

## **NOTICE OF ELECTION** 2025 Election of Localwide Officers, Executive Board Delegates, Trustees and Bylaws Amendments

*Para leer el Aviso de Nominación y Elección de SEIU Local 521 en español y aprender cómo participar activamente en las Elecciones de Liderazgo del Local, escanee el código QR o visite [www.seiu521.org/521elections/](http://www.seiu521.org/521elections/). Para usar el Código QR, abra su aplicación de Cámara y apúntela firmemente durante 2-3 segundos hacia el Código QR. Cuando se active el escaneo, aparecerá el aviso de SEIU Local 521. Si no ocurre nada, es posible que tenga que acceder a la Configuración de la aplicación y activar el escaneo del código QR. Si tiene alguna pregunta sobre el Aviso de Nominación y Elección de SEIU Local 521 en español, llame a 833-734-8521.*



**From January 8, 2025, to February 7, 2025, a vote will be held to elect SEIU Local 521's Localwide Officers, Executive Board Delegates and Trustees for the 2025-2028 term of office, and to amend the SEIU Local 521 Bylaws. (There will be no change to the dues structure.)**

**NOMINATIONS OPEN:** The nomination period begins on October 18, 2024, and closes on **Monday, November 18, 2024, at 5:00 p.m.** All original nomination petitions may be sent by U.S. Mail (delivery confirmation service recommended but not required), scanned and sent by e-mail to [elections@seiu521.org](mailto:elections@seiu521.org), or delivered in person to one of the local union offices listed by **5:00 p.m. November 18, 2024** (contact the office for current hours). ***It is the candidate's responsibility to meet the deadline.*** Any nomination petitions received in any format after **5:00 p.m. November 18, 2024**, will not be considered.

**Section 3: Qualification of Candidates** – A person is eligible to be a candidate for office of the Local Union if he/she has been a member in good standing of the Local Union for at least two continuous years immediately prior to nomination, paying full membership dues. The two-year requirement is waived if he/she has been a full dues-paying member in good standing since the time of affiliation of their chapter. No person will be eligible to be a candidate for more than one office of the Local Union simultaneously. For purposes of this section, Chapter officers shall not be considered Local officers.

In accordance with International Union Bylaws, a member who wishes to be a candidate for any office of the Local Union shall not have been convicted of an applicable felony (see Section 504, Labor Management Reporting and Disclosure Act - LMRDA).

Eligibility of Local Union employees to be candidates for office shall be limited to the positions of Chief Elected Officer and Delegate to regional, national and international conventions. If a member of the union has previously been an employee, time spent as an employee shall be counted toward the two (2) year membership requirement if the person was a member of the Local Union when employed by the Local Union and was paying full dues.

**NOMINATION PETITIONS:** Nomination petition forms are available for download from our election website: [www.seiu521.org/521elections/](http://www.seiu521.org/521elections/). They may also be picked up at your local union office (contact the office for current hours) or from your Worksite Organizer. Nomination petitions require the signatures of members in good standing as October 31, 2024, eligible to vote for the position nominated. The Election Committee strongly encourages, but does not require, candidates to collect more than the required number of signatures to minimize the chances that a nominee will fall short of getting enough eligible signatures.

- **All Localwide Officers, Regional Vice Presidents, and all Trustees: 25 signatures**
- **Chapter and Composite Executive Board Delegates:**
  - **Small Chapter or composites (1 – 199 members): 10 signatures or half the chapter or composite membership, whichever is smaller.**

- **Medium Chapters or composites (200 – 1,999 members):** 20 signatures or half the chapter or composite membership, whichever is smaller.
- **Large Chapters (2,000 or more members):** 30 signatures or half the chapter membership, whichever is smaller.

Signatures may be collected on multiple forms. A member may nominate themselves and sign their own petition.

**NOMINATION MEETING:** A nomination meeting is scheduled for **5:30 p.m. Wednesday, November 6, 2024**, via ZOOM. At this meeting, a nomination and the required second may be made by members in good standing as of October 31, 2024, eligible to vote for the position nominated. Check [www.seiu521.org/521elections/](http://www.seiu521.org/521elections/) for the ZOOM information and to pre-register for the meeting.

**ACCEPTANCE OF NOMINATION:** A candidate who has been properly nominated must submit the official Acceptance of Nomination approved by the SEIU Local 521 Election Committee no later than **5:00 p.m. Monday, November 25, 2024**, according to election rules, in order to have their name placed on the ballot. The form is available at SEIU Local 521 offices or on [www.seiu521.org/521elections/](http://www.seiu521.org/521elections/).

**CANDIDATE STATEMENTS AND PHOTOS:** Statements and photos for the Candidate Booklet must be e-mailed to [elections@seiu521.org](mailto:elections@seiu521.org). Candidates are requested to submit in PDF or Word document format by **3:00 p.m. Wednesday, December 4, 2024**. Statements for the booklet must be no more than 75 words. A candidate may also submit a 500-word statement to be placed on the SEIU Local 521 website. Statements are printed as-is and will not be corrected for accuracy, spelling or grammar. No graphics, such as logos, are permitted. Individuals are permitted to state their slate affiliation, if any.

**INSPECTION OF MEMBERSHIP LIST:** Beginning on **Wednesday, December 4, 2024**, all candidates will have a right to inspect a list containing the names and last known addresses of all SEIU Local 521 members. The list will be available at all SEIU Local 521 offices; contact your local office for current hours. Candidates do not have the right to copy or take a photo of the membership list, only the right to inspect and/or compare it with a personal list of members.

**MAILING OF BALLOT PACKAGE:** On **Wednesday, January 8, 2025**, the independent election contractor will mail members in good standing as of November 30, 2024, a ballot, ballot instructions, candidate booklet, secrecy envelope, a return envelope, and the language of the proposed Bylaws amendments. Either a candidate or one voter appointed by the candidate may observe the preparation and mailing of the ballot packages. Such observing may be via a videoconference or other online platform if necessary. The independent election contractor has the discretion to determine the date, time and place of the preparation and mailing of the ballot packages, subject to the requirement that the ballot packages be placed in the mail on **January 8, 2025**.

## **DUTIES AND RESPONSIBILITIES OF LOCALWIDE OFFICERS, EXECUTIVE BOARD DELEGATES AND TRUSTEES**

Below is a summary of duties and responsibilities expected of the elected Localwide Officers, Executive Board Delegates, and Trustees. For the full text, please refer to the SEIU 521 Bylaws, Articles IX-XI.

**Chief Elected Officer\*** - The Chief Elected Officer shall work full time for SEIU Local 521 and act as the Union's chief administrative officer, subject to the authority of the Executive Board. He/she does not have a vote on the Local Union's Executive Board. The Chief Elected Officer shall represent the Union before all boards, committees, departments and such official bodies as may be designated by the Executive Board, including, but not limited to, serving as a delegate to all committees, boards, divisions, conventions and conferences of the Service Employees International Union and its affiliated bodies. He/she shall receive all complaints and grievances and delegate authority to seek solutions of same to the appropriate staff or member group. He/she shall report his/her activities to the Executive Board, leadership meetings, membership meeting and other special meetings. He/she shall notify the International Union in writing when any collective bargaining negotiations or memoranda of understanding have been concluded and the number of employees covered, and send copies of collective bargaining agreements and contracts entered into by the Local Union to the Research Department of the International Union. The Chief Elected Officer shall notify the International Union of the newly elected officers within fifteen (15) days of their taking office.

**President\*** - The President shall be the presiding officer of the Local Union and shall preside over all Executive Board meetings and the Local Union Convention. He/she shall have general oversight and input into all programs, finances and committees of the union in accordance with these bylaws. He/she is a non-voting member of the Executive Board, unless breaking a tie. He/she appoints committees and committee chairs with concurrence of the Executive Board and is an automatic delegate of the Local at SEIU International Conventions.

**First Vice President\*** - The First Vice President shall perform the duties of the President in his or her absence and shall assist the President in the operation of all affairs of the Local Union and perform such duties as may be assigned to him/her by the Executive Board and President. He/she shall succeed the President if the President is unable to complete his or her term. He/she is a voting member on the Executive Board and is an automatic delegate of the Local at SEIU International Conventions.

**Treasurer\*** - The Treasurer shall be responsible for all financial affairs of this Local Union. He/she shall counter-sign all checks, whenever possible. In coordination with local union staff, he/she shall submit at least quarterly appropriate financial statements of expenditures and income to the Executive Board and General Membership. He/she shall make sure that all records and monthly budget reports are posted on the Local Union website. He/she is a voting member on the Executive Board and is an automatic delegate of the Local at SEIU International Conventions.

**Secretary\*** - The Secretary shall keep a correct and accurate record of attendance and proceedings (minutes) of all regular and special Executive Board, Officer meetings and the Convention of the Local Union, in coordination with the local union staff. He/she shall make sure that minutes and documents of these meetings are posted on the Local Union website for member access. He/she is a voting member on the Executive Board and is an automatic delegate of the Local at SEIU International Conventions.

**Regional Vice Presidents** - There shall be 5 (five) Regional Vice Presidents. The Regional Vice Presidents shall assist the President in affairs of the Local Union and perform such duties as may be assigned to them by the Executive Board and President from time to time. The Regional Vice Presidents shall advocate on behalf of the Chapters, Industry Councils and Caucuses in their geographical area and may convene appropriate meetings of those groups. Each Regional Vice President shall give a full, written report of his/her activities at each regular Executive Board meeting, at his/her regional leadership and/or regional membership meetings and the Local Union Convention. He/she is a voting member on the Executive Board.

**Executive Board Delegates for Chapters/Composites/Caucuses/Industry Councils** - The Executive Board Delegates shall represent their chapter, small chapter composite, or caucus/industry at quarterly Executive Board meetings, as well as any special meetings that may be called. Delegates will vote on motions and help make the decisions that impact the direction of the Local. All elected officers and delegates shall make every effort to attend all Executive Board meetings. Any member of the Executive Board who cannot attend an Executive Board meeting shall notify the President or the Secretary that he/she will be absent and will arrange for an Alternate Delegate to attend in his/her place.

**Trustees** - Trustees' primary function is to act as guardians of the welfare of the Local Union through their oversight duties. They are not officers or voting members of the Executive Board. They are an independent local wide body. Trustees shall see that the officers fulfill their duties and obligations, that the Local Union's bylaws are followed, and that meetings are run in a respectful and orderly manner. They will ensure proper fiscal procedures are followed. Trustees may be requested, by a Chapter or the President of the Local Union, to assist chapter leadership with voting and elections, or to help them understand and adhere to Local Union bylaws and policies.

*\* Elected Localwide and is an automatic delegate of the Local at SEIU International Conventions.*

**REPLACEMENT BALLOT:** Any member who has not received their ballot by January 15, 2025, or has spoiled their ballot, and is in need of a replacement, should call the independent election contractor's Duplicate Ballot Request Call Center at 1-866-466-6455. Operators are available 24 hours a day, 7 days a week, throughout the election period. The deadline to request a replacement ballot is **11:59 p.m. January 29, 2025**. If more than one (1) ballot is received from the same member, only the latest ballot mailed out will be counted.

**DEADLINE TO SUBMIT BALLOTS:** All ballots must be received by the independent election contractor at the designated P.O. Box by **9:00 a.m. on February 7, 2025**.

**BALLOT COUNT:** The ballot count will occur in person at the SEIU Local 521 headquarters, located at 2302 Zanker Road, San Jose, CA 95131 on **February 7, 2025, beginning when the ballots arrive at the San Jose office**. Each candidate is permitted to observe, along with one supporter. Only the Independent Election Contractor, and any assistants the Independent Contractor may employ, shall handle the ballot envelopes, the ballots, the tally sheets, or any other items directly associated with the counting of ballots. In the event ballots are challenged by candidates or observers or the Election Committee at the ballot count, said challenged ballots shall be set aside prior to opening and counting the unchallenged ballots. The Independent Election Contractor, in consultation with the Election Committee, shall determine the validity of the challenges. Unresolved challenged ballots that are insufficient in number to affect the election results shall not be counted. The Election Committee reserves the right to issue protocols relating to health and safety, which the observers must adhere to or risk being removed from the area. The Election Committee also reserves the right to conduct the ballot count via a videoconference or other online platform if it deems it necessary to protect the health and safety of participants.

**COMPLAINTS AND POST-ELECTION OBJECTIONS:** If any voter desires to object to conduct occurring during the nominations or campaigning period, they should submit to the Election Committee and Localwide Trustees, at [elections@seiu521.org](mailto:elections@seiu521.org), an objection in writing no later than five (5) working days after the date the complained-of event occurred. The objection must state the reasons for the objection and specific facts that support the objection. Untimely objections will not be considered. If a voter desires to question conduct occurring during the voting period or at the ballot count, they should submit to the Election Committee and Localwide Trustees, at [elections@seiu521.org](mailto:elections@seiu521.org), an objection in writing by **February 14, 2025**, which is five (5) working days after the election results are tabulated and announced. The objection must state the reasons for the objection and specific facts that support the objection. Untimely objections will not be considered. The Election Committee and Localwide Trustees will investigate objection(s) and issue a report no later than **March 10, 2025**.

**ELECTION RULES:** The election will be governed by the Election Rules issued by the Election Committee, the SEIU Local 521 Bylaws and applicable U.S. Department of Labor regulations and guidelines. The Election Committee may exercise its right to issue clarifications and guidance throughout the election period, which it will post on the SEIU Local 521 elections website: [www.seiu521.org/521elections/](http://www.seiu521.org/521elections/).

**PROHIBITION ON USING UNION OR EMPLOYER FUNDS FOR CAMPAIGNING:**

Federal law strictly prohibits the use of union or employer funds to promote the candidacy of any person in a union officer election.

**SEIU LOCAL 521 BYLAWS**

**ARTICLE VIII – ELECTION OF LOCALWIDE OFFICERS, EXECUTIVE BOARD DELEGATES AND TRUSTEES**

**ACCEPTANCE OF NOMINATION SECTION 2:** Acceptance of Nomination – A candidate must submit a written acceptance of nomination according to election rules, following a nomination, in order to have his/her name placed on the ballot.

**NOTE:** To read more election details in the Bylaws, including duties of the officers, log onto [www.seiu521.org/521elections/](http://www.seiu521.org/521elections/) or call your local union office (contact info below).

## SEIU Local 521 Offices

Please check the election website for changes and updates.

### **San Jose/Redwood City** (Headquarters)

2302 Zanker Road  
San Jose  
**(408) 678-3300**

### **Bakersfield**

1001 17th Street  
**(661) 321-4160**

### **Fresno**

5228 E. Pine Avenue  
**(559) 447-2560**

### **Hanford** (by appt. only)

101 N. Irwin St., Suite 203  
**(559) 587-1521**

### **Salinas**

334 Monterey Street  
**(831) 784-2560**

### **Santa Cruz**

517B Mission Street  
**(831) 824-9255**

### **Visalia**

1811 W. Sunnyside Avenue  
**(559) 635-3720**



**SEIU Local 521**  
2302 Zanker Rd  
San Jose CA 95131

## **NOMINATION AND ELECTION NOTICE**