by the NEB, in writing, may be followed by the Local Union.

Finally, for your information, the rules are similar to those used in prior NPMHU delegate elections, with the following changes that have been added in recent years and are worth noting: (1) mail handlers who will serve as automatic delegates and therefore are not subject to election may serve as Judges of Election; (2) there is new language allowing the Judges to adopt a procedure for breaking tie votes; (3) there is new language incorporating dues waivers during military service; and (4) on the business reply envelopes used in the mail-ballot election, the last four digits of the Employee Identification

Number have been substituted for the last four digits of the Social Security Number.

Once again, please do not hesitate to call me should you have any questions about the enclosed rules, or any other matters relating to the 2020 National Convention.

cc: Paul V. Hogrogian, National President
National Executive Board



**NATIONAL POSTAL MAIL HANDLERS UNION
2020 NATIONAL CONVENTION**

**RULES FOR DELEGATE ELECTIONS
(As adopted by the National Executive Board on June 26, 2019)**

Pursuant to Article XII, Section 3 of the National Constitution of the National Postal Mail Handlers Union, the National Executive Board is empowered to adopt and promulgate rules to govern the election of Local Union delegates who will attend NPMHU National Conventions. This document contains the rules applicable to the 2020 NPMHU National Convention, which is scheduled to occur during the week of Tuesday, August 11 through Saturday, August 15, 2020 at the Hyatt Regency Convention Center & Hotel in Denver, Colorado. (These rules are not meant to be binding in Local Union officer elections; those elections are governed by the provisions of the Uniform Local Union Constitution. Nor are they meant to be binding in Local Union elections to select delegates attending the 2021 International Convention of the Laborers' International Union of North America; those elections are governed by rules to be adopted by LIUNA.)

I. Number of Delegates for the 2020 NPMHU National Convention

The Local Union Council of each Local Union shall determine, on or before Friday, November 15, 2019, the number of delegates that the Local Union will send to the 2020 NPMHU National Convention. The maximum number of delegates that each Local Union may send to the Convention is determined by the formula set forth in Article XII, Sections 4 and 5 of the National Constitution: "Local Unions with more than twenty-five (25) regular members shall be entitled to one (1) vote for each twenty-five (25) regular members or major fraction (13/25) thereof." The National Secretary-Treasurer of the NPMHU must be notified of the Local Union Council's determination promptly after it is made by the Council, but in no event later than Friday, November 15, 2019. Each Local President must use the attached form entitled 2020 Delegate Total and Judges of Election Notification form to submit this information to the National Office no later than Friday, November 15, 2019. (See the form attached as Appendix K.) (Because the date by which the Local Union Council must determine the Local Union's number of delegates – November 15, 2019 – is before the date for calculating each Local Union's precise allotment of delegates, during the first part of November 2019 the

National Secretary-Treasurer will provide each Local Union with an estimate of its maximum number of delegates, by applying the formula contained in Article XII, Sections 4 and 5 of the National Constitution to the first ten months of calendar year 2019. Should the Local Union wish to bring the maximum number of delegates, it must notify the National Secretary-Treasurer of that decision on or before Friday, November 15, 2019. The National Secretary-Treasurer then shall notify the Local Union of the precise number equating to the maximum number of delegates for the Local Union as soon as possible after the end of the 2019 calendar year.)

As provided in Article XII, Section 3 of the National Constitution (and provided that during the election of Local Union officers the notices to regular members stated that by virtue of his/her election as President or Vice President, the officer is automatically a Local Union delegate or alternate [for the President] to all National Conventions conducted during his/her term of office), all Local Union Presidents by virtue of their election by secret ballot, or if unopposed by acclamation, shall be one of the Local Union's delegates to the 2020 NPMHU National Convention.

In the event that a Local Union is to be represented by a single delegate, either because the Local Union is entitled to send only one delegate or because the Local Union Council decides to send only one delegate, the Local President (or the Local Vice President as an alternate for the Local President) shall automatically occupy such position and no separate election of delegates shall be conducted. Such a single delegate may vote in officer elections held during the Convention only if, during the most recent election of Local Union officers, the notices to regular members and/or ballots stated that by virtue of his/her election as Local President or Vice President, the officer is automatically a Local Union delegate or alternate delegate (for the Local President) to all Conventions of this Union conducted during the term of office.

When making the decision about the number of delegates to represent a Local Union at the Convention, the Local Union Council also should be aware of the following constitutional provision, found in Article IV, Section 6(H) of the ULUC, which provides that it is the Local Executive Board's responsibility to determine how the Local's delegates will be compensated and/or reimbursed for expenses:

“The Executive Board shall determine the expenditures related to attendance of delegates elected to represent this Local Union at each National Convention. Such determinations shall be in accordance with Article XII, Section 17 of the Constitution of the National Postal Mail Handlers Union and will be uniformly applied to all Local delegates.”

The National Constitution, in Article XII, Section 17, also provides that each Local Union is “responsible for the reasonable living and travel expenses incurred by its delegates.”¹

II. Nominations

Each Local Union shall hold a special meeting to be known as the “Nominations Meeting for the 2020 Delegate Election” on or before Saturday, January 11, 2020, at a particular time and place to be established by the Local Executive Board.

At least thirty (30) -days prior to this Nominations Meeting, notices informing the membership of this meeting shall be mailed to each regular member at his/her last known address. In addition, reasonable efforts shall be made to post the same notice on the bulletin boards maintained by the Local Union at each postal facility where regular members of the Local Union are employed. Such notices shall state the number of delegates to be elected, shall set forth the specific time and place of the Nominations Meeting, and shall inform the members of their right to make nominations by mail, including the time and place for making such mail nominations. (See the sample notice attached as Appendix A.) It is acceptable to satisfy the mailing of this notice by printing the notice of the Nominations Meeting in a prominent location in the Local Union’s regular newsletter, provided that the newsletter is mailed to the member’s home at least thirty (30) days prior to the scheduled Nominations Meeting.

A member need not be present at the Nominations Meeting to be nominated. Members wishing to nominate themselves or other members as candidates for a delegate position may make such nominations either in person at the Nominations Meeting or by mail. If nominations are made by mail, a letter containing nominations must be received by the Judges of the 2020 Delegate Elections prior to the Nominations Meeting. Members using the mail nomination method must send their nominations by registered, certified, or express mail. All mail nominations must be announced by the Judges at the Nominations Meeting.

¹ It would be preferable for the Local Executive Board to determine and announce its decision about the compensation and reimbursement of delegates prior to the period for nominating candidates for delegate, so that potential nominees are aware of the rules before determining whether to seek election as a delegate.

III. Judges for the 2020 Delegate Election

The Local Executive Board of each Local Union shall select the Judges for the 2020 Delegate Election (“Judges”) on or before Friday, November 15, 2019. These Judges shall be selected from among the members in good standing of the Local Union. The Judges must meet the eligibility requirements for being elected a delegate, but also must agree that they will not themselves seek to be a non-automatic, elected delegate to this Convention, and shall not actively campaign for or actively support any candidate for delegate to this Convention. For Local Unions with 1,500 or fewer members, there shall be three Judges. For Locals with more than 1,500 members, there shall be three or five Judges of Elections. After the Judges are selected by the Local Executive Board, the Judges shall assume all further responsibility for conducting the delegate election.

Each Local President must use the attached form entitled 2020 Delegate Total and Judges of Election Notification form to submit the names of the Judges to the National Office no later than Friday, November 15, 2019. (See the form attached as Appendix K.)

IV. Candidate Qualifications

After nominations have been closed, the Judges are responsible for determining whether the individuals nominated are qualified to be delegates to the 2020 National Convention. As set forth in Article XII, Section 3 of the National Constitution, in order to qualify as a candidate for delegate, a regular member shall be required to have been in continuous good standing in the National Postal Mail Handlers Union for a period of two years and in continuous good standing in his/her Local Union for a period of two years immediately prior to nomination and current in the payment of dues, and s/he cannot have applied for or been employed in a supervisory or managerial capacity by the Postal Service (including any EAS position involved in discipline of employees or application of the National Agreement) for any time during that period, or by the USPS Office of Inspector General or the Postal Inspection Service (including as a confidential informant) for any time during that period. The definition of “continuous good standing” in this paragraph incorporates the military waiver language found in the Uniform Local Union Constitution, so that “the disqualification of a candidate for not being a member in continuous good standing for a period of two years immediately prior to nomination shall be waived for members on active military duty in a leave without pay status, provided that the waiver applies only to their period of active military duty.” Moreover, these requirements relating to continuous good standing, payment of dues, and applying for or being employed as a supervisor or manager also must be satisfied during the period from nomination as a candidate for delegate through the adjournment of the Convention.

Any member wishing to protest the eligibility of a candidate must communicate his/her objections to the Judges as soon as possible, but in no case later than five (5) days after the close of the nominations meeting.

The Judges must promptly determine whether the individuals who were nominated are eligible to run, and they must issue a report setting forth their determinations. A copy of the report should be posted on the bulletin boards that are maintained by the Local Union at all postal facilities, and should be provided to each nominee. Included in this report shall be notification to the membership of the approximate date for the mailing of ballots, the procedure to be followed for obtaining duplicate ballots, and the procedure adopted by the Judges to break any ties in the election results. (See the sample report attached as Appendix B.)

Should the Judges determine that any nominee is not eligible to be a candidate, they must state the specific reasons for their determination in a letter to the nominee. (See the sample letters to the nominees attached as Appendices C and D.) Any nominee who is disqualified by the Judges shall be entitled to file an immediate protest of that disqualification with the Judges. The Judges shall attempt to respond to the protest as promptly as possible, and shall communicate their decision to the nominee. (See the sample response to a protest filed by a disqualified nominee that is attached as Appendix E.)

If the number of eligible nominees is the same as, or smaller than, the number of delegates that the Local Union Council previously has determined will represent the Local Union at the 2020 Convention, the Judges shall certify that there is no need for a secret ballot election and instead shall declare all eligible nominees duly elected.

V. Voter Eligibility

Every regular member in good standing is entitled to vote in the delegate election. A member is in good standing if s/he has complied with the requirements set forth in the Uniform Local Union Constitution.

VI. Preparation and Mailing of the Ballots

After all nomination protests are resolved by the Judges, the Judges shall determine the number of ballots needed, and shall make arrangements for the ballots to be printed. The official ballots, once printed, shall remain in the custody of the Judges until mailed. (See the sample ballot attached as Appendix F.)

The ballots must be mailed to all eligible voters on or before Friday, February 14, 2020. (See the sample envelope in which to mail ballots attached as Appendix H.) When mailed, the ballots must be accompanied by (1) a copy of the Notice and Instructions for Eligible Voters Concerning Election of Local Union Delegates To Attend 2020 National Convention (see the sample notice and instructions attached as Appendix G); (2) a secret ballot envelope (see the sample secret ballot envelope attached as Appendix H); and (3) a ballot reply envelope (see the sample ballot reply envelope attached as Appendix H). The address on the ballot reply envelope must be that of the Judges for the 2020 Delegate Election, at a post office box that has been rented specifically for the receipt of these ballots. The Judges may not use a post office box that previously has been used for nominations, correspondence, or other matters because no one, including the Judges, should have access to this post office box prior to the designated day for picking up and counting ballots in the presence of observers. (See the sample letter to the postmaster attached as Appendix I.)

During the balloting process, the Judges must ensure that there exists a reasonable procedure to allow members to request a duplicate ballot if their original ballot was not received or their ballot was spoiled while voting. All members requesting a duplicate ballot should be mailed such a ballot, and the ballot reply envelope for any duplicate ballot should be specially marked. The Judges must keep records of all members who requested and were mailed duplicate ballots.

At the pre-established deadline for the receipt of ballots, which must be on or before Monday, March 23, 2020 (but in no event less than thirty (30) days after the mailing of the ballots), all ballots must be picked up from the Post Office Box by the Judges, with an opportunity for properly appointed observers to be present. The Judges thereafter shall proceed to check the name or other information on each ballot reply envelope against the list of eligible voters, to determine voter eligibility. The only legal requirement during this delegate election is that the name of the voter or other identifying information sufficient to allow the Judges of Election to verify each voter actually appear on the ballot reply envelope. The other information requested on the ballot reply envelope is to ease the identification of eligible voters only. The ballot reply envelopes then should be opened and segregated, and all secret ballot envelopes must be mixed thoroughly to prevent any possibility of identification. Thereafter, the secret ballot envelopes should be opened, and the ballots counted. It is the responsibility of the Judges to ensure that all ballots are counted if they indicate the voting preferences of an eligible voter (e.g., if a member is allowed to vote for seven candidates, and the member votes for six candidates plus one write-in candidate, the six votes should be counted; conversely, if a voter is eligible to vote for seven candidates, and the member votes for eight or more candidates, then that ballot must not be counted).

The number of candidates receiving the highest number of votes – equal to the number of delegates to be sent by the Local Union to the 2020 National Convention, as previously determined by the Local Union Council – shall be declared elected. Candidates who are not elected, but who received the next highest number of votes, shall be declared alternates, with the candidate receiving the most votes (other than the elected candidates) declared the first alternate, the candidate receiving the second most votes (other than the elected candidates) declared the second alternate, and so on. The naming of these alternates is necessary so that the Local Union knows who will serve as a delegate if, for some reason, an elected delegate is unable to attend the Convention. In the event of a tie between two or more candidates receiving the largest number of votes for the final delegate position, a neutral tie-breaking procedure adopted and announced in advance of the election by the Judges of Election may be used to break the tie.² If no such procedure is adopted in advance, and absent mutual agreement by all candidates involved in the tie for the final delegate position, a runoff election will be held among the tied candidates only.

VII. After the Ballots Are Counted

Upon completion of the election, the Judges shall certify the results of the election and shall take reasonable steps to ensure that these results are promptly posted on the Local Union's bulletin boards at each postal facility in which regular members of the Local Union are employed. Such notice shall

² While the Judges are not required to adopt and announce a tie-break procedure in advance of the election, it may be prudent to do so to prevent the need for a costly and time-consuming runoff election in the event that the ballot count results in a tie for the final delegate position, and the tied candidates cannot mutually agree on a tie-break procedure. The following language might be considered by the Local Judges of Election as an acceptable tie-breaking procedure to adopt and announce in advance of the election:

"In the event of a tie between two or more candidates receiving the largest number of votes for the final delegate position, the Local Judges of Election have adopted the following procedure to break the tie: If there are only two candidates in a tie vote for the final delegate position, those candidates (or their designated observer) will participate in a "heads or tails" coin toss to determine the final delegate. If more than two candidates are tied for the final delegate position, each candidate (or their designated observer) will roll a pair of dice, with the candidate receiving the highest numerical roll appointed as the final delegate. This dice roll also will determine which of the tied candidates will be designated as the first alternate delegate, etc."

account for the total number of ballots cast and shall state the number of valid votes cast for each candidate. (See the sample notice attached as Appendix J.)

Immediately after certifying and posting the results of the election, and in any event no later than Wednesday, March 25, 2020, the certified results of the election must be forwarded to the National Secretary-Treasurer at the National Office. Along with the copy of the certified results of the election, the Judges also must complete and submit to the National Secretary-Treasurer the attached form entitled Notice to National Office of Elected Delegates to 2020 National Convention (see the form attached as Appendix L); this form shall include the USPS Employee Identification Number (EIN) for each elected delegate and potential alternate delegate, which will allow the National Office to ensure that it is accurately processing delegate credentials and other correspondence related to the 2020 Convention.

All envelopes and ballots, together with all other records pertaining to the election (including, but not limited to, all unmarked ballots, envelopes, voter lists, and tally sheets) must be preserved by the Judges at the Local Union offices for at least one year from the date of delegate certification.

VIII. Rights of Candidates

Each candidate may join a group of candidates running as a slate. Any group of candidates running as a slate shall be entitled to be identified on the ballot as members of a designated slate provided that written notice is given by each such candidate to the Judges of Election no later than 10 days prior to the scheduled date on which the ballots are to be mailed. Each individual voter, however, must be allowed to choose among individual candidates if s/he does not wish to vote for an entire slate, and the voting instructions must specifically inform the voter that s/he need not vote for an entire slate. In other respects, slate voting should be implemented by the Judges of Election in a reasonable manner that is consistent with the basic requirement of fairness in the election.

Each candidate is entitled to an observer (or, if approved by the Judges as necessary, multiple observers) appointed from among the members of the Local Union who may be present at the preparation and mailing of the ballots, their receipt from the post office and the opening and counting of the ballots, to ensure that the rights of the candidate on whose behalf s/he serves are protected. A candidate may designate him/herself to serve as an observer. Upon qualifying each candidate, the Judges shall notify each candidate of his/her right to have an observer present at all times during the conduct of the election and shall give reasonable notice to the candidate or his/her observer, if known by the Judges, of the time and place of each phase of the balloting

process. This provision shall apply regardless of whether the election is conducted by this Local Union or by an outside organization or agency.

Each candidate shall be entitled to send uncensored campaign materials at his/her expense utilizing any special mailing privileges available to the Local Union. All candidates shall be treated equally with respect to the expense of such mailing which shall not exceed the actual cost incurred by the Local Union to handle the mailings.

Any regular member in good standing of a Local Union who desires to protest the manner of selecting a delegate or delegates to the National Convention from his/her Local Union must file a protest with the National President by forwarding a copy of such protest to the National President not later than thirty (30) days after the Local's delegate election has been certified by the Judges. The National President will acknowledge such protest and advise the member as to the manner in which such protest will be considered by the Credentials Committee appointed pursuant to Article XII, Sections 9, 11, 12, and 13 of the National Constitution.

IX. Exceptions

A Local Union that will be conducting an election of Local Union officers during the period running from January 2020 through March 2020 may request an adjustment to the schedule that is otherwise established by these rules. Such requests must be submitted, in writing, to the National Executive Board, through the National Secretary-Treasurer, no later than Thursday, October 31, 2019. Only those exceptions granted by the NEB, in writing, may be followed by the Local Union.

NATIONAL POSTAL MAIL HANDLERS UNION
2020 CONVENTION

(SAMPLE NOTICE)

ATTENTION ALL MEMBERS OF NPMHU LOCAL UNION ____

NOTICE OF NOMINATIONS MEETING

This is to advise all members in good standing that on _(date)_____, a meeting of Local ____ of the National Postal Mail Handlers Union will be held at the time and place set forth below for the purpose of nominating candidates to serve as delegates to the 2020 NPMHU National Convention, to be held at the Hyatt Regency Convention Center & Hotel in Denver, Colorado from Tuesday, August 11 through Saturday, August 15, 2020. The Local Union Council already has determined that Local ____ will be sending a total of ____ delegates to the Convention, including the Local President who is an automatic delegate, and therefore Local ____ will be conducting an election to choose an additional ____ delegates to the Convention.

If you are unable to attend the Nominations Meeting, you must send your nominations via registered, certified, or express mail to: Judges of the 2020 Delegate Election of Local ____, Mailing Address, Anywhere, USA, 99999. Mailed nominations must be received prior to the Nominations Meeting.

Nominations made in advance of the Nominations Meeting by other methods, such as regular mail, facsimile, or hand delivery, will not be accepted.

After the nominations have been completed, the Judges shall determine whether or not each nominee possesses all of the qualifications for serving as a delegate. Any member wishing to protest the eligibility of a nominee must communicate his/her objections to the Judges as soon as possible, but in no case later than five (5) days after the close of nominations.

The date, time, and place of the Nominations Meeting will be:

DATE OF NOMINATIONS MEETING: _____

TIME OF NOMINATIONS MEETINGS: _____

PLACE OF NOMINATIONS MEETING: _____

PLEASE POST !!

APPENDIX B

NATIONAL POSTAL MAIL HANDLERS UNION
2020 CONVENTION

(SAMPLE REPORT)

TO: MEMBERSHIP OF NPMHU LOCAL ____
FROM: JUDGES OF THE 2020 DELEGATE ELECTION
RE: Certification of Nominees for Delegates to the 2020 National
Convention

This is to notify you that we have searched the records of the Union and found the following candidates in good standing and eligible to run for delegate in NPMHU Local ____:

Name

Ballots for this election will be mailed to all members in good standing on or about (date), 2020. If you do not receive a ballot within seven (7) days of that date, please contact the Judges through the Local Union office to request a duplicate ballot.

APPENDIX C

SAMPLE LETTER TO QUALIFIED NOMINEES

RE: 2020 Delegate Election of NPMHU Local ____ -- Qualified Candidate

Dear _____:

We, the Judges of the 2020 Delegate Election, have determined that you are qualified to run for the position of delegate representing Local Union ____ at the 2020 National Convention of the National Postal Mail Handlers Union.

If you wish to decline the nomination, you must advise the Judges in writing immediately. Your declination must be received by the Judges on or before (date 10 calendar days after date of this letter) at the following address: Judges of the 2020 Delegate Election, Mailing Address, Anywhere, USA, 99999.

Each candidate is entitled to one observer (or more observers, if deemed necessary by the Judges), appointed from among the members of this Local Union, who may be present at all times during the conduct of the election to ensure that the rights of the candidate on whose behalf he or she serves are protected. As the candidate, if you want one or more observers, you must notify the Judges in writing at the above address of the name, address, and telephone number(s) of your observer(s).

Fraternally,

Chairman

Judge

Judge

SAMPLE LETTER TO DISQUALIFIED NOMINEES

RE: 2020 Delegate Election of NPMHU Local ____

Dear _____:

We, the Judges of the 2020 Delegate Election, regret to inform you that we have concluded that you are not qualified to run for the position of delegate representing Local Union ____ at the 2020 National Convention of the National Postal Mail Handlers Union for the following specific reason(s):

If you disagree with our decision, you may protest this decision immediately with the Judges at Mailing Address, Anywhere, USA, 99999. You should send your protest by registered, certified, or express mail, and we will attempt to respond as promptly as possible.

Fraternally,

Chairman

Judge

Judge

APPENDIX E

SAMPLE LETTER TO RESPOND TO PROTEST
FROM DISQUALIFIED NOMINEES

RE: 2020 Delegate Election of NPMHU Local ____

Dear _____:

We, the Judges of the 2020 Delegate Election, have received and reviewed your protest concerning your disqualification as a candidate for the position of delegate representing Local Union ____ at the 2020 National Convention of the National Postal Mail Handlers Union. Your protest has been carefully considered by the Judges, and has been (denied or granted, choose one) for the following specific reason(s):

Thank you for your attention to this matter.

Fraternally,

Chairman

Judge

Judge

NATIONAL POSTAL MAIL HANDLERS UNION
2020 CONVENTION

(SAMPLE BALLOT)

NPMHU LOCAL NO. ____

OFFICIAL SECRET BALLOT

FOR

ELECTION OF DELEGATE(S)

You may vote for no more than ____ nominees.

Please mark an [X] in the box next to the name of the candidate(s) of your choice.

[] _____

[] _____

[] _____

[] _____

[] _____

[] _____

[] _____

[] _____

NATIONAL POSTAL MAIL HANDLERS UNION
2020 CONVENTION
(SAMPLE)

NOTICE AND INSTRUCTIONS FOR ELIGIBLE VOTERS
CONCERNING ELECTION OF LOCAL UNION DELEGATES
TO ATTEND 2020 NATIONAL CONVENTION

An election by secret ballot is being conducted among the eligible voters of Local Union ___ for delegates to the 2020 National Convention of the National Postal Mail Handlers Union.

A **ballot**, a **ballot reply envelope**, and a **secret ballot envelope** are enclosed. To vote, read carefully and carry out the following instructions:

YOUR BALLOTS MUST BE MAILED IN TIME TO REACH THE JUDGES, MAILING ADDRESS, ANYWHERE, USA, 99999, NO LATER THAN ____ A.M./P.M. ON (Date) .

Read the enclosed **ballot** carefully before marking.

1. Mark an [X] in the box at the side of the candidate(s) of your choice. Vote for no more than __ candidate(s) for delegates to represent Local ___ at the 2020 National Convention.

NOTE: If you vote for more candidates than allowed, *none of your votes will be counted*. If a slate of candidates appears on the ballot, you are allowed to choose among individual candidates if you do not wish to vote for an entire slate.

2. Fold the **ballot** and place it inside the envelope marked "Secret Ballot Envelope."

3. Seal the **secret ballot envelope** and insert that envelope into the larger **ballot reply envelope** that is addressed to the Judges of the 2020 Delegate Election.

4. Print clearly — on the larger **ballot reply envelope** addressed to the Judges — your name, the last four (4) digits of your Employee Identification Number (EIN), and the city and facility where you are employed (unless this information already is contained on a label affixed to the larger envelope addressed to the Judges).

5. Seal the larger **ballot reply envelope** addressed to the Judges. Be sure to mail your ballot so that it will be received no later than (insert time) A.M./P.M. on (insert date) .

NOTE: DO NOT WRITE YOUR NAME ON THE BALLOT OR THE SECRET BALLOT ENVELOPE. Your name should only appear on the **ballot reply envelope**. Your vote is secret. Your name only will serve the purpose of verifying your eligibility to vote. *If the ballot reply envelope does not contain your name, your ballot will be VOID.* The **ballot reply envelope** addressed to the Judges will be separated upon receipt, and the sealed ballot envelope containing your ballot will be deposited with all other ballots so that, when it is opened and counted, there will be no possibility of identifying you with the ballot you cast.

SAMPLES OF ENVELOPES

Judges of the 2020 Delegate Election
Mailing Address
Anywhere, USA, 99999
- - -
IMPORTANT ELECTION BALLOT

Name of Voter
Last Known Address
Anywhere, USA 99999

**Envelope in
which to mail
ballots and
election
materials
to voters**

(Use envelope size No. 11)

Name: _____
Last four digits
of EIN#: _____
City & Facility Where
Employed: _____
(Please Print Clearly)

Judges of the 2020 Delegate Elections
P.O. Box 216
Anywhere, USA 99999

**Ballot reply
envelope**

(Use envelope size No. 10)

SECRET BALLOT ENVELOPE

DO NOT PUT YOUR NAME OR ANY
IDENTIFICATION ON THIS ENVELOPE
OR ON THE BALLOT

**Secret ballot
envelope**

(Use envelope size No. 9)

NATIONAL POSTAL MAIL HANDLERS UNION
2020 CONVENTION

(SAMPLE)

NOTICE TO THE POSTMASTER

On Union Letterhead

Postmaster
Mailing Address, Anywhere, USA, 99999

Dear _____:

I am writing officially to advise you that Local __ of the National Postal Mail Handlers Union will be conducting delegate elections by mail ballot in the coming months and that the following individuals will be serving as the Judges of Election:

1. _____
(Name of Judge)
2. _____
(Name of Judge)
3. _____
(Name of Judge)

These individuals are the only persons who may receive the mail ballots that will be returned to the P.O. Box that they will rent at your facility for that purpose. I would appreciate your taking necessary precautions to ensure that no one else is given access to the P.O. Box at any time, and that the ballots accumulated in that P.O. Box are not released (even to these Judges) until after the deadline for receipt of ballots, the specific date for which you will be notified by the Judges.

Thank you for your cooperation in this matter. If any questions or problems should arise, please feel free to contact me immediately at (telephone number).

Sincerely,

President, NPMHU Local ____

cc: Local Executive Board
Judges of Election

NATIONAL POSTAL MAIL HANDLERS UNION
2020 CONVENTION

(SAMPLE CERTIFICATION)

NPMHU LOCAL NO. _____
ELECTION OF DELEGATE(S) TO 2020 CONVENTION

CERTIFICATION OF RESULTS

Pursuant to rules adopted by the National Executive Board of the National Postal Mail Handlers Union, Local Union ___ has conducted an election of delegates for the 2020 Convention.

On (date of mailing), the Judges of the 2020 Delegate Election mailed ballots to all eligible voters. The candidates whose names appeared on the ballot were certified by the Judges. The deadline for the return of ballots was ___ A.M./P.M. on (Date) , at Mailing Address, Anywhere, USA, 99999.

The counting of the ballots took place commencing at (time) on (date) , at the (location) , in the presence of candidates and observers.

The Judges received a total of ___ returned envelopes. Of these, ___ were not opened and counted for the following reasons:

- ___ Did not contain the voter's name or other information to identify and verify voter
- ___ Original and duplicate ballots received, and only the later received ballot was counted
- ___ Ballots not properly returned
- ___ Ballots properly challenged and voided
- ___ Other
- ___ Total Ballots Received But Not Counted

Therefore, the total number of ballots counted was ____.

Here are the results:

NATIONAL POSTAL MAIL HANDLERS UNION
2020 CONVENTION

(SAMPLE)

2020 Delegate Total and Judges of Election Notification

Date (no later than Friday, November 15, 2019)

National Secretary-Treasurer
NPMHU
815 16th Street, NW, Suite 5100
Washington, DC 20006

Dear _____:

As required by the Rules for Delegate Elections for the 2020 NPMHU National Convention that were adopted by the National Executive Board on June 26, 2019, I am writing officially to advise you that the Local Executive Board of Local ___ of the National Postal Mail Handlers Union has appointed the following mail handlers as its Judges of Election:

1. _____
(Name of Judge)
2. _____
(Name of Judge)
3. _____
(Name of Judge)
4. optional
5. optional

In addition, by a vote held on [date], the Local Union Council has decided that Local ___ will be sending ___ delegates to the 2020 Convention, in addition to the Local President, for a total of ___ delegates.

Sincerely,

President, NPMHU Local ___

cc: Local Executive Board

Judges of Election

NATIONAL POSTAL MAIL HANDLERS UNION
2020 CONVENTION

(SAMPLE)

Notice to National Office of Elected Delegates to 2020 National Convention

Date (no later than Wednesday, March 25, 2020)

National Secretary-Treasurer
NPMHU
815 16th Street, NW, Suite 5100
Washington, DC 20006

Dear _____:

As required by the Rules for Delegate Elections for the 2020 NPMHU National Convention that were adopted by the National Executive Board on June 26, 2019, we are writing officially to advise the National Office that the following delegates and potential alternate delegates were elected by the recently completed delegate election held by Local _____. This list also includes the USPS Employee Identification Number (EIN) for each elected delegate and potential alternate delegate.

	Name	Employee Identification Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
	Etc etc.	

Sincerely,

Judges of Election

cc: Local Executive Board