

Steward Election Timetable

Failure to form a properly functioning Election Committee is in direct violation of that Division's Constitution, and necessitates an additional workload for those outside the Division. The Division abandons the concept of "with freedom comes responsibilities" and **cannot be rewarded for this negligence**. In fact, once the steward term expires, theoretically the Division's chapter ceases to exist.

Therefore, the Executive Board has established the following timetable for the conduct of a timely election:

- a. The Division Council and Regional Coordinator are to be notified. In writing, by the Divisions Director Coordinator **three months prior** to the election due date.
- b. If any problems are encountered with the running/operation of the election, the Division Council (Election Committee) Divisions Director immediately. The Division's Election Committee and/or Regional Coordinator should submit the Election Notice and Nomination Petition to the Divisions Director **60 days prior** to the due date of the elections.
- c. If there is no response from the Division by **45 days prior** to the due date of the election, the Divisions Director must contract the Division leadership and/or Regional Coordinator to determine what the problems are, if any.
- d. If no Election Committee has been formed **30 days prior** to the due date (i.e. expiration date of present term), the appropriate Regional Coordinator should attempt to do so. If this is not achieved prior to 15 day's before the expiration date of the steward term of office, the Regional Coordinator and/or the Divisions Director shall send notices via certified mail to all present stewards. This notice shall state that the Division Council has not formed an Election Committee, per Article V of their Constitution, and if they do not do so by the expiration of their term, the Division will have waived this right and the Regional Coordinator and/or the Divisions Director shall have to conduct the election.

e. Any additional costs (e.g. staff time [salaries] necessitated for PEF's preparation of election notices, ballots, receiving of nomination forms, per diem and other expenses for ballot counting) incurred by PEF due to a Division's failure to follow Article V of their Constitution and form its own functioning Election Committee shall be funded by the Division (i.e., charged to its treasure). This applies whether election is overdue or not.

f. If the Division fails to conduct the election within **30 days** after the due date of the election, all division funding is to be withheld.

g. **Once the 30 day grace period is exceeded**, the Division shall forfeit pro rata its per capita payments during the time period when no elected Council existed (i.e., from the date of steward term of office expiration until new election has been completed.)

This forfeiture shall be based on the following directly proportional formula:

$$\text{Forfeiture} = \frac{\# \text{ of days overdue}}{365 \text{ days}} \text{ yearly per capita}$$

(e.g., 73 days late = $73/365 = 20\%$; thus 1/5 of its yearly per days is lost — if the Division has 100 members this would be $(1/5 \times (\$12) \times (100))$, which equals \$240.

These funds will be used (earmarked) to finance the excess overhead incurred by the Division Department in handling these elections.

The effective date of the forfeiture section shall be **July 1, 1986**, and all stewards shall be sent a notification by April 1, 1986 which shall also include an explanation of the steward election process for the division. **If requested, training will be provided to help the Council and/or the Election Committee.**

h. If the Division fails to conduct the election within **3 months** after the due date of the election, all stewards whose term of office has expired will be removed from the official OER steward list.

i. The Division has the right to appeal any sanctions to the Elective Board.