

## **SEIU HEALTHCARE MICHIGAN NOMINATION AND ELECTION GUIDELINES**

These Guidelines clarify and elaborate on the procedures for nominations and the election which will be conducted to fill all the Offices for a three year term beginning the first membership meeting after the election. Only members in good standing are eligible to participate in the nominations and election. Associate members, life members and retired members are not eligible. Nomination petitions will be accepted before or at the General Membership Meeting scheduled for 6:00 p.m. Tuesday, January 19, 2010. The election will take place 30 to 60 days after January 19, 2010.

The Election Committee is Ron Gallesero, Evelyn White, Benedict Lansanah and one alternate, Luvanda Linebarger. The Election Chair is Ron Gallesero. The Election Committee will oversee the nominations and election. These Guidelines are being mailed to all members, posted on the SEIU HCMI website (<http://www.seiuhealthcaremi.org>), and made available at the Union's Detroit and Muskegon offices.

**I. OFFICES.** Listed below are the Offices elected Statewide, the Offices elected by Region for 3 facilities with over 650 members, and the Executive Board Offices elected by Region for each of the nine Regions.

**A. Offices Elected Statewide**

President  
Secretary-Treasurer  
Recording Secretary  
Vice President Hospital Division  
Vice President Nursing Home Division  
Vice President Home Care Division  
Vice President Healthcare Professional Division (i.e., RNs, Occupational Therapists, Physical Therapists and Pharmacists)

**B. Offices Elected By Region For Facilities With Over 650 Members**

Vice President Detroit Medical Center (Region 2)  
Vice President Mercy Health Partners (Region 5)  
Vice President Oakwood Health Care System (Region 2)

**C. Executive Board Offices Elected By Region**

**Region 1**

Hospital Executive Board  
Home Care Executive Board  
Nursing Home Executive Board  
Healthcare Professional Executive Board

**Region 2**

Hospital Executive Board  
Home Care Executive Board  
Nursing Home Executive Board  
Healthcare Professional Executive Board

**Region 3**

Hospital Executive Board  
Home Care Executive Board  
Nursing Home Executive Board  
Healthcare Professional Executive Board

**Region 4**

Hospital Executive Board  
Home Care Executive Board  
Nursing Home Executive Board  
Healthcare Professional Executive Board

**Region 5**

Hospital Executive Board  
Home Care Executive Board  
Nursing Home Executive Board  
Healthcare Professional Executive Board

**Region 6**

Hospital Executive Board  
Home Care Executive Board  
Nursing Home Executive Board  
Healthcare Professional Executive Board

**Region 7**

Hospital Executive Board  
Home Care Executive Board  
Nursing Home Executive Board  
Healthcare Professional Executive Board

**Region 8**

Hospital Executive Board  
Home Care Executive Board  
Nursing Home Executive Board  
Healthcare Professional Executive Board

**Region 9**

Hospital Executive Board  
Home Care Executive Board  
Nursing Home Executive Board  
Healthcare Professional Executive Board

**D. Delegates.** Members duly elected to the above Offices will, by virtue of such election, be delegates to any SEIU International Convention which occurs during their term of Office.

**II. FILINGS.** All filings must be addressed to the Election Chair at the Union’s Detroit office, 2604 Fourth Street, Detroit, MI 48201. Nomination petitions must be filed by hand delivery or by certified mail, return receipt. All other filings pertaining to nominations and the election, such as acceptances, complaints, challenges, protests, appeals, etc., must be in writing to the Election Chair by mail or by hand delivery or by fax. The fax number for this purpose is (313) 963-4642.

**III. TELEPHONE INQUIRIES.** Telephone inquiries regarding nomination and election procedures should be directed to Zac Altefagt, Communications Director. His direct number is (313) 963-9207. If you call with a nomination/election inquiry, please leave your name, telephone number and date and time of phone call so that your call may be returned. Challenges, complaints, protests and appeals must be filed in writing and cannot be made by phone.

**IV. ELIGIBILITY FOR OFFICE.**

- A. General:** There is a six month rule for eligibility for any Office. In order to be eligible for any Office, an individual must be a member in good standing for the six months preceding the date of nominations -- i.e. January 19, 2010.
- B. Eligibility for President, Secretary-Treasurer and Recording Secretary:** Any member who satisfies the six month rule is eligible to be a candidate for President, Secretary-Treasurer or Recording Secretary.
- C. Eligibility for Division Vice Presidents:** Any member who satisfies the six month rule and is employed by a hospital is eligible to be a candidate for Vice President Hospital Division. Any member who satisfies the six month rule and is employed by a nursing home is eligible to be a candidate for Vice President Nursing Home Division. Any member who satisfies the six month rule and is employed as a home care worker is eligible to be a candidate for Vice President Home Care Division. Any member who satisfies the six month rule and is employed as a healthcare professional (i.e. RN, Occupational Therapist, Physical Therapist or Pharmacist) is eligible to be a candidate for Vice President Healthcare Professional Division. The Division of a member who is employed by the Union is his/her Division prior to employment by the Union.
- D. Eligibility for Vice Presidents of Three Facilities -- Detroit Medical Center, Mercy Health Partners and Oakwood Health Care System:** Any member who satisfies the six month rule and works at DMC is eligible to be a candidate for Vice President for that facility. Any member who satisfies the six month rule and who works at MHP is eligible to be a candidate for Vice President for that facility. Any member who satisfies the six month rule and is employed at Oakwood is eligible to be a candidate for Vice President for that facility. The facility of a member who is employed by the Union is his/her facility prior to employment by the Union.

- E. Eligibility for Regional Executive Board Offices:** Any member who satisfies the six month rule and who is employed by a hospital is eligible to be a candidate for Hospital Executive Board for his/her Region. Any member who satisfies the six month rule and who is employed as a home care worker is eligible to be a candidate for Home Care Executive Board for his/her Region. Any member who satisfies the six month rule and is employed by a nursing home is eligible to be a candidate for the Nursing Home Executive Board for his/her Region. Any member who satisfies the six month rule and is employed as a healthcare professional is eligible to be a candidate for the Healthcare Professional Executive Board for his/her Region. The Division and Region of a member who is employed by the Union are defined in Article IV. Section C. and Article IV. Section F.
- F. Defining Each Member's Region.** For the purposes of: (1) eligibility for Regional Office; (2) nominating candidates; and (3) voting, a "**Member's Region**" is considered the Region of his/her work site. The work site of members of the Home Care Division is their home address. The work site of members of the Hospital Division, the Nursing Home Division and the Healthcare Professional Division is the location of their employer. A member with work sites in two different Regions may exercise election, nomination and voting rights in either Region. The Region of a member who is employed by the Union is the Region of his/her work site prior to employment by the Union.

**V. NOMINATIONS BY WRITTEN PETITION.**

- A. Nominations by Written Petition.** Nomination petitions may be filed beginning December 1, 2009. Nomination petitions may be delivered or mailed by certified mail, return receipt to the Election Chair prior to the General Membership Meeting on January 19, 2010. Every nominee who files his/her nomination petition by mail should try to make sure the petition is mailed in time to be received **before** the January 19, 2010 General Membership Meeting. Written nomination petitions also may be presented from the floor during the January 19, 2010 General Membership Meeting.
- B. Information on Nomination Petition.** Any member in good standing may sign a nomination petition. The petition must designate the nominee and the Office for which he/she is nominated. For example, if a person is being nominated for Nursing Home Executive Board in Region 1, the petition must specify both the Executive Board position and the particular Region. The petition must contain the signed name, the printed name, the home address, the Division and the work site (as defined in Article IV. Section F. of these Guidelines) of each member signing the petition. This information must be legible. A nomination petition may nominate more than one member for Office, provided that each member is being nominated for a different, specified Office.
- C. Nominations of Individual Candidates or Slates.** A member may be nominated for Office as an individual candidate or as part of a named slate. In order to appear as a named slate on a ballot, a named slate must contain nominees for each Statewide Office (President, Secretary-Treasurer, Recording Secretary, VP Hospital Division, VP Nursing Home Division, VP Home Care Division and VP Healthcare Professional Division) plus at least 15 of the 39 Offices elected by Region. If a nominee accepts nomination as part of a slate, and the slate is found inappropriate, the nominee will be listed as an individual candidate for his/her respective Office. A sample nomination form will be posted on the Union website.
- D. For Offices Elected Statewide** (i.e. President, Secretary-Treasurer, Recording Secretary and 4 Division Vice Presidents), petitions must be signed by 2% of the Union's 2009 membership. The Union's 2009 membership is 56,309.

- E. For Vice President Detroit Medical Center, Vice President Mercy Health Partners and Vice President Oakwood Health Care System**, who are elected by Region, petitions must be signed by 2% of the 2009 membership employed by the respective facilities. The 2009 membership at each facility is listed below.

Detroit Medical Center: 851  
Mercy Health Partners: 1,484  
Oakwood Health Care System: 799

- G. For Executive Board Offices Elected by Region**, petitions must be signed by 2% or 500 of the 2009 membership (whichever is less) in the Region. The 2009 membership in each Region is listed below.

Region 1: 1,471	Region 6: 6,847
Region 2: 21,520	Region 7: 1,647
Region 3: 8,223	Region 8: 2,722
Region 4: 4,562	Region 9: 1,263
Region 5: 7,850	

- H.** Each nominee must file a signed statement with the Election Chair accepting the nomination for the stated Office. A nominee's written acceptance can be on a separate sheet or on at least one nomination petition. Written acceptance should contain the nominee's name as he/she wants it to appear on the ballot. Written acceptance must be received before the close of nominations at the January 19, 2010 General Membership Meeting. If a timely written acceptance is not received, the nominee will be deemed to have declined the nomination. No candidate may accept nomination for more than one Office. A sample acceptance statement will be posted on the Union website.

## **VI. DISTRIBUTION OF NOMINATION AND CAMPAIGN LITERATURE.**

- A.** Each candidate or slate (including a prospective candidate or slate) has the right to have nomination and campaign literature distributed to the membership or a portion of the membership at the expense of the candidate or slate.
- B.** Upon written request, the Union will prepare membership name and address data for a mailing. Requests should be submitted to Zac Altefogt, Communications Director. Mailing data will be prepared at no cost for all or any portion of the members for which data can be reasonably segregated such as by zip code, Region or Division. A minimum 3 business days is required to prepare membership mailing data. The Union will provide the requested membership mailing data to an outside mailing company and authorize the mailing.
- C.** The outside mailing company will be Allied Media, 240 North Fenway Drive, Fenton, MI 48430; telephone 1-800-440-1995. Allied Media is a union company. Allied has been advised to charge its standard rates to any candidate or slate that wishes to mail nomination or campaign material and to require advance payment for any mailing. Allied ordinarily requires 5 to 10 business days to perform a mailing, depending on the size and the complexity of the work. Provided the Union has authorized the mailing, a candidate or slate should deal directly with Allied regarding mechanics, cost and payment.

## **VII. CLOSING OF NOMINATIONS**

- A.** At the January 19, 2010 General Membership Meeting, after nominations are closed, there will be a brief adjournment for the Executive Board, in consultation with the Election Committee, to review nomination petitions. Thereafter, the Election Chair will announce the name of each duly nominated candidate for each Office and the name of any nominee ruled ineligible or slate ruled inappropriate. If only one candidate is duly nominated for an Office, a unanimous ballot will be cast for the unopposed candidate for such Office.

- B. If there are petitions requiring further review, the Executive Board, in consultation with the Election Committee, will complete such review as soon as possible after the meeting is adjourned. The Election Committee will promptly notify in writing each person whose nomination or slate is approved or rejected.
- C. Each person notified on January 19, 2010 or thereafter that their nomination or slate is rejected may, within 3 business days, file a written appeal addressed to the Election Chair. The Executive Board, in consultation with the Election Committee, will promptly decide each appeal. The Election Chair will notify each appellant of the decision on their appeal.

## **VIII. BALLOTS**

- A. Candidates will be notified when ballots will be finalized. One observer for each candidate and 2 observers for each slate may attend the Election Committee meeting to finalize the ballots. Prior to the printing of ballots, if it is determined that there is only one candidate for any Office for any reason (e.g., withdrawal, loss of eligibility by nominees, etc.), the Election Committee will declare the remaining candidate elected for such Office. Uncontested candidates for Office will be designated as such on the ballots.
- B. Slates that have candidates for all 7 Offices elected Statewide and at least 15 of the 39 Offices elected by Region will have a slate voting box on the ballot identifying the name of the slate and listing the candidates for the respective Offices who are part of that slate. A vote may be cast for the entire slate by marking the slate box or for individual candidates who are part of the slate. Slates will be listed first on the ballot. The order of slates left to right across the ballot will be determined by drawing lots. Individual candidates will be listed in alphabetical order for each Office.
- C. One observer for each candidate and 2 observers for each slate may observe the process when ballots are picked up at the printer.

## **IX. THE ELECTION**

- A. The election will be conducted 30 to 60 days after January 19, 2010. Voting will be at locations within each Region which are reasonably accessible to members. At least 21 days prior to the election, the date(s) and time(s) of the election and the voting locations will be mailed to all members, posted on the Union website and made available at the Union's Detroit and Muskegon offices.
- B. Each member must vote in the **Member's Region**, as defined by Article IV. Section F of these Guidelines.
- C. Each candidate may have one observer at each voting location. Each slate may have 2 observers at each voting location. Written notification of observers for each candidate and each slate must be received by the Election Chair no later than 48 hours prior to the election date.
- D. The day after voting is conducted, ballots will be counted under the direction of the Election Committee at the Union's Detroit office. One observer for each individual candidate and 2 observers for each slate may attend the counting of ballots. Candidates for each Office will be elected by a plurality of the votes of the members voting for each Office.
- E. Immediately after the counting of the ballots, the Election Committee will certify and post the election results at the Union's Detroit and Muskegon offices and on the Union website.

**X. CHALLENGES, PROTESTS, COMPLAINTS AND APPEALS**

- A. Any complaint (i.e., challenge, protest, objection or appeal) regarding any aspect of the election must be promptly filed with the Election Chair. In no event may a complaint be filed later than 15 calendar days after posting of the election results. The Election Committee will investigate and decide each complaint as soon as practical and no later than 45 days after the election results were posted.
- B. Any member who is aggrieved by a decision of the Executive Board or the Election Committee may appeal that decision in accordance with the applicable provisions of the SEIU International Constitution.

**XI. MISCELLANEOUS**

- A. The Election Committee will prepare procedures for the secrecy and security of ballots, the designation of observers, the mechanics of voting and the counting and challenging of ballots.
- B. No candidate may accept financial support of any kind from a non-member of SEIU International.
- C. Upon advance written request, any candidate or prospective candidate may inspect, but not copy or photograph, the Union membership list once or twice between December 1, 2009 and the date of the election. Such a request should be addressed to Communication Director Zac Altefogt at the Union's Detroit office; and he will schedule and oversee the inspection. Any candidate who believes there is a problem with the membership list should promptly file written notice with the Election Chair.
- D. These Guidelines may be modified to ensure a fair and orderly election.

November 23, 2009