

Rochester Union of Nurses and Allied Professionals (RUNAP)

2024 General Rules For Electing Officers

Rochester Union of Nurses and Allied Professionals (RUNAP) will conduct nominations and an election for the offices of President, Vice President, Secretary, Treasurer, and One Delegate on September 17, 2024 from 6:30am - 8:30am and 3pm - 9pm. The installation of the new officers will take place on October 1, 2024.

1. Nomination and Election Committee

In accordance with Article VII Section 4, an Election Committee was appointed by the President and the Secretary. **The Election Committee is composed of Emilly Pike (CTICU) Lauren Smith (OR) , Colleen Shields (NICU), Donna Pina (MICU), and Nate Ontiveros (MICU).** All questions, correspondence, or protests should be directed to the Committee. The Committee can be contacted via email at:

election+2024@runap.org

The Committee is responsible for providing safeguards to ensure a fair election, including determining the eligibility of all candidates for office and all voters. The Committee will also keep all records of all votes cast and generally be responsible for conducting nominations and the election of officers and members of the Executive Board. The Committee will report the results of the election before the close of the September 17, 2024 Officer election.

2. Application of Rochester Union of Nurses and Allied Professionals (RUNAP) Constitution/Bylaws

The election will be conducted, insofar as lawful and practicable, in accordance with the provisions of the Rochester Union of Nurses and Allied Professionals (RUNAP) Constitution and Bylaws dated August 12, 2022.

3. Term of Office

The term of office will be from October 1, 2024 to September 30, 2026.

4. Eligibility to Hold Office

In accordance with Article VII, Section 2C of the Rochester Union of Nurses and Allied Professionals (RUNAP) Constitution and Bylaws, any member of RUNAP who has continuously remained in good standing for a period of three calendar months immediately preceding the September 2024 election is eligible to run for office. For the purpose of this election, the continuous good standing period is June, July and August 2024. Retired members are ineligible to run for office.

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.

5. Nominator Eligibility

To be eligible to nominate candidates, a member must be in good standing at the time of the nomination meeting in accordance with Article II, Section 2 (a) of RUNAP's Constitution and Bylaws. For the purpose of this election, good standing means that dues must be current (paid through July 31, 2024) by the time of the special nomination meeting on August 14, 2024.

6. Nomination/Election Notice

A combined notice of nominations and election in English will be mailed to the last known home address of all RUNAP members before July 31, 2024 as per Article VII, Section 5 of RUNAP's Constitution and Bylaws.

Notices in English will also be posted on all union bulletin boards and the union's website at <https://www.runap.org/> before July 31, 2024.

7. Nominations

RUNAP's special nomination meeting will be conducted:

Date: August 14, 2024

Time: 5:30 PM - 6:30 PM and 8 PM - 9 PM

**Place: RUNAP Office
367 Titus Avenue
Rochester, NY 14617**

Before the nomination meeting, RUNAP will compile a list of members in good standing (dues paid through August 1, 2024) that are eligible to nominate candidates in this election. Members who retire are not allowed to vote or be eligible to nominate a candidate.

Oral nominations will be accepted from the floor at the meeting. No seconds will be required. Self-nominations will be permitted. To make a nomination, a member must raise their hand and be recognized by the Election Committee, identify themselves to verify their eligibility to nominate and then provide the name and office of their nominee. The member making the nomination is responsible for informing their nominee of the nomination if their nominee is not present.

Written nominations will be accepted from 5:30PM on August 14, 2024 via email sent to elections+2024@runap.org until 9PM on August 14, 2024. All nominations must include the name of the candidate and the office to which they are nominated as well as the name, workplace, current email or text information and address of both the member making the nomination and the name of the candidate.

Candidates must accept or decline their nomination at the meeting or in writing no later than 9PM on August 19, 2024. All nominees will be notified of their candidate eligibility on or before 10PM on August 19, 2024.

**It is the responsibility of the nominator to advise the nominee of the nomination.*

8. Determining Candidate Eligibility

It is the member's responsibility to verify their good standing and candidate eligibility status which is accessible by contacting **RUNAP's Secretary Gillian Kingsley** at secretary@runap.com . Any questions concerning eligibility for office **before** the special nomination membership meeting should be directed to Secretary Kingsley. Any further inquiries or disputes regarding good standing issues to run for office should be directed to the Election Committee at elections+2024@runap.org . The Election Committee will determine eligibility by reviewing union records.

9. Candidate Meeting

On August 21, 2024 interested candidates will meet with the Elections Committee to discuss campaign restrictions, inspection of the RUNAP membership list, distribution of campaign literature, and election observers. The time of the Candidates Meeting will be determined as soon as possible after 9PM on August 19, 2024 or as soon as after the Committee has confirmed that all nominees have accepted or rejected their nominations.

10. Campaign Literature

The LMRDA requires that all candidates be treated equally regarding the opportunity to campaign. Also, Section 401(g) of the LMRDA provides that any money received by RUNAP 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 RUNAP or any other labor organization and employers, whether or not they employ RUNAP members. Accordingly, union officers and employees may not campaign on time paid for by the union.

The LMRDA also prescribes 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.

11. Inspection of Membership List

Once within 30 days of September 17, 2024, each candidate has the right to inspect a list containing the names and last known addresses of all RUNAP members. No candidate is entitled to a copy of the list.

The membership list will be maintained in the RUNAP office and will be available for inspection 30 days before the election (beginning on or about August 17, 2024 from 9:00 am to 5:00 pm, Monday through Friday, to on or about September 16, 2024. Any candidate who

wishes to inspect the list must notify the Committee by email at elections+2024@runap.org at least 72 hours in advance.

12. Distribution of Campaign Literature

RUNAP will comply with any reasonable request by a candidate to distribute campaign literature at the candidate's expense. Each candidate is entitled to a reasonable number of mailings and/or partial mailings, whether or not the other candidate makes such request.

Requests for mailing shall be made to the union at least five days before the desired mailing date.

Distribution of campaign literature will be handled by Professional Instant Press, a printing company and mailer designated by the Election Committee. The union's mailing list will be transmitted by the union to the designated mailer.

All written requests will be honored in the order received by the mailer. All costs for the mailing will be borne solely by the candidate. The cost associated with the mailings include, but are not limited to:

- a) Address labels, material (unless provided) and labor
- b) Postage (bulk rate or first class rate)
- c) Fees as determined by the outside mailer

The designated mailer shall provide candidates with either bulk rate or first-class rate at the candidate's expense. Once the Union is contacted by the candidate regarding the volume of the mailing (full or partial), the designated mailer will inform the candidate of the estimated cost of the mailing. Payment by cashier's check or cash must be made upon delivery of the campaign literature to the designated mailer. No personal checks will be accepted by the designated mailer.

Candidates may inform the Elections Committee if there are any problems with conducting campaign mailings at elections+2024@runap.org.

13. Voter Eligibility

Members in good standing as of August 1, 2024 will be eligible to vote. A ballot will be available to members in good standing of RUNAP at the election polls on **September 17, 2024 from 6:30AM-8:30AM and 3:00 PM - 9 PM**. Members that join RUNAP after August 1, 2024 or employees that retire before August 1, 2024 are not eligible to vote in this election.

RUNAP's Secretary, Gillian Kingsley will compile the list of all members in good standing for the general election on September 17, 2024.

NOTE: This is a secret ballot election. As such, ballots are to be voted by members and placed in a sealed box. Ballots will not be counted if they are not received in the voting box. Members should not take their ballots to be hand-delivered on their behalf or leave the Officer Elections with their ballots to be counted. Only ballots received in the sealed ballot box will be counted in this election.

14. Collection and Tally of Ballots

The counting process will continue non-stop until completion. Each voter's name will be marked off the eligibility list to ensure that no member casts more than one ballot.

After voter eligibility is checked, the outer envelope will be opened and the secret ballot envelopes removed. After mixing, the secret ballot envelopes will be opened and the ballots stacked for counting purposes. These procedures will ensure ballot secrecy. During the counting of ballots, only the Elections Committee will physically handle the ballots.

The candidate who receives the highest number (plurality) of votes cast will be declared elected.

In case of a tie vote, the winner will be determined by a runoff election conducted by RUNAP to be completed before October 1, 2024. The vote and tally will be held on September 17, 2024 at the RUNAP Office. The election notice provided will provide detailed information regarding the location and time of balloting and tally.

15. Installation of Officers

Newly elected officers will be installed on the October 8, 2024 annual General Membership Meeting. For the run-off election, officer(s) will also be installed at the October 8, 2024 annual General Membership Meeting.

16. Preservation of Records

RUNAP will post the results of the election at the RUNAP Office and website at <https://www.runap.org> and on union bulletin boards. RUNAP will preserve all election records for a period of year.

17. All Post Election Appeals

All protests concerning the conduct of these elections must be received in writing by 5:00 PM on October 17, 2024 and must be addressed to the RUNAP Election Committee via email at elections+2024@runap.org

****It should be noted that the above rules and regulations are not all-inclusive. Additional election rules or clarifications may be promulgated by RUNAP's Elections Committee as needed during the nomination and election period.**

***** RUNAP Election Rules are available at <https://www.runap.org/2024-officer-election/>, can be electronically sent by sending an email to elections+2024@runap.org and are available in hard copy at the RUNAP office.**