

# 2023 IAMAW Local Lodge Election Guide



**William W. Winpisinger  
Education and Technology Center**

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## Preface

This is the 2023 edition of the IAMAW Local Lodge Election Guide. The purpose of this Guide is to provide guidance to LL officers, members and others for conducting and participating in elections of Local Lodge officers. This Guide contains the information and resources needed to run a local lodge election free of challengeable errors that could necessitate a costly re-run.

As official union representatives and as union members, we know the values and traditions of democracy that are contained in the IAMAW Constitution. In addition, we must also know our duties and obligations under the law covering election of union officers as administered by the U.S. Department of Labor (DOL). Please see the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA) Title IV - Elections, Section 401.

Consistent with our democratic values and DOL directives, it is imperative that we thoroughly understand the local lodge election procedures and requirements to ensure that our elections are conducted in a manner consistent with the IAM Constitution and the applicable law.

Under our Constitution and under the law, we are obligated to hold elections for local lodge officers every three years. We may encounter situations where an election does not take place as a result of the incumbent officers not being challenged. However, we must be prepared to conduct elections when necessary to do so.

In conducting Local Lodge elections, it is wise to plan for the election as far in advance as possible. Critical issues in the planning of elections include the appointment of tellers by the Local Lodge President, deciding how votes are tabulated (if not in Local Lodge bylaws), proofing ballots, printing election materials, mailing notices, absentee ballots, election day, poll location, poll times, posting results, conducting a run-off election if necessary, installation of officers, and retaining all election materials.

Most of the tasks/activities noted above have a specific date by which they must be accomplished. Compliance with required deadlines is critical. A timeline and checklist of election tasks is included with this Guide. Failure to follow the mandated times and procedures for any reason exposes the election to a challenge that could possibly result in a rerun election. Election challenges are investigated by the Grand Lodge. Election challenges submitted to the Department of Labor (DOL) can result in a re-run election supervised by DOL.

As representatives, it is our responsibility to ensure that every election is conducted properly so our members may exercise their rights of democracy and avoid the additional costs, resources, delays and uncertainty associated with re-running an election.

This step-by-step Guide was assembled to provide a chronology of a Local Lodge election from start to finish. Subjects are referenced and indexed to the IAMAW

Constitution, IAM Official Circulars (891, 892 “Election Policy Attachments” and 893). There are “SAMPLE” documents to illustrate a model guide to facilitate the election process. There are “SAMPLES,” dated to a calendar to help visualize dates that correspond with the event and the time they need to take place.

In addition to the materials and resources contained in this Guide, it is also necessary to have copies of the IAMAW Constitution, your Local Lodge Bylaws, the IAMAW Ritual, and the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA) Title IV – Elections, Section 401.

## Local Lodge Election Process Overview

- Since Local Lodge elections must be held every three years, pre-planning for printing of ballots with a union print shop is recommended. The number of ballots required plus a percentage for spoiled ballots should be determined in advance. A sample ballot listing offices and instructions for the ballot with a numbered and detachable stub, (minus candidates) assures all offices are represented and information requirements are met. Advance preparation means only candidate names will need to be submitted to finalize ballots, ensuring their delivery within the timeline requirements of the election.
- If the method for determining the vote count is not specified in the Local Lodge bylaws, the Local Lodge may, by majority vote at a Local Lodge meeting, decide in advance and give notice that the candidates who receive the highest vote for their respective offices shall be declared elected. To select this method, a motion must be made and passed at the regular Local Lodge meeting at least one month prior to Nomination and Election Notices being sent. If not in the Local Lodge bylaws and no vote is taken and motion passed at the Local Lodge meeting in advance of the election, the winning candidate for office must receive a majority (not a plurality) of the votes cast for that office.
- Not less than sixty (60) days prior to election, official notice is sent to all qualified voting IAMAW Local Lodge members by U.S. Mail announcing Local Lodge election for officers, nomination notices and absentee ballot application forms. The notice must also specify the date, time, and place of nominations, of the election and the run-off election, should one be necessary.
- All members must be given a reasonable opportunity to nominate candidates for office. If the Local Lodge members work multiple shifts and for that reason some members are unable to attend the Local Lodge nomination meeting, “the lodge shall accommodate members who are working nights” as set forth in Official Circular 886.
- At least sixty (60) days prior to the election three (3) tellers are appointed by the President to assist in conducting the election. The Local Lodge President should appoint a “Head Teller” from the three appointees or appoint an additional member to oversee the election processes.

- Verify and complete valid absentee ballot requests
- Nominations, acceptances in person or in writing, verification of all nominated members to be in good standing.
- Notify Recording Secretary if valid nickname is to be used on ballot.
- Ballots ordered
- Absentee ballots sent
- Conduct election, tabulate votes, verify results
- Conduct run-off election in case of a tie vote or if a majority of votes cast is required and no candidate for that office achieves a majority.
- Announce winning candidates, post results.
- Secure all election materials under seal and retain for one (1) year.
- Installation of elected officers at first meeting in January.
- Consult *IAMAW Constitution* for further detailed application, explanation or time constraints.

## **Local Lodge Elections**

### **I. Description and Processes**

### **II. Requirements and Compliance of - IAMAW Constitution and U.S. Federal Law**

#### **A. Lodge Officers that must be elected**

1. IAMAW Constitution ARTICLE B, SEC. 4, pages 102-104, LL Election Guide page (99-106); ARTICLE C, SEC. 7 page 109, lines 1 -6.
2. Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), Title IV - Elections, SEC. 401(b) 1; LL Election Guide pages (61-63)

#### **B. Terms of office and election requirements**

1. Officers - IAMAW Constitution ARTICLE B, SEC. 4, page 102, lines 22-31, page 103, lines 11-16; LL Election Guide pages (111-112)
2. Officers - \*Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), Title IV - Elections, SEC. 401(b) - LL Election Guide pages (61-63)
3. Auditors - IAMAW Constitution ARTICLE C, SEC. 7, page 109, lines 1-6; LL Election Guide page (121)

#### **C. Members MUST be in good standing to vote or participate in elections -**

IAMAW Constitution, ARTICLE II, SEC. 4, page 9, line 26-30; LL Election Guide page (78)

### **III. Planning for the election – LL Election Guide using IAMAW Official, Policies, Procedures and References and the law.**

#### **A. Determining the method of counting votes – IAMAW Constitution - ARTICLE B, SEC. 4, page 103, lines 17-21; LL Election Guide page (8) and (110)**

#### **B. Voting rights of members**

1. Retired, Laid Off or Exempt Members - IAMAW Official Circular 893; LL Election Guide, pages 57-59.
2. Members in good standing - IAMAW Constitution, ARTICLE II, SEC. 4, page 9, line 26-30; LL Election Guide pages (78); ARTICLE III, SEC. 9, page 18, lines 11-13, LL Election Guide page (91); Official Circular 892 – LMRDA Election and Other Requirements, page 1 and 2, paragraph 3; LL Election Guide page (61)
3. LMRDA Title IV, SEC. 401 (e); LL Election Guide page (33)

**C. Notices and deadlines**

1. Nominations/Election notice with place, poll times and runoff date if necessary, (IAMAW Constitution ARTICLE B, Sec. 4, page 103, lines 1-10; LL Election Guide pages (111); Official Circular 892 – LMRDA Election and Other Requirements, paragraph IV; Official Circular 886 – Lodge Meetings for Multi-Shift Membership; LL Election Guide Page (33, 49)
2. Absentee ballot requests – IAMAW Constitution, ARTICLE B, SEC. 4, page 103, lines 22-24; LL Election Guide page 112; Official Circular 892 – LMRDA Election and Other Requirements, page 4, paragraph VII; LL Election Guide page (33).
3. Mailed notice – (SAMPLE) in LL Election Guide page (9)
4. If photo ID is required, notice must be provided in mail nomination and election notice.

**D. Teller Appointments** – IAM Constitution, ARTICLE B, SEC. 4, page 104, lines 5-11; LL Election Guide page (113), Official Circular 892 – LMRDA Election and Other Requirements, paragraph IX, - LL Election Guide page (33)

**E. Ballots/Absentee ballots. part 1**

1. Ballots – IAMAW Constitution, ARTICLE III, SEC. 8, page 17, lines 28-29, page 18, lines 1-6; LL Election Guide pages (90)
2. Absentee ballots - IAMAW Constitution, ARTICLE II, SEC. 3, page 6, lines 15-34, and page 7, lines 1-29; LL Election Guide pages (75-76); ARTICLE B, SEC. 4, page 103, lines 22-24; LL Election Guide page (112).
3. Accounting for Ballots – LL Election Guide, pages (13)
4. SAMPLE ballots – LL Election Guide, pages (12).

**F. Nominations** - IAMAW Constitution ARTICLE B Sec. 4, page 102, lines 22-31; LL Election Guide page (111)

1. Candidates nominated, acceptance in writing if absent from nominations meeting; IAM Official Circular 892, LMRDA Election and other Requirements, page 4, paragraph VI, item C; LL Election Guide page (33, 61)
2. Candidate notifies Recording Secretary in writing of the way name is to appear on ballot - IAMAW Official Circular 892 LMRDA Election and other Requirements, page 5, paragraph X, item B; LL Election Guide page (33,61).
3. Determine method of choosing the order of listing candidates on ballot – IAMAW Official Circular 892; LMRDA Election and other Requirements, page 5, paragraph X, item B; LL Election Guide page (33,61)



## **G. Candidates**

1. Member qualification requirements; IAMAW Constitution ARTICLE II, SEC. 4, page 9, lines 15-23; LL Election Guide page (78) & ARTICLE B, SEC. 3, page 100, lines 20-21, page 101, lines 1-34, page 102, lines 1-7; LL Election Guide pages (109-110); IAMAW Official Circular 892 LMRDA Election and Other Requirements page 1, paragraph A, item 3; Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), Title IV - Elections, SEC. 401(e); LL Election Guide page (61)
2. Retired member qualification requirements; IAMAW Official Circulars 893, Eligibility and Voting Rights of Retired, Laid Off or Exempt Members, paragraph A, item 2, and 869 - LMRDA Election and other Requirements; LL Election Guide, pages (57 and 61)
3. Rights of Candidates - IAMAW Official Circular 892, LMRDA Election and other Requirements, page 6, paragraph XI, item A; LL Election Guide page (33 and 61) \*Request one observer IAMAW Constitution ARTICLE B, SEC. 4, page 104, lines 8-11; LL Election Guide page (113)

## **IV. Conducting the Election**

- A. Head Teller and Teller Responsibilities** – IAMAW Constitution, ARTICLE B, SEC. 4, page 104, lines 5-8; LL Election Guide page (113); IAMAW Official Circular 892 LMRDA Election and Other Requirements Attachment A; LL Election Guide pages (43-45)
- B. Absentee ballots, part 2** – (EXAMPLE) LL Election Guide, pages (13-14); IAMAW Official Circular 892, LMRDA Election and other Requirements, page 4, paragraph VII - LL Election Guide, page (33)
1. MUST return by U.S. Mail - IAMAW Constitution ARTICLE II, SEC. 3, page 7, lines 23-28; LL Election Guide page (76)
  2. Must be received by close of the polls on election day - IAMAW Constitution ARTICLE II, SEC. 3, page 7, lines 23-28; LL Election Guide page (76)
  3. Presented by Recording Secretary to Tellers UNOPENED – IAMAW Constitution ARTICLE II, SEC. 3, page 7, lines 28-29; LL Election Guide page (76)
  4. IAMAW Official Circular 891 – Absentee Ballots –LL Election Guide pages (53-54)
- C. Observers** – IAMAW Constitution, ARTICLE B, SEC. 4, page 104, lines 8-11; LL Election Guide page (113); IAMAW Official Circular 892, LMRDA Election and other Requirements, paragraph XI, page 6; LL Election Guide pages (33-61)
- D. Voting procedures** – IAMAW Official Circular 892, LMRDA Election and other Requirements, Attachment A, LL Election Guide pages (43-45) and (EXAMPLE) LL Election Guide pages (15-17)



- E. **Verification of member eligibility** - IAMAW Official Circular 892, LMRDA Election and other Requirements, Attachment A. LL Election Guide pages (43-45)
- F. **Ballot and stub boxes** - IAMAW Official Circular 892, LMRDA Election and other Requirements, Attachment A, LL Election Guide pages (43-45)
- G. **Challenged ballots** – IAMAW Official Circular 892, LMRDA Election and other Requirements, Attachment A, LL Election Guide page (43-45)

## **V. Concluding the Election**

- A. **Tabulating votes** – IAMAW Official Circular 892, LMRDA Election and other Requirements, Attachment A, LL Election Guide page (43-45)
- B. **Tally sheets** – (EXAMPLES) LL Election Guide pages (20-21)
- C. **Announcing winners** - (EXAMPLES) LL Election Guide pages (23-24)
- D. **Publishing and posting official results** -IAMAW Constitution ARTICLE C, SEC. 3, page 105, lines 22-23, page 106, lines 1-10; LL Election Guide page (118); (EXAMPLE) LL Election Guide page (23-24)
- E. **Installation of Officers**- IAMAW Constitution ARTICLE B, SEC. 5, page 104 lines 21-25; LL Election Guide page (113); IAMAW Ritual page 9.

## **VI. Review, Questions and Discussions - Hand out**

### **References:**

IAMAW Constitution

IAMAW Official Circulars (OC); 891, 893, 892 and 886

\*IAMAW Ritual

Labor-Management Reporting and Disclosure Act of 1959 (LMRDA), Title IV - Elections, SEC. 401

\*Local Lodge By-Laws

## Determining Method of Official Vote Count

The proper method for determining the winner of a Local Lodge election is set forth in the first instance in the Local Lodge bylaws. Only if the Local Lodge bylaws are silent on this issue, can the method be determined by a majority vote at a membership meeting of the Local Lodge in advance of the nominations and election. If the Local Lodge bylaws are silent and no vote is taken at a Local Lodge meeting, then the default method is a majority of all votes cast for a particular office.

If the method of determining the vote counts for an election is not specified in the Local Lodge bylaws, the members may decide in advance by majority vote that *“the candidates who receive the highest vote for their respective offices shall be declared elected. In all other cases, a majority of all votes cast shall be required for election.”* (IAMAW Constitution, ARTICLE B, Page 103, lines 17-21.)

If it is the membership’s decision to use *“receiving highest vote”*, a motion stating this method of counting votes must be made and passed at the regular Local Lodge business meeting before the nomination notices are mailed out.

If the Local Lodge membership decides to determine a winner by *“the candidates who receive the highest vote shall be declared elected,”* the motion should be made and voted in compliance with the IAMAW Constitution, ARTICLE B, SEC. 4 page 103, lines 17-21. *\*Use the IAMAW Constitution text to word the motion.*

For example, if a December election is being held, notices must be mailed in October. The motion of *“receiving highest vote”* must be made and passed prior to the mailing of nomination and election notices in order for the information in the election notice to meet the “Not less than 60 days prior” requirement. The motion of *“receiving highest vote”* may have to be made and passed at the regular Lodge meeting in September. *\*If a November election is held, then the same advanced date(s)/timeframes may be required in an earlier month.*

**IAMAW Local Lodge 5432  
Address, City, State, Zip Code**

**Notice sent via U.S. Mail  
Nominations and Election Notice**



In accordance with the IAMAW Constitution, Local Lodge 5432 will be accepting nominations and holding elections for the following Lodge Officers and Auditors:

President (1) one  
Vice President (1) one  
Secretary Treasurer (1) one  
Recording Secretary (1) one  
Conductor/Sentinel (1) one

Trustees (3) three  
Audit Committee (3) three

Nominations for these positions will be held at the regular monthly meeting of Local Lodge 5432 in November at the following date, time and location:

Tuesday, November 10, 2023  
7:00 p.m.  
Local Lodge 5432 Hall  
123 Main Street  
Anytown, OH 34345

Nominations will be accepted only from members in good standing of Local Lodge 5432. Candidates for elective office must be members of the Local Lodge for at least 1 year at the time of nomination and free from delinquency to the Local, District and Grand Lodges.

- Local Lodge officer elections will take place on December 11, 2023 at the Local Lodge 5432 Hall, Address, City, State, Zip Code. Only members in good standing of Local Lodge 5432 will be permitted to vote in the elections. Polls will be open from 6:00 a.m. to 6:00 p.m. to accommodate members working all shifts. If necessary, a run-off election will be held on the next regularly scheduled Lodge meeting on January 12, 2024 at the Local Lodge 5432 Hall, Address, City, State, Zip Code. Polls will again be open from 6:00 a.m. to 6:00 p.m.
- The candidate who receives the highest number of votes for each office shall be declared elected. [Alternative: The candidate who receives the majority of the votes cast for the single position offices shall be declared elected.] Each elected candidate will serve a three-year term.

In accordance with the IAM Constitution, any member entitled to receive an absentee ballot shall make a written request to the Recording Secretary of Local Lodge 5432 no later than 15 days before the election.

**To qualify for an absentee ballot, a member must:**

- Reside more than 25 miles from polling place;
- At work during the voting times;

- Confined because of illness or injury;
- On leave qualifying under U.S. and/or Canadian Family leave laws;
- Working members on vacation or retirees more than 25 miles away from their residence on election day;
- On official IAM business;
- On employer travel assignment; or
- On military leave.

In solidarity,

*Recording Secretary*

Recording Secretary

LL 5432

Address, City, State, Zip Code

SAMPLE

**- Post on IAMAW Bulletin Boards -**

**Request for Absentee Ballot for the December 11, 2023  
IAMAW Local Lodge 5432 Officers Election**

I, \_\_\_\_\_, (Print)

IAMAW Book number \_\_\_\_\_, am hereby requesting an  
Absentee Ballot for the election due to the following reason(s).

Check those that apply:

- ☐ I reside more than 25 miles from the polling place;
- ☐ I am at work during the voting times;
- ☐ I am confined because of illness or injury;
- ☐ I am on leave qualifying under U.S. and/or Canadian Family leave laws;
- ☐ I am a working member on vacation or retiree more than 25 miles away from their residence on election day;
- ☐ I am on official IAM business;
- ☐ I am on employer travel assignment; or
- ☐ I am on military leave.

I certify that the above request is accurate.

Signed \_\_\_\_\_ Date \_\_\_\_\_

This form must be received on or before [insert date]. Please complete and return this absentee ballot request form by official government mail or in person to:

**Recording Secretary  
IAMAW Local Lodge 5432  
Address, City, State, Zip Code**

**SAMPLE - BLANK BALLOT**  
**IAMAW Local Lodge No. 5432**  
**Officers Election December 11, 2023**

Do not deface this ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

<p style="text-align: center;"><b>President</b> Vote For Only One</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> </div>	<p style="text-align: center;"><b>Recording Secretary</b> Vote For Only One</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> </div>
<p style="text-align: center;"><b>Vice President</b> Vote For Only One</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> </div>	<p style="text-align: center;"><b>Conductor/Sentinel</b> Vote for Only One</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> </div>
<p style="text-align: center;"><b>Secretary-Treasurer</b> Vote For Only One</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> </div>	<p style="text-align: center;"><b>Trustees</b> Vote For Three</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
<p style="text-align: center;"><b>Auditors</b> Vote for Three</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>	

**NO** Write-In candidates.

Do not deface ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

**NO** Write-In candidates.

- 1.) Mark ballot.
- 2.) Fill in stub.
- 3.) Detach stub.
- 4.) Place top portion (ballot) in ballot box.
- 5.) Place numbered stub in stub box.

Name \_\_\_\_\_, IAMAW Book Number \_\_\_\_\_ Local Lodge 5432.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(stub number)    0001  
(union bug)



**IAMAW Local Lodge 5432**  
**Ballots accounted for to use in**  
**Local Lodge Officers Election**  
**December 11, 2023**

All Ballots from Printer     2,000

Ballots Mailed                     - 160 (Absentee  
Ballots) \*

\*(Recording Secretary sends out Ballots from lowest  
number in order; e.g., #1- #160)

Ballots to Tellers                 1,840

Ballots accounted for           2,000

*Recording Secretary*

Recording Secretary  
Local Lodge 5432



**OFFICIAL BALLOT**  
**IAMAW Local Lodge No. 5432**  
**Officers Election December 11, 2023**

Do not deface this ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

NO Write-In candidates.

<p style="text-align: center;"><b>President</b> Vote For Only One</p> <p><input type="checkbox"/> James Smith</p> <p><input type="checkbox"/> Susan White</p>	<p style="text-align: center;"><b>Recording Secretary</b> Vote For Only One</p> <p><input type="checkbox"/> Jackson Brown</p> <p><input type="checkbox"/> Jane Elliot</p>
<p style="text-align: center;"><b>Vice President</b> Vote For Only One</p> <p><input type="checkbox"/> Samuel Stevenson</p> <p><input type="checkbox"/> Steve Johnston</p>	<p style="text-align: center;"><b>Conductor/Sentinel</b> Vote for Only One</p> <p><input type="checkbox"/> Joseph Watson</p> <p><input type="checkbox"/> Michael ( Mickey) Kelly</p>
<p style="text-align: center;"><b>Secretary-Treasurer</b> Vote For Only One</p> <p><input type="checkbox"/> Theresa Stone</p> <p><input type="checkbox"/> David (Fonzie) Robinson</p>	<p style="text-align: center;"><b>Trustees</b> Vote For Three</p> <p><input type="checkbox"/> Mark ( Andy) Andrews</p> <p><input type="checkbox"/> Sandra Downs</p> <p><input type="checkbox"/> Melvin Hart</p> <p><input type="checkbox"/> Frank Jones</p>
<p style="text-align: center;"><b>Auditors</b> Vote For Three</p> <p><input type="checkbox"/> Edwin Money</p> <p><input type="checkbox"/> Jonathan Cash</p> <p><input type="checkbox"/> Robin Banks</p> <p><input type="checkbox"/> Moneta Counts</p>	

NO Write-In candidates.

Do not deface ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

NO Write-In candidates.

- 1.) Mark ballot.
- 2.) Fill in stub.
- 3.) Detach stub.
- 4.) Place top portion (ballot) in ballot box.
- 5.) Place numbered stub in stub box.

Name \_\_\_\_\_ IAMAW Book Number \_\_\_\_\_ Local Lodge 5432.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (stub number) 0001  
 (union bug)

**IAMAW Local Lodge 5432**  
**Address,**  
**City, State, Zip Code**



## **ABSENTEE BALLOT INSTRUCTIONS:**

**Dear IAM Member:**

1. Carefully fill out BALLOT and STUB.
2. Carefully detach BALLOT from STUB.
3. Place STUB in longer envelope marked BALLOT.
4. Place BALLOT in plain envelope and securely seal BALLOT.
5. Add sealed plain envelope with BALLOT inside to larger envelope.
6. Seal large enveloped marked BALLOT containing STUB and plan envelope inside.
7. Timely mail.

**NOTE: Absentee Ballots MUST be returned via official government mail only so that it is received on or before [insert time and date].**

In Solidarity,

*Recording Secretary*

Recording Secretary  
IAM Local Lodge 5432

**VOTING  
PLACE!**

**PLEASE  
BE QUIET!**



**NO CAMPAIGNING WITHIN  
50 FEET**

## **VOTING PROCEDURE**

- 1) Sign in for ballot.
- 2) Tellers will verify membership status.
- 3) Receive ballot, mark required number of candidates, and fill in the stub.
- 4) Detach ballot from stub, then deposit ballot in the ballot box and stub in the stub box.

**VOTER SIGN-IN REGISTER  
LOCAL LODGE 5432 OFFICERS ELECTION**



**DECEMBER 11, 2023**

**POLLING LOCATION:  
IAMAW, Local Lodge UNION HALL ADDRESS**

MEMBERS WHO CAST BALLOTS IN THE ABOVE REFERENCED ELECTION ARE  
REQUIRED TO SHOW IDENTIFICATION AND SIGN FOR BALLOT BELOW:

Name	Book Number	Shop

**OFFICIAL BALLOT**  
**IAMAW Local Lodge No. 5432**  
**Officers Election December 11, 2023**

Do not deface this ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

<p style="text-align: center;"><b>President</b> Vote For Only One</p> <p><input type="checkbox"/> James Smith</p> <p><input type="checkbox"/> Susan White</p>	<p style="text-align: center;"><b>Recording Secretary</b> Vote For Only One</p> <p><input type="checkbox"/> Jackson Brown</p> <p><input type="checkbox"/> Jane Elliot</p>
<p style="text-align: center;"><b>Vice President</b> Vote For Only One</p> <p><input type="checkbox"/> Samuel Stevenson</p> <p><input type="checkbox"/> Steve Johnston</p>	<p style="text-align: center;"><b>Conductor/Sentinel</b> Vote for Only One</p> <p><input type="checkbox"/> Joseph Watson</p> <p><input type="checkbox"/> Michael ( Mickey) Kelly</p>
<p style="text-align: center;"><b>Secretary-Treasurer</b> Vote For Only One</p> <p><input type="checkbox"/> Theresa Stone</p> <p><input type="checkbox"/> David (Fonzie) Robinson</p>	<p style="text-align: center;"><b>Trustees</b> Vote For Three</p> <p><input type="checkbox"/> Mark ( Andy) Andrews</p> <p><input type="checkbox"/> Sandra Downs</p> <p><input type="checkbox"/> Melvin Hart</p> <p><input type="checkbox"/> Frank Jones</p>
<p style="text-align: center;"><b>Auditors</b> Vote For Three</p> <p><input type="checkbox"/> Edwin Money</p> <p><input type="checkbox"/> Jonathan Cash</p> <p><input type="checkbox"/> Robin Banks</p> <p><input type="checkbox"/> Moneta Counts</p>	

**NO** Write-In candidates.

Do not deface ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

**NO** Write-In candidates.

- 1.) Mark ballot.
- 2.) Fill in stub.
- 3.) Detach stub.
- 4.) Place top portion (ballot) in ballot box.
- 5.) Place numbered stub in stub box.

Name \_\_\_\_\_ IAMAW Book Number \_\_\_\_\_ Local Lodge 5432.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (stub number) 0001  
 (union bug)

**IAMAW LOCAL LODGE NO. 5432  
OFFICIAL TALLY SHEET RESULTS  
December 11, 2023 Lodge Officers Election**

**NAME(S) AND OFFICE**

**VOTES**

**PRESIDENT**

James Smith

\_\_\_\_\_

Susan White

\_\_\_\_\_

BALLOTS SPOILED (Voids)

\_\_\_\_\_

Total Ballots

\_\_\_\_\_

TELLERS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HEAD TELLER

\_\_\_\_\_

DATE \_\_\_\_\_



# OFFICIAL TALLY SHEET

## IAMAW Local Lodge No. 5432

### Officers Election December 11, 2023

<p style="text-align: center;"><b>President</b> Votes per person</p> <p>James Smith _____</p> <p>Susan White _____</p> <p>Spoiled Ballots (VOIDS) _____</p>	<p style="text-align: center;"><b>Recording Secretary</b> Votes per person</p> <p>Jackson Brown _____</p> <p>Jane Elliot _____</p> <p>Spoiled Ballots (VOIDS) _____</p>
<p style="text-align: center;"><b>Vice President</b> Votes per person</p> <p>Samuel Stevenson _____</p> <p>Steve Johnston _____</p> <p>Spoiled Ballots (VOIDS) _____</p>	<p style="text-align: center;"><b>Conductor/Sentinel</b> Votes per person</p> <p>Joseph Watson _____</p> <p>Michael ( Mickey) Kelly _____</p> <p>Spoiled Ballots (VOIDS) _____</p>
<p style="text-align: center;"><b>Secretary-Treasurer</b> Votes per person</p> <p>Theresa Stone _____</p> <p>David (Fonzie) Robinson _____</p> <p>Spoiled Ballots (VOIDS) _____</p>	<p style="text-align: center;"><b>Trustees</b> Votes per person</p> <p>Mark ( Andy) Andrews _____</p> <p>Sandra Downs _____</p> <p>Melvin Hart _____</p> <p>Frank Jones _____</p> <p>Spoiled Ballots (VOIDS) _____</p>
<p style="text-align: center;"><b>Auditors</b> Votes per person</p> <p>Edwin Money _____</p> <p>Jonathan Cash _____</p> <p>Robin Banks _____</p> <p>Moneta Counts _____</p> <p>Spoiled Ballots (VOIDS) _____</p>	

Teller \_\_\_\_\_ Teller \_\_\_\_\_ Teller \_\_\_\_\_

Head Teller \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL BALLOT**  
**IAMAW Local Lodge No. 5432**  
**Officers Election January 12, 2024**

Do not deface this ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

(Sample Ballot for Run-off or Special Election)

<b>Conductor/Sentinel</b> <b>Vote for Only One</b>
<input type="checkbox"/> Joseph Watson
<input type="checkbox"/> Michael (Mickey) Kelly

NO Write-In candidates.

Do not deface ballot by marking anything other than voting for candidates, doing so shall invalidate that section of ballot.

NO Write-In candidates.

- 1.) Mark ballot.
- 2.) Fill in stub.
- 3.) Detach stub.
- 4.) Place top portion (ballot) in ballot box.
- 5.) Place numbered stub in stub box.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Lodge 5432, IAMAW Book Number \_\_\_\_\_

(stub number)    **0001**  
(union bug)

**OFFICIAL RESULTS SHEET**  
**IAMAW Local Lodge No. 5432**  
**Officers Election December 11, 2023**  
**TO BE POSTED AT LOCAL LODGE ONLY**

Teller \_\_\_\_\_ Teller \_\_\_\_\_ Teller \_\_\_\_\_

<p style="text-align: center;"><b>President</b> Votes per person</p> <p>James Smith _____</p> <p>Susan White _____</p> <p>Spoiled Ballots (VOIDS) _____</p>	<p style="text-align: center;"><b>Recording Secretary</b> Votes per person</p> <p>Jackson Brown _____</p> <p>Jane Elliot _____</p> <p>Spoiled Ballots (VOIDS) _____</p>
<p style="text-align: center;"><b>Vice President</b> Votes per person</p> <p>Samuel Stevenson _____</p> <p>Steve Johnston _____</p> <p>Spoiled Ballots (VOIDS) _____</p>	<p style="text-align: center;"><b>Conductor/Sentinel</b> Votes per person</p> <p>Joseph Watson _____</p> <p>Michael ( Mickey ) Kelly _____</p> <p>Spoiled Ballots (VOIDS) _____</p>
<p style="text-align: center;"><b>Secretary-Treasurer</b> Votes per person</p> <p>Theresa Stone _____</p> <p>David (Fonzie) Robinson _____</p> <p>Spoiled Ballots (VOIDS) _____</p>	<p style="text-align: center;"><b>Trustees</b> Votes per person</p> <p>Mark ( Andy ) Andrews _____</p> <p>Sandra Downs _____</p> <p>Melvin Hart _____</p> <p>Frank Jones _____</p> <p>Spoiled Ballots (VOIDS) _____</p>
<p style="text-align: center;"><b>Auditors</b> Votes per person</p> <p>Edwin Money _____</p> <p>Jonathan Cash _____</p> <p>Robin Banks _____</p> <p>Moneta Counts _____</p> <p>Spoiled Ballots (VOIDS) _____</p>	

Head Teller \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL ELECTION RESULTS**  
**LOCAL LODGE 5432**  
**IAMAW**  
**OFFICERS ELECTION**  
**December 11, 2023**



**Date:**

**Dear Sisters and Brothers:**

**In accordance with the IAMAW Constitution, the following Local Lodge Officers have been elected to serve a three (3) year term.**

**PRESIDENT**

**VICE PRESIDENT**

**RECORDING SECRETARY**

**SECRETARY-TREASURER**

**CONDUCTOR-SENTINEL**

**TRUSTEES**

**1.)**

**2.)**

**3.)**

**AUDITORS**

**1.)**

**2.)**

**3.)**

**In solidarity,**

*Recording Secretary*

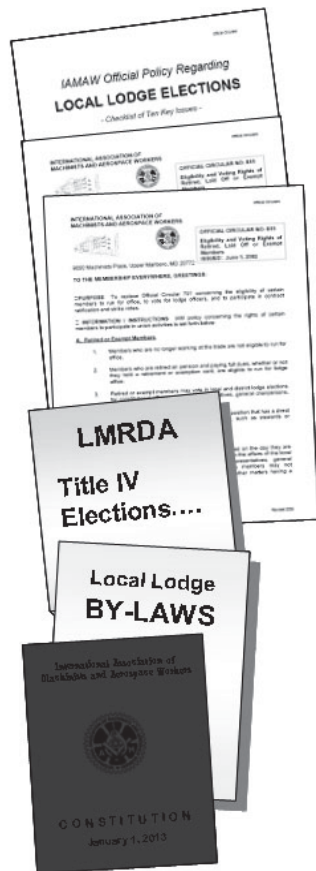
**Recording Secretary**

**LL 5432**

**Address, City, State, Zip Code**

**- Post on IAMAW Bulletin Boards -**

# **Key Reference Documents**



## Key Reference Documents



- IAM Constitution – Articles I, II, and III
- IAM Constitution – Articles A, B, and C
- Local Lodge Bylaws
- IAM Ritual
- OC 892 - LMRDA Election and Other Requirements
- OC 886 – Lodge Meetings for Multi-Shift Membership
- OC 891 – Absentee Ballots
- OC 893 – Voting Rights of Retired, Laid off or Exempt Members
- Labor-Management Reporting and Disclosure Act of 1959 (LMRDA) Title IV, SEC. 401.

It is our duty as members of our organization and our obligation by law to conduct a fair election and uphold the IAM Constitution which governs the process.

The following information will serve as the guide to conduct your local lodge election.

The following are key documents to know, obtain and become familiar with. They should be readily available for use during the election processes.

IAM Constitution – Article B, pages 100 – 104, Article C, pages 105 – 111 and Article II, SEC. 3 & 4, pages 5 – 10

Local Lodge Bylaws

Official Circular 892 - LMRDA Election and Other Requirements

Official Circular 886 - Lodge Meetings for Multi-Shift Membership

Official Circular 891 – Absentee Ballots

Official Circular 893 – Voting Rights of Retired, Laid off or Exempt Members

Labor-Management Reporting and Disclosure Act of 1959 (LMRDA) Title IV, SEC. 401

# **Recording Secretary's Role**



## **Role in Lodge Elections**

### **The Recording Secretary's duties in local lodge elections are to:**

- 1. Review all the Circular Letters from the Grand Lodge which are relevant to election procedures, including the IAMAW Official Policy Regarding Local Lodge Elections.** These will provide the detailed information on the procedures to be followed in carrying out the provisions of Articles B, C and Article II, Sec. 3 and 4 of the IAM Constitution as well as U.S. Federal Law. (Copies of election-related Circulars are included in the on-line version. Check with Grand Lodge or on VLodge.net to ensure you have the latest versions of these Official Circulars).
- 2. Notify all members not less than 60 days before the date when the elections are to be held.** In the United States, the election notice must be mailed to the last known address of each member qualified to vote. The notice must specify the date, time and place of nominations for the election and the date, time and place of balloting for an election. The notice must say what time the polls will be open; specify voter eligibility rules; inform members of procedures for obtaining absentee ballots and must include an application for an absentee ballot. This means, for example, that a simple posting of the notice on a bulletin board is not sufficient. However, this requirement regarding election notice by mail does not apply to Canada.
- 3. As part of the election notice, provide to all members by written communication specific information about who is entitled to receive an absentee ballot** and include an application for an absentee ballot (see Article XXII, Sec. 7 for District Lodge elections and Article B, Sec. 4 for Local Lodge elections).

### **Those who are entitled to vote by absentee ballot are:**

- (a) Members who reside in outlying districts more than 25 miles from the designated balloting place.
- (b) Members who are at work at the time of the local lodge balloting.
- (c) Members who are confined because of verified illness.
- (d) Members who are on leave qualifying under U.S. and/or Canadian family leave laws.
- (e) Working members who are on vacation.
- (f) Retirees more than 25 miles away from their residence on election day.

- (g) Members who are on official IAM business approved by the local, district or Grand Lodge.
- (h) Members who are on an employer travel assignment.
- (i) Members who are on reserve military leave.

4. **Print Ballots.** This should be done as far in advance as possible. Make sure that the place and date for the nomination and election meetings are set early so that notification can be sent to the members at least 60 days prior to the date the election meeting is scheduled as required by the IAM Constitution and the Labor-Management Disclosure Act (in the United States)

5. **Send out absentee ballots.** Any member entitled to receive an absentee ballot must make a written request, stating a reason outlined above, to the Recording Secretary by delivering in person or by official government mail. All absentee ballot requests for local lodge elections must be received at least 15 days prior to the election. Within five (5) days of the close of nominations or as soon thereafter as the ballots are available, the Recording Secretary must mail the ballot if in consultation with the Secretary-Treasurer the records of the local lodge indicate that the applicant is eligible to vote in the election. The ballot must be sent to the applicant by mail and not delivered in any other fashion. If the Recording Secretary and the Secretary-Treasurer determine that the member is ineligible for an absentee ballot, the Recording Secretary must notify the member in writing that the request for an absentee ballot has been denied and the reason for that determination. All such denials must be mailed within five (5) days of the receipt of the absentee ballot request.

6. **Collect absentee ballots on Election Day.** All absentee ballots must be returned by official government mail to a P.O. Box reserved by the Recording Secretary for the exclusive purpose and must be received by or before the closing time of the polls by the Recording Secretary accompanied by tellers and observers. They must be turned over to the tellers secured unopened.

7. **Publish the results of the election.** A tally sheet filled in and signed by the tellers must be turned over to the Recording Secretary. (In the case of Grand Lodge elections the tally sheet signed by the Inspectors of election goes to the General Secretary-Treasurer with a copy to the lodge Recording Secretary.) These results must be included in the records of the lodge in such a manner that they may be published separately for each office.

8. **Retain the ballots.** The ballots and all other records pertaining to the election must be preserved for one year.

In modification of the foregoing, depending upon structure or bylaws, a district corresponding officer may rightfully perform the duties in connection with local lodge elections normally performed by the local lodge Recording Secretary.

**Official Circular 892**

**LMRDA (Landrum-Griffin)**  
**Election and Other**  
**Requirements**

# INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS



**OFFICIAL CIRCULAR NO. 892**  
**LMRDA (Landrum-Griffin)**  
**Election and Other Requirements**  
**UPDATED: April 1, 2023**

9000 Machinists Place, Upper Marlboro, MD 20772

## **TO THE MEMBERSHIP EVERYWHERE, GREETINGS:**

➔ **PURPOSE** To replace Official Circular 869 to reflect changes made by the delegates to the 40th Grand Lodge Convention and to identify the responsibility of IAM lodges in the United States to comply with the election requirements of the Labor Management Reporting and Disclosure Act (LMRDA), as well as the responsibility of all lodges, both in the U.S. and Canada, to comply with the election requirements of the IAM Constitution. NOTE: The only changes to this version of the Official Circular is in the "IAMA W Official Policy Regarding Local Lodge Elections, Checklist of Key Issues, attached

➔ **INFORMATION/INSTRUCTIONS** The LMRDA imposes a number of requirements on the conduct of local and district lodge elections, and other matters. Many of these requirements have been incorporated over the years in the provisions of the IAM Constitution, as well as local and district lodge bylaws. Nevertheless, we continue to face Department of Labor (DOL) investigations and, sometimes, litigation when our lodges fail to follow these requirements. All IAM affiliated bodies, therefore, should be familiar with the provisions described below.

In order to assist IAM lodges, attached to this Official Circular is a copy of the **IAM LOCAL LODGE ELECTION GUIDELINES**. These guidelines provide a checklist of ten (10) key issues with which all officers and representatives should familiarize themselves, in order to ensure that all IAM elections are conducted properly. Compliance with these guidelines should greatly minimize the number of election protests received by the International President. This, in turn, will provide us all with more time to do the important work of representing our membership.

### **A. Election Procedures and Rights of Candidates for Union Office**

1. LMRDA elections must be conducted by secret ballot with appropriate procedures for safeguarding voter privacy and ballot security.
2. All members in good standing must be afforded a reasonable opportunity to nominate candidates for union office.
3. Every member in good standing shall be eligible to be a candidate and to hold union office subject to the uniformly applied eligibility rules in the IAM Constitution and



in local and district lodge bylaws.

4. All candidates must be treated equally with respect to the opportunity to campaign.
5. Candidates have the right, upon request, to have an observer at the polls and at the counting of the ballots.

#### **B. Distribution of Campaign Literature**

1. Every bona fide candidate has the right to request that the lodge distribute his/her campaign literature to the membership, and the lodge must comply with all reasonable requests for distribution by members in good standing, **provided that the distribution shall be at the candidate's own personal expense.** The courts have defined a "bona fide candidate" as a member who has declared him/herself to be a candidate for office and who is eligible to run for that office.
2. All requests to distribute literature must be treated in the same manner. Any discrimination in favor of, or against, any candidate by the lodge with respect to the use of membership lists is prohibited.
3. Every bona fide candidate shall have the right, once within 30 days prior to an election in which he/she is a candidate, to inspect – but not copy – a list containing the names and last known addresses of all members of the local lodge.
4. In order to comply with these important requirements, the secretary-treasurer of each local lodge or district lodge shall:
  - a. Maintain a list of the names and last known addresses of all lodge members.
  - b. Maintain the list in the principal office of the lodge and make such list available for supervised inspection by a bona fide candidate one time only during the 30 days immediately preceding the election.
  - c. In a nondiscriminatory manner, and upon the request of any bona fide candidate, prepare labels or addressed and stamped envelopes, at a predetermined, commercially reasonable, prepaid cost, which is not less than the actual cost to the lodge, and mail campaign literature for the candidate.
  - d. Not permit the list to be copied, nor turn over labels or addressed envelopes to any candidate.
  - e. Not direct any bona fide candidate to go to the Grand Lodge to obtain mailing lists, labels, or envelopes, and instruct candidates that such requests cannot be honored. Under appropriate circumstances, however, and with proper approval by the territorial General Vice President, the lodge, itself,

may request assistance from the Grand Lodge in obtaining such lists.

**C. Use of Union or Employer Funds in Elections is Prohibited**

1. Section 401(g) of the LMRDA prohibits the use of any funds of a local lodge, district lodge, council, or conference, or any other labor organization received by way of initiation fees, dues, agency fees, assessments, or of any employer funds to promote or denounce, directly or indirectly, the candidacy (either for nomination or election) of any member in a union election.
2. For purposes of Section 401(g), the term "funds" has been interpreted to include any resources owned by an employer or union, including equipment, machinery, vehicles, telephones, postage, office supplies, computers, reproduction equipment, etc. This prohibition also includes the use of a lodge newsletter, mailing, website, email, or other electronic means of communication to promote or denounce the candidacy of any member for office.
3. A local lodge, district lodge, council, or conference may make expenditures from its funds for notices, factual statements of issues, and other expenses necessary to conduct elections so long as they do not involve the promotion or denunciation of any candidate.
4. Candidates and their supporters are required to campaign on their own time only. Campaigning while on pay status with the union or with an employer is prohibited.

**D. Conduct of Secret Ballot Elections**

1. Combined notices of nomination and election must specify the date, time, and place of the election, as well as the offices that will be filled. Notices of local lodge and district lodge elections must be mailed to each member at his/her last known home address not less than 60 days nor more than 6 months prior to the election.
2. Secret ballot elections need not be held when all of the following conditions have been met:
  - a. all candidates are unopposed;
  - b. the union has provided a reasonable opportunity for nominations;
  - c. write-in candidates have not been permitted; and
  - d. all other requirements of the law and the IAM Constitution have been met.

**E. Election Protests and Preservation of Records**

1. Any protest or appeal concerning eligibility to run for office, the nomination process, or the conduct of an election must be made in writing to the International President within 30 days of the eligibility determination, the close of the nomination process,

or the final tally of ballots, whichever applies. Wherever local or district bylaws provide for election protests or appeals to be made to local or district officials in the first instance, the deadline for filing a protest or appeal with the International President shall be 30 days after the decision of the local or district official. If the local or district bylaws do not contain any protest or appeal provisions, any protest or appeal must be made directly to the International President within 30 days.

2. Section 401(e) of the LMRDA requires that all nomination and election records be sealed and preserved for one year following the close of the election. The records that must be preserved include, but are not limited to, all ballots, marked and unmarked, all void ballots, all notices, all requests for absentee ballots, all communications regarding the election, and all logs of election correspondence.

Fraternally yours,



Dora Cervantes  
GENERAL SECRETARY-TREASURER



Robert Martinez, Jr.  
INTERNATIONAL PRESIDENT

Attachment



*IAMAW Official Policy Regarding*  
**LOCAL LODGE ELECTIONS**

*- Checklist of Key Issues -*

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*Revised April 1, 2023*

**IAM LOCAL LODGE ELECTION GUIDELINES**

## ***- Checklist of Key Issues –***

### **I. Introduction**

- A. The following is a brief overview of the key issues involved in conducting elections for local lodge officers.
- B. In addition, prior to conducting any election, it is **essential** that all those involved review and be completely familiar with the following:
  - 1. Pertinent provisions of the IAM Constitution (see, especially, Articles B, C, and Article II, Sec. 3, and 4)
  - 2. Local Lodge Bylaws
  - 3. Official Circular 892(LMRDA Election Requirements)
  - 4. Official Circular 891 (Absentee Ballots)
  - 5. Official Circular 893(Eligibility and Voting Rights of Retired, Terminated, Laid Off or Exempt Members)

### **II. Offices to be filled by election**

- A. The office of President, Vice President, Recording Secretary, Secretary-Treasurer, Conductor/Sentinel, a three (3) member Board of Trustees (together “constitutional offices”), and any other officers who are members of the lodge Executive Board.
- B. The term of office for all officers is three (3) years.

### **III. Eligibility for local lodge office**

- A. A member must be in good standing of the local lodge for at least one (1) year at the time of nomination.
- B. A member must be working at the trade during the six (6) month period prior to the nomination meeting. Members who are retired and continuously pay full dues may run for local lodge office without regard to the “working at the trade” requirement.
- C. A member must satisfy the local lodge’s meeting attendance requirement, if any (See Attachment B to the Checklist).

- D. A member on indefinite layoff is not eligible to run for office. (See Official Circular 893).
- E. Otherwise eligible members may not run for more for more than one (1) constitutional office. However, members who hold non-constitutional offices such as stewards or committee persons may run for a constitutional office.

**IV. Eligibility to vote for local lodge officers**

- A. Members who are in good standing.
- B. Retired or exempt members and members on indefinite layoff (but such members may not vote for non-constitutional positions, such as stewards or committee persons, having a direct effect on the collective bargaining agreement).

**V. Notification of nominations and/or elections**

- A. Local lodges can satisfy all their obligations under the IAM Constitution and the law by having the recording secretary mail a single, combined notice of nominations and election. This mailing must be done not less than sixty (60) days, nor more than six (6) months, prior to the election and must be mailed to each member qualified to vote at their last known home address, even if the lodge knows the address is incorrect.
- B. The notice must contain the date, time, and place of nominations, of the election, and of a runoff election should one prove necessary. It must be accompanied by an application for an absentee ballot and must specify who is entitled to receive an absentee ballot.
  - The requirement to send notices by mail does not apply to local lodges in Canada.
- C. The notice should also be posted on bulletin boards, appear in newsletters, and be posted on the lodge's web site, if there is one.

**VI. Conducting nominations**

- A. Nominations may be made from the floor by a member in good standing.
- B. Members may nominate themselves.

- C. Members unable to attend the nomination meeting may submit nominations in writing to the Recording Secretary if they meet the requirement set out in Article II, Sec. 3.
- D. Members need not be present to be nominated.

**VII. Voting by absentee ballot and how handled**

- A. Members may vote by absentee ballot if they:
  - 1. Reside more than twenty-five (25) miles from polling place;
  - 2. Are at work during the voting times;
  - 3. Are confined because of illness or injury;
  - 4. Are on leave qualifying under U.S. and/or Canadian Family leave laws;
  - 5. Are working members on vacation or retirees more than 25 miles away from their residence on election day;
  - 6. Are on official IAM business;
  - 7. Are on employer travel assignment; or
  - 8. Are on military leave.
- B. The recording secretary must:
  - 1. Secure a P.O. Box for the receipt of voted absentee ballots.
  - 2. Mail absentee ballot packets to members who have filed written requests within five business (5) days of the request or receipt of printed ballots, whichever is later, and present all unopened, voted absentee ballots to the inspectors.
  - 2. Preserve all absentee ballots along with election materials for **one (1) year**, including all written requests for ballots, lists of ballots mailed, identification stubs, unused ballots, ballots returned for incorrect addresses, envelopes containing voted ballots, voted ballots, challenged ballots declared void, impounded ballots, eligibility rulings made by the inspectors, tellers, or



recording secretary, all communications regarding the election, and all logs of election correspondence.

**VIII. Handling requests for distribution of campaign literature**

- A. All candidates must be treated **equally!**
- B. All candidates may inspect (but not copy) membership mailing lists once during the thirty (30) days preceding the election.
- C. All candidates are entitled to have their requests to distribute campaign literature (at their own expense) treated equally. Candidates will not be given a copy of the mailing list. Labels, addressed envelopes, and/or a separate email accounts created for the exclusive purpose of any and all candidate mailings to the members will be created by the lodge at a predetermined, commercially reasonable price, not less than the actual cost, or the mailing list will be provided to a designated vendor on a confidential basis, and campaign literature will be mailed by the lodge or the vendor for the candidate at the candidate's expense. Lists created or obtained while acting on behalf of the Union in any capacity are considered union lists and must be treated as described in this paragraph, and may not otherwise be used to distribute campaign literature.

**IX. Appointment of election tellers**

- A. The president shall, at least sixty (60) days prior to the election, appoint at least three (3) tellers to conduct the election in a fair and impartial manner.
- B. Tellers are responsible for conducting the actual balloting and tabulating the ballots; their specific duties are outlined in **Attachment A** to this Checklist.

**X. Rules governing ballots and the balloting area**

- A. Voting instructions should clearly inform members as to the manner in which their ballot must be marked, the number of votes allowed for each office, and that write-in votes are not permitted.
- B. The ballot itself should be arranged so that candidates for each office are clearly identified, with legitimate nicknames if the candidate so requests, and with the position of the candidate on the ballot being determined in any reasonable and fair manner, in accordance with the bylaws and/or past practice (such as alphabetically, by order of nomination, or by lot).

- C. Ballots must contain a numbered, detachable stub upon which the voter will provide identifying information, including the voter's name, address, lodge, and book number.
- D. The balloting area and at least a fifty (50) foot area surrounding it must be designated a "campaign-free" zone, and booths and/or partitions must be provided to permit members to mark their ballots in privacy.

**XI. Role of observers**

- A. Each candidate has the right to one observer, but a candidate may not serve as his/her own observer or that of any other candidate.
- B. Observers must be members of the lodge and serve at the expense of the individual candidate.
- C. The following rules apply to observers:
  - 1. They must be permitted in areas where they can observe the voting and tabulation procedures;
  - 2. They may not handle ballots;
  - 3. They may not engage in campaigning (by wearing campaign apparel during voting or otherwise);
  - 4. They may not converse with voters or obstruct the balloting process.

## ATTACHMENT A

### CONDUCTING AND TABULATING THE BALLOTING *- Duties of Local Lodge Tellers -*

**When conducting an election, tellers shall:**

- A. Conduct the actual balloting and tabulation.
- B. Account for all ballots, voter registers, and voting materials.
- C. Determine the eligibility of voters and resolve challenges.
- D. Ensure that the polls open and close at the stated times, permitting members to vote if in line at the designated closing time.
- E. Inspect the ballot box, in the presence of the observers, before the start of the balloting and then secure the box.
- F. Seal the ballot box during any periods in which balloting has been interrupted and verify the seal before the ballot box is reopened.
- G. Where machines are used in place of paper ballots, verify that they have been cleared and are in good working order prior to the start of the voting, insuring that the machines are locked during any periods in which voting has been interrupted.
- H. Require members voting on-site to identify themselves as required by the election rules and record each member as having voted.
- I. Permit members to vote challenged ballots, and place such ballots in an individual envelope with the reason for the challenge written on it.
- J. Place challenged ballots in the ballot box and resolve challenges, if of sufficient number, to determine the outcome of any election.
- K. Provide a replacement ballot to a member who has spoiled the initial ballot and maintain custody of spoiled ballots and account for them.



- L. Open absentee ballots, check the enclosed detachable stub to determine the eligibility and identity of the voter, and commingle ballots cast by eligible absentee voters with those cast on-site, prior to the start of the tabulation process.
- M. Require voters to cast their ballots in the secret balloting booths provided.
- N. Maintain a campaign-free zone around the voting area, periodically police the area during the balloting, and remove any campaign materials.
- O. Prohibit members from lingering in the election room or engaging in campaigning while waiting to vote.
- P. Refrain from wearing any campaign buttons or political garments indicating support for any candidate.
- Q. Report the results of the election and ensure that all election records and related materials are delivered to the recording secretary of the lodge to be preserved for one (1) year.

**When tabulating the ballots, tellers shall:**

- A. Prohibit candidates or observers from handling ballots.
- B. Not open ballots until the observers for the candidates are present, if they choose to be in attendance.
- C. Record votes for the candidate(s) designated by the voter, if the tellers can determine the voter's intent.
- D. Void that portion of the ballot if a voter fails to vote for the stated number of open positions for any office, however, this does not void the entire ballot.
- E. Void a ballot in its entirety if the voter has defaced the ballot or made markings which identify the voter.
- F. Void the ballot for that office if the voter has voted for too many candidates for one office.
- G. Count the ballot cast on-site and impound the absentee ballot of a voter who has cast an absentee ballot and also votes on-site.

- H. Void the ballot for that office if a voter has indicated a write-in vote.
- I. Mark "void" through any ballot or specific portion of a ballot which is not being counted, record the reason, and initial the ballot.
- J. Void any absentee ballot without a completed identification stub.

## **ATTACHMENT B**

### **MEETING ATTENDANCE REQUIREMENTS**

Article B, Section 3, of the IAM Constitution grants to local lodges the authority, through their bylaws, to require members to have attended up to fifty percent (50%) of the regular lodge meetings held during the twelve (12) month period ending the date of close of nominations in order to qualify as an officer or delegate. Several points need to be clearly understood when applying this language.

- A. Only regular meetings count in determining a member's eligibility. Special or called meetings are not counted.
- B. Only meetings at which a quorum was present count.
- C. Article B, Section 3 lists the various reasons for which members may be excused from regular meetings. The lodge should adopt a clear policy on the time limits for submitting requests to be excused.
- D. The lodge must establish a method of determining who, in fact, attends the meetings. A sign-in sheet or log book must be kept. The lodge must establish a policy as to the manner in which members must sign-in or register.
- E. Any lodge policies established in connection with the meeting attendance requirements must be enforced in a uniform manner.
- F. When lodge members have been granted excuses from attending some meetings, the method for determining their eligibility is as follows: take the number of meetings held; then subtract the number for which the member was excused; divide by two and round all fractions down in favor of the member.

Any questions as to a particular member's eligibility must be resolved promptly so that the process of printing the ballots may proceed in a timely manner. To facilitate the resolution of eligibility questions, the sign-in sheets or log book and the record of approved excused absences should be available at the nominating meeting. The president of the lodge is the final arbiter in these matters, subject to appeal to the International President.

# **Official Circular 886**

## **Lodge Meetings for Multi-Shift Membership**

## INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS



**OFFICIAL CIRCULAR NO. 886**  
**Lodge Meetings for Multi-Shift**  
**Membership**  
**ISSUED: June 10, 2020**

9000 Machinists Place, Upper Marlboro, MD 20772

### **TO THE MEMBERSHIP EVERYWHERE, GREETINGS:**

➔ **SUBJECT** Policy on conducting membership meetings when members are employed on multiple shifts

➔ **PURPOSE** To update and replace Official Circular 864 and Official Circular 882 concerning conducting local lodge business when the membership of the lodge works multiple shifts.

➔ **INFORMATION/INSTRUCTIONS** In the past, certain local lodges have conducted lodge meetings on a “multi-shift” or “split-shift” basis in order to accommodate members working different shifts. While the intent of such meetings was good, it made practically impossible the orderly disposition of lodge business. Accordingly, lodges were directed in previous circulars to cease multi-shift or split-shift meetings.

This Official Circular reaffirms that it is IAM policy that local lodge business meetings be conducted in single sessions. For purposes of voting on contracts and/or referenda, the lodge shall accommodate members who are working nights by taking steps such as beginning balloting as early as 6:00 AM. In addition, one regular monthly meeting may be scheduled by the lodge to permit second-shift members to be present without taking lost time. For example, a lodge may hold its regular meetings on the second and fourth Tuesdays of each month and declare that the meeting the second Tuesday shall commence at 8:00 PM, and the meeting the fourth Tuesday at 1:00 AM.

A lodge also may hold shop meetings for second-shift members, at which time lodge policy may be explained, and specific recommendations or concerns involving that portion of the membership transmitted to regular lodge meetings.

For purposes of nominations and elections of Constitutional officers at the local lodge, district lodge, and Grand Lodge levels, however, local lodges must schedule the times for taking nominations and for voting to accommodate members working all shifts. In order to give all members who are not eligible to nominate or vote by absentee ballot the opportunity to nominate and vote on candidates for Grand Lodge office, the Constitution provides that nominations and elections for Grand Lodge offices be conducted on Saturdays between 6:00 a.m. and 8:00 a.m. and between 6:00 p.m. and 8:00 p.m. Local and district lodges may in the alternative establish a procedure to

allow members unable to attend the nominations or election meeting to submit nominations in writing or cast an absentee ballot if they meet the requirement set out in Article II, Sec. 3 of the Constitution.

Fraternally yours,

A handwritten signature in black ink, appearing to read "Dora Cervantes", with a long horizontal flourish extending to the right.

Dora Cervantes  
GENERAL SECRETARY-TREASURER

A handwritten signature in black ink, appearing to read "Robert Martinez, Jr.", with a long horizontal flourish extending to the right.

Robert Martinez, Jr.  
INTERNATIONAL PRESIDENT

# **Official Circular 891**

## **Absentee Ballots**



# INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS



**OFFICIAL CIRCULAR NO. 891**

**Absentee Ballots**

**UPDATED: January 1, 2023**

9000 Machinists Place, Upper Marlboro, MD 20772

## **TO THE MEMBERSHIP EVERYWHERE, GREETINGS:**

➔ **SUBJECT** Policy on the use of absentee ballots in local and district lodge elections.

➔ **PURPOSE** To update and bring into compliance Official Circular 868 and previous circulars concerning absentee ballots consistent with the 40<sup>th</sup> Grand Lodge Convention, and to clarify that these procedures apply in Local Lodge and District Lodge elections. The procedures for Grand Lodge elections will be provided in advance of each Grand Lodge election.

➔ **INFORMATION/INSTRUCTIONS** The IAM Constitution, in Article II, Section 3, lists the reasons that members may be entitled to vote by absentee ballot and the specific procedures that must be followed when absentee ballots are requested. Article XXII, Section 7, and Article B, Section 4, of the IAM Constitution, in turn, govern nominations and elections for local and district lodge office and provide for the use of absentee ballots in accordance with the provisions of Article II, Section 3. It is essential that these provisions, as well as applicable local or district lodge bylaws, be strictly adhered to in conducting lodge elections. Failure to apply these provisions consistently is one of the most common reasons that lodge elections are challenged by the U. S. Department of Labor. Accordingly, in order to avoid the cost of a re-run election and/or court challenge, the provisions of the IAM Constitution and this circular must be followed.

### **A. Eligibility to Vote by Absentee Ballot**

1. Members who reside in outlying areas more than 25 miles from the designated balloting place.
2. Members who are at work during the times of the local lodge balloting.
3. Members who are either confined because of illness or injury.
4. Members who are on leave qualifying under U.S. and/or Canadian family leave laws.
5. Members who are on vacation and retired members more than 25 miles from their residence on election day.
6. Members who are on official IAM business approved by the local, district, or Grand Lodge.

7. Members who are on an employer travel assignment.
8. Members who are on reserve military leave.

**B. Absentee Ballot Procedures**

1. Pre-printed applications for absentee ballots, listing the aforementioned qualifications, shall be mailed by the local or district lodge. Candidates running for office also may make forms available.
2. A written request for an absentee ballot must be delivered by the requestee either in person or by official government mail to the recording secretary not later than fifteen (15) days prior to the election.
3. The recording secretary and secretary-treasurer shall verify the reason indicated by the member for requesting an absentee ballot at the time the request is received. Within 5 business days from receipt of any such request or receipt of printed ballots, whichever is later, the recording secretary and secretary treasurer shall mail the ballot if the member is eligible to vote by absentee ballot. In the event the recording secretary or secretary-treasurer determines that the member is not eligible to vote by absentee ballot, he/she shall advise the member that the request for an absentee ballot has been denied and the reason for that determination within five (5) business days of the receipt of the request, so that the member has adequate notice of the need to vote in person.
4. When an eligible member receives an absentee ballot, that ballot must be executed in accordance with the terms of the IAM Constitution and mailed by official government mail to the recording secretary so that it will be received by or prior to the closing of the polls, as specified in the notice of election. The absentee ballots shall then be turned over to the tellers.
5. Under no circumstances may absentee ballots be bundled or returned together. The absentee ballot must be returned by the member through official government mail in its own envelope.

Fraternally yours,



Dora Cervantes  
GENERAL SECRETARY-TREASURER



Robert Martinez, Jr.  
INTERNATIONAL PRESIDENT

**Official Circular 893**

**Eligibility and Voting  
Rights or Retired,  
Terminated, Laid Off or  
Exempt Members**

# INTERNATIONAL ASSOCIATION OF MACHINISTS AND AEROSPACE WORKERS



**OFFICIAL CIRCULAR NO. 893**  
**Eligibility and Voting Rights of Retired,**  
**Terminated, Laid Off or Exempt Members**  
**ISSUED: April 1, 2023**

9000 Machinists Place, Upper Marlboro, MD 20772

## TO THE MEMBERSHIP EVERYWHERE, GREETINGS:

➔ **PURPOSE** To replace Official Circular 865 concerning the eligibility of certain members to run for office, to vote for lodge officers, and to participate in contract ratification and strike votes.

➔ **INFORMATION/INSTRUCTIONS** IAM policy concerning the rights of certain members to participate in union activities is set forth below.

### A. Retired or Exempt Members

1. Members who are no longer working at the trade are not eligible to run for office.
2. Members who are retired, including those who take a retiree card, are only eligible to run for lodge office provided they pay full dues continuously for one year prior to the date of nomination and they continue to pay full dues throughout the period they hold office.
3. Retired or exempt members may vote in local and district lodge elections for constitutional offices, business representatives, general chairpersons, or delegates.
4. Retired or exempt members may not vote for any position that has a direct impact on the collective bargaining agreement, such as stewards or committee persons.

### B. Unemployed Members

1. Members on indefinite layoff – who are not notified on the day they are laid off when to return to work – may participate in the affairs of the local lodge and vote for delegates, business representatives, general chairpersons, and constitutional officers so long as they retain recall (or similar rights) under an existing collective bargaining agreement between the IAM and their employer. Such members may not participate in contract or strike votes or in any other matters having a direct impact on a collective bargaining agreement.

2. Members who have been on indefinite layoff, but who have received a recall notice to return to work on a specific day, are eligible to participate in votes affecting contract demands and other business concerning the collective bargaining agreement.
3. Members on temporary layoff – who are notified on the day of their layoff the date of their return to work – are eligible to participate in votes affecting contract demands and other business concerning the collective bargaining agreement.
4. Members on temporary layoff are eligible to run for lodge office, consistent with Article II, Section 4, of the IAM Constitution, which deals with the qualification “working at the trade.”
  - a. A member who experiences a layoff during the six (6) month period prior to the date of nominations is exempted from the qualification “working at the trade” and, therefore, may run for office.
  - b. A member who experiences a layoff beyond the six (6) month period prior to the date of nominations is not exempted from the “working at the trade” qualification and, therefore, is ineligible to run for office.
5. A member whose employment has been terminated by his/her employer may run for office if s/he is challenging the termination through a collectively bargained grievance-arbitration procedure, administrative agency action, such as an NLRB unfair labor practice (ULP) charge, or in state or federal court. A terminated member’s eligibility ends, however, when the challenge is exhausted and unsuccessful.

A member who has been installed into a constitutional office and who, thereafter, is laid off has the right to continue in the office until his/her term expires, so long as s/he is issued an unemployment stamp in accordance with Art. G.
6. A member who is elected to an office which holds “superseniority” under the terms of a collective bargaining agreement, may not use this “superseniority” to bump back into the shop prior to his/her scheduled recall. The procedures for filling the position set forth in the lodge bylaws should be followed, and if they are silent, it is the responsibility of the president to make a pro-tem appointment until the member returns to work.

7. A member who is laid off from an IAM plant, but who continues working at the trade in a non-IAM plant, is eligible to continue to hold a constitutional office for the remainder of his/her term so long as he/she remains current in the payment of regular IAM dues.

Fraternally yours,



Dora Cervantes  
GENERAL SECRETARY-TREASURER



Robert Martinez, Jr.  
INTERNATIONAL PRESIDENT

# **LMRDA Title IV Sec. 401**



# **Labor-Management Reporting and Disclosure Act of 1959, As Amended From the Department of Labor Website:**

## **TITLE IV - ELECTIONS**

### **Terms of Office; Election Procedures**

(29 U.S.C. 481)

SEC. 401. (a) Every national or international labor organization, except a federation of national or international labor organizations, shall elect its officers not less often than once every five years either by secret ballot among the members in good standing or at a convention of delegates chosen by secret ballot.

(b) Every local labor organization shall elect its officers not less often than once every three years by secret ballot among the members in good standing.

(c) Every national or international labor organization, except a federation of national or international labor organizations, and every local labor organization, and its officers, shall be under a duty, enforceable at the suit of any bona fide candidate for office in such labor organization in the district court of the United States in which such labor organization maintains its principal office, to comply with all reasonable requests of any candidate to distribute by mail or otherwise at the candidate's expense campaign literature in aid of such person's candidacy to all members in good standing of such labor organization and to refrain from discrimination in favor of or against any candidate with respect to the use of lists of members, and whenever such labor organizations or its officers authorize the distribution by mail or otherwise to members of campaign literature on behalf of any candidate or of the labor organization itself with reference to such election, similar distribution at the request of any other bona fide candidate shall be made by such labor organization and its officers, with equal treatment as to the expense of such distribution. Every bona fide candidate shall have the right, once within 30 days prior to an election of a labor organization in which he is a candidate, to inspect a list containing the names and last known addresses of all members of the labor organization who are subject to a collective bargaining agreement requiring membership therein as a condition of employment, which list shall be maintained and kept at the principal office of such labor organization by a designated official thereof. Adequate safeguards to insure a fair election shall be provided, including the right of any candidate to have an observer at the polls and at the counting of the ballots.

(d) Officers of intermediate bodies, such as general committees, system boards, joint boards, or joint councils, shall be elected not less often than once every four years by secret ballot among the members in good standing or by labor organization officers representative of such members who have been elected by secret ballot.

(e) In an election required by this section which is to be held by secret ballot a reasonable opportunity shall be given for the nomination of candidates and every member in good standing shall be eligible to be a candidate and to hold office (subject to section 504 and to reasonable qualifications uniformly imposed) and shall have the right to vote for or otherwise support the candidate or candidates of his choice, without being subject to penalty, discipline, or improper interference or reprisal of any kind by such organization or any member thereof. Not less than fifteen days prior to the election notice thereof shall be mailed to each member at his last known home address. Each member in good standing shall be entitled to one vote. No member whose dues have been withheld by his employer for payment to such organization pursuant to his voluntary authorization provided for in a collective bargaining agreement shall be declared ineligible to vote or be a candidate for office in such organization by reason of alleged delay or default in the payment of dues. The votes cast by members of each local labor organization shall be counted, and the results published, separately. The election officials designated in the constitution and bylaws or the secretary, if no other official is designated, shall preserve for one year the ballots and all other records pertaining to the election. The election shall be conducted in accordance with the constitution and bylaws of such organization insofar as they are not inconsistent with the provisions of this title.

(f) When officers are chosen by a convention of delegates elected by secret ballot, the convention shall be conducted in accordance with the constitution and bylaws of the labor organization insofar as they are not inconsistent with the provisions of this title. The officials designated in the constitution and bylaws or the secretary, if no other is designated, shall preserve for one year the credentials of the delegates and all minutes and other records of the convention pertaining to the election of officers.

(g) No moneys received by any labor organization by way of dues, assessment, or similar levy, and no moneys of an employer shall be contributed or applied to promote the candidacy of any person in an election subject to the provisions of this title. Such moneys of a labor organization may be utilized for notices, factual statements of issues not involving candidates, and other expenses necessary for the holding of an election.

(h) If the Secretary, upon application of any member of a local labor organization, finds after hearing in accordance with the Administrative Procedure Act that the constitution and bylaws of such labor organization do not provide an adequate procedure for the removal of an elected officer guilty of serious misconduct, such officer may be removed, for cause shown and after notice and hearing, by the members in good standing voting in a secret ballot conducted by the officers of such labor organization in accordance with its constitution and bylaws insofar as they are not inconsistent with the provisions of this title.

(i) The Secretary shall promulgate rules and regulations prescribing minimum standards and procedures for determining the adequacy of the removal procedures to which reference is made in subsection (h).

# **IAM Constitution**

## **Article I**

**CONSTITUTION**  
**of the**  
**International Association of Machinists**  
**and Aerospace Workers**  
**(hereinafter referred to as the I.A.M.)**

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**ARTICLE I**  
**GRAND LODGE—STRUCTURE**  
**AND POWERS**

**Name and Location**

1     SEC. 1. This organization shall be known by the  
2 title and name of “**THE GRAND LODGE OF THE**  
3 **INTERNATIONAL ASSOCIATION OF MA-**  
4 **CHINISTS AND AEROSPACE WORKERS,”** and  
5 its principal office and headquarters shall be located at  
6 such place as is designated by the Executive Council.

**Membership and Jurisdiction**

7     SEC. 2. The G.L. shall consist of the E.C. and the  
8 representatives of L.Ls. who are duly elected, quali-  
9 fied and seated as delegates in the quadrennial and spe-  
10 cial conventions provided for in Art. II of this  
11 Constitution. It shall have power to grant charters for  
12 the purpose of organizing, supervising, controlling,  
13 and generally directing L.Ls., D.Ls., councils and con-  
14 ferences in any state, territory, or dependency of the  
15 United States of America, and Canada.

## Government

1     SEC. 3. The government and superintendence of all  
2     L.Ls., D.Ls., councils and conferences, shall be vested  
3     in this G.L. as the supreme head of all such lodges un-  
4     der its jurisdiction. To it shall belong the authority to  
5     determine the customs and usages in regard to all mat-  
6     ters relating to craft.

7     It is the obligation and responsibility of every mem-  
8     ber, officer, L.L., D.L., council, conference, or other  
9     subordinate body of the I.A.M. to comply with the pro-  
10    visions of this Constitution and the decisions of the  
11    G.L. officers in conformity therewith, and they shall  
12    refrain from any conduct which interferes with the per-  
13    formance by the I.A.M. or any of its subordinate  
14    lodges or bodies of their obligations hereunder or un-  
15    der any other applicable law or contract, or any con-  
16    duct which defeats or subverts the lawfully declared  
17    and established policies and objectives of the I.A.M.,  
18    or which may defame it or any of its officers or mem-  
19    bers of its subordinate bodies.

20    All L.Ls., D.Ls., councils and conferences may  
21    adopt bylaws supplementary to this Constitution for  
22    the conduct of their subordinate internal affairs and  
23    business; provided, however, that none of the provi-  
24    sions of such bylaws shall be in conflict with any of  
25    the provisions of this Constitution, duly adopted reso-  
26    lutions, or the established policies of the I.A.M., and  
27    must be submitted to the I.P. for examination and nec-  
28    essary revision and approval before becoming effec-  
29    tive. Any proposed amendments, revisions, or  
30    modifications to such bylaws shall likewise be submit-  
31    ted to the I.P. for examination and necessary revision  
32    and approval prior to becoming effective.



**Government between Conventions**

1     SEC. 4. Between conventions all executive and ju-  
2     dicial powers of the G.L. shall be vested in the E.C.,  
3     which shall be composed of the I.P., the G.S.T., and 7  
4     G.V.Ps.

**Eligibility**

5     SEC. 5. Any member who advocates dual unionism  
6     or supports movements or organizations inimical to  
7     the interests of the I.A.M. or its established laws and  
8     policies shall not be eligible to hold office in the  
9     I.A.M.

# **IAM Constitution**

## **Article II**

## ARTICLE II

### GRAND LODGE CONVENTIONS

#### Method of Calling Conventions

1     SEC. 1. During September or October, 2000, and  
2 every 4 years thereafter, a G.L. convention of the  
3 I.A.M., not to exceed 7 days, shall be held in a city to  
4 be selected by the E.C. Notice of such convention shall  
5 be issued to all L.Ls. by the G.S.T. not later than March  
6 1, each convention year. The E.C. will have the author-  
7 ity upon its own initiative to call a special convention in  
8 case of an emergency, or after having received the en-  
9 dorsement under impression and/or ink stamp seal of at  
10 least 20% of all L.Ls., not more than 15 of which are  
11 located in any 1 state, province or territory, submit a  
12 call for a special convention, and thereupon the G.S.T.  
13 shall prepare a ballot and submit the same through the  
14 referendum calling for a special convention of the G.L.  
15 to convene at such date as seems best to meet the emer-  
16 gency. In the event that a majority of those voting, vote  
17 in favor of holding a special convention, the E.C. shall,  
18 as soon as practicable thereafter, select the city in  
19 which said special convention shall be held.

#### Representation and Vote

20     SEC. 2. Each L.L. in good standing and free from  
21 delinquency of any nature to the G.L. within 60 days  
22 prior to the convening of a G.L. convention is entitled  
23 to be represented by 1 delegate at said convention. (A  
24 L.L. shall not be declared ineligible where the mem-  
25 bership's dues are subject to withholding by their em-

1 ployer for payment to the L.L., D.L., or G.L., and the  
2 employer delays or defaults in said payment.) In addi-  
3 tion thereto each L.L. having a membership of more  
4 than 200 is entitled to an additional delegate for each  
5 additional 200 members or majority fraction thereof.  
6 If, however, not more than 3 L.Ls., within a radius of  
7 150 miles of each other, each having less than 100  
8 members, so desire, they may combine to send 1 dele-  
9 gate to represent them at a G.L. convention. Such del-  
10 egate must be elected by a majority vote in each of the  
11 lodges so combining, and the voting power of such  
12 combined lodges shall be based upon their combined  
13 membership exactly as if it were 1 lodge.

14 Each L.L. represented in convention by a delegate  
15 is entitled to 1 vote, and all L.Ls. having a member-  
16 ship of more than 100 are entitled to 1 additional vote  
17 for each additional 100 members or majority fraction  
18 thereof.

19 The number of votes each L.L. is entitled to shall  
20 be computed upon the number of members of such  
21 L.L. at the close of July of the convention year. The  
22 delegation of any L.L. may by unanimous consent  
23 vote as a unit, or the vote to which said lodge is enti-  
24 tled may be divided equally among its delegates, and  
25 in case an equal division is impossible the fractional  
26 number of votes left after the division shall be cast by  
27 the first delegate elected by said lodge.

### **Election of Delegates**

28 SEC. 3. At a meeting of each L.L. in April of con-  
29 vention year, a nomination of delegates and alternate  
30 delegates shall be held by all L.Ls. At a meeting of  
31 each L.L. in May of convention year, an election of

1 delegates and alternate delegates by secret ballot shall  
2 be held by all L.Ls. in the L.L's. room where the regu-  
3 lar L.L. meetings are held, excepting in those L.Ls.  
4 where circumstances require some other arrange-  
5 ments, the L.L. may, through its bylaws, provide some  
6 other methods, subject to the approval of the I.P. The  
7 secretary of each L.L. shall immediately thereafter  
8 forward to the G.S.T. a report of the election, giving  
9 the names, card numbers and residence addresses of  
10 all delegates and alternate delegates, which report  
11 shall be made upon forms furnished by the G.S.T.

12 At L.L. options, provisions may be made to open  
13 the polls to provide an opportunity for members  
14 working irregular shifts to vote.

15 Specific information as to who is entitled to re-  
16 ceive an absentee ballot as hereafter provided shall  
17 also be communicated to the membership.

18 Members who reside in outlying areas more than 25  
19 miles from the designated balloting place, members  
20 who are at work during the times of the local lodge  
21 balloting, members who are either confined because of  
22 illness or injury, or on leave qualifying under U.S. and  
23 Canadian family leave laws, or working members on  
24 vacation, retirees more than 25 miles away from their  
25 residence on election day, or on official I.A.M. busi-  
26 ness approved by the L.L. or D.L. or G.L., or on an  
27 employer travel assignment, or reserve military leave,  
28 as the case may be, shall be furnished absentee ballots.

29 Any member entitled to receive an absentee ballot  
30 shall make written request therefore to the R.S. of the  
31 L.L. by delivering in person or mailing such request  
32 to be received by the R.S. not later than 15 days be-  
33 fore the election. Within 5 business days after receipt  
34 of any such request, or receipt of printed ballots,

1 whichever is later, the R.S. shall mail the ballot if the  
2 records of the L.L. indicate that the applicant is eligi-  
3 ble to vote in the election. (In those instances where  
4 L.L. membership records are kept and maintained by  
5 a D.L. with which such L.L. is affiliated, request for  
6 an absentee ballot shall be made to the appropriate  
7 D.L. officer.) Members found not to be eligible to  
8 vote by absentee ballot will be so notified within 5  
9 business days of receipt of their application.

10 Members voting by absentee ballot shall execute  
11 and mail their ballots in accordance with the following  
12 procedure. After marking an (X) opposite the names of  
13 the candidates for whom they wish to vote, and after  
14 filling in the information required on the detachable  
15 portion of the ballot form, the members shall thereupon  
16 detach such portion of the ballot and then fold and  
17 place the upper ballot portion in a plain envelope with-  
18 out affixing any signature, number, or other means of  
19 identification thereon. After being securely sealed, this  
20 plain envelope shall then be placed, together with the  
21 detachable stub bearing the name of the member, ad-  
22 dress, lodge number and card number, in an outer enve-  
23 lope bearing the word "Ballot" on its face. After being  
24 securely sealed, this envelope shall then be returned by  
25 official government mail to the R.S. of the absentee  
26 member's L.L. so that it will be received by or prior to  
27 the closing time of the polls specified in the notice of  
28 election. The R.S. shall turn over to the inspectors of  
29 election all such absentee ballots unopened.

30 L.Ls. organized in May of a convention year may  
31 elect delegates and alternate delegates by secret bal-  
32 lot during June. L.Ls. chartered on or after June 1 of  
33 any convention year are not entitled to representation  
34 in the convention.



1 The G.S.T. shall prepare and forward a complete  
2 list of all duly elected delegates and alternate dele-  
3 gates with their respective addresses to all L.Ls. not  
4 less than 30 days prior to the opening of the conven-  
5 tion. Except as otherwise specified, all references to  
6 days throughout this Constitution shall refer to calen-  
7 dar days.

8 He/She shall also mail to each delegate a copy of  
9 the "Officers' Report" so that it will be in the hands  
10 of the delegates 30 days before the convention opens.

11 Should a delegate or alternate delegate be unable  
12 to serve as such, the L.L. may elect the successor by  
13 secret ballot at any meeting prior to the convening of  
14 the convention, and the secretary of such L.L. shall  
15 forthwith notify the G.S.T. of the change.

16 Whenever a special convention of the G.L. has  
17 been called, the G.S.T. shall rearrange the dates for  
18 the election of delegates, etc., in strict accordance  
19 with the provisions of this Art., to meet the emer-  
20 gency necessitating the holding of the convention.

### **Qualifications of Delegates**

21 SEC. 4. Delegates to G.L. conventions must have  
22 been in continuous good standing in the L.L. from  
23 which they hold credentials for at least 1 year prior to  
24 their nomination except where, in the case of a D.L.  
25 having multiple L.Ls. within a single employer,  
26 membership within such D.L. shall apply (this quali-  
27 fication shall not be required of a delegate from a  
28 L.L. chartered less than 1 year prior to the convention  
29 or a member working at the trade transferred to a  
30 L.L. with the approval of the I.P. or E.C.); free from  
31 delinquencies of any nature to any L.L., D.L., or

1 G.L., and at the time of nomination and for 6 months  
2 prior thereto, working at the trade.

3 The qualification “working at the trade” shall not  
4 apply to members who are salaried full-time employ-  
5 ees of any L.L., D.L., or G.L., a council, conference,  
6 the A.F.L.C.I.O. or the C.L.C., nor shall it apply to  
7 members who experienced a layoff during the 6-  
8 month period prior thereto, or to members subject to  
9 a contested unresolved discharge, or to members who  
10 have been unable to obtain employment at the trade  
11 because of a strike, lockout, discrimination or tempo-  
12 rary disability, or to members who are retired and  
13 paying full dues, whether or not they hold a retire-  
14 ment card or an exemption card.

15 Whenever the term “good standing” is used with ref-  
16 erence to a member in this Constitution, it shall mean  
17 any person who has fulfilled the requirements for mem-  
18 bership as prescribed herein and who has not voluntar-  
19 ily withdrawn therefrom, become ineligible for contin-  
20 ued membership, or been suspended or expelled as pro-  
21 vided in this Constitution or in the bylaws of subordi-  
22 nate lodges approved as required under this Constitu-  
23 tion. Members who fail to pay their dues, assessments,  
24 or other fees within the periods required by this Consti-  
25 tution or the bylaws of the L.L. or D.L. will be subject  
26 to automatic cancellation of membership. Members  
27 who are not in good standing are not entitled to any  
28 voice or vote or participation in any of the affairs of the  
29 G.L. or any of its subordinate bodies except as other-  
30 wise permitted under this Constitution. Whenever the  
31 term “good standing” is used with reference to a L.L.,  
32 D.L., council or conference of the I.A.M., it shall mean  
33 any such body which is not delinquent in the payment  
34 of any per capita tax and fees as prescribed in this Con-

1 stitution or which is not under suspension, and which is  
2 otherwise in compliance with all requirements of this  
3 Constitution pertaining to such bodies.

### **Members on Grand Lodge Payroll Not Eligible**

4 SEC. 5. No member shall serve as a delegate to a  
5 G.L. convention who is, during the time of the con-  
6 vention, on the payroll of the G.L.

### **Delegates' Expenses**

7 SEC. 6. The transportation of 1 delegate from  
8 each L.L. in continuous good standing with the G.L.  
9 for 1 year prior to the convening of the convention,  
10 who is accepted and seated in the convention as a del-  
11 egate, shall be paid by the G.L., so long as such trans-  
12 portation is arranged for and provided by the travel  
13 agency designated by the G.L. L.Ls. whose delegates  
14 travel on passes shall be entitled to round-trip trans-  
15 portation for 1 delegate from the place where the L.L.  
16 is located to the place where the convention is held,  
17 upon presentation of the bill of the L.L. therefore.

### **Credentials Committee**

18 SEC. 7. The E.C. shall act as the committee on cre-  
19 dentials at all conventions of the G.L. and shall meet  
20 within 4 days next preceding the convening of the  
21 convention to consider all matters affecting the quali-  
22 fications of delegates, including the financial standing  
23 of L.Ls. with the G.L., and shall thereafter report its  
24 findings and recommendations to the convention.

### **Resolutions Committee**

1     SEC. 8. At least 15 days before the convening of  
2 any convention of the G.L., the I.P. shall appoint 5 duly  
3 elected and qualified delegates to such convention as a  
4 resolutions committee. The 5 delegates so appointed  
5 may, on the authority of the I.P., be called in not more  
6 than 7 days before the convention convenes for the  
7 purpose of considering such resolutions as may prop-  
8 erly come before the convention, and shall report their  
9 findings and recommendations to the convention as  
10 early as the business of the convention will permit.

11     For the faithful performance of their duties each  
12 member of the resolutions committee shall receive  
13 \$50.00 per day, together with actual and necessary  
14 hotel expenses, for the time engaged prior to the con-  
15 vening of the convention and after arrival at the  
16 convention city.

### **Committees**

17     SEC. 9. The I.P. shall appoint a committee on  
18 rules for each convention of the G.L. All committees  
19 necessary for conducting the business of the conven-  
20 tion, not otherwise provided for, may be appointed by  
21 the E.C., subject to the approval of the convention.

### **Order of Business**

22     SEC. 10. 1. Address by International President  
23                    2. Reading of Convention Call  
24                    3. Reading of Convention Code of  
25                    Conduct.  
26                    4. Appointment of Rules Committee

- 1                   5. Report of Credentials Committee
- 2                   6. Report of Rules Committee
- 3                   7. Appointing of Other Convention
- 4                   Committees
- 5                   8. Reports of Committees
- 6                   9. New Business
- 7                   10. Closing Address of International
- 8                   President

### **Parliamentary Laws**

9       SEC. 11. The parliamentary law of this G.L. shall  
10 be as set forth in this Constitution. Robert's Rules of  
11 Order will apply to questions not covered thereby.

# **IAM Constitution**

## **Article III**



**ARTICLE III****GRAND LODGE OFFICERS, DELEGATES  
AND COMMITTEE ON LAW,  
AND HOW CHOSEN****Officers**

1     SEC. 1. The G.L. officers shall be an International  
2     President, a General Secretary-Treasurer and be-  
3     tween 5 and 9 General Vice Presidents as determined  
4     by the E.C., one of whom shall be from Canada,  
5     nominated and elected by the membership of L.Ls.  
6     chartered in Canada. The International President and  
7     General Secretary-Treasurer shall be nominated and  
8     elected by the entire membership; the remaining  
9     General Vice Presidents shall be nominated and  
10    elected by the membership of all L.Ls. other than  
11    those chartered in Canada.

**Delegates and Committees**

12    SEC. 2. Three delegates to the A.F.L.C.I.O., 1  
13    delegate to the C.L.C., and 5 members of the Com-  
14    mittee on Law, 1 of whom shall be from Canada,  
15    shall be elected concurrently with the G.L. officers,  
16    and additional delegates to the A.F.L.C.I.O. shall be  
17    assigned in accordance with SEC. 2, Art. IV. The  
18    A.F.L.C.I.O. delegates shall be elected only by the  
19    membership of all L.Ls. other than those chartered in  
20    Canada and the C.L.C. delegate shall be elected by  
21    members of L.Ls. chartered in Canada. These dele-  
22    gates and committeemembers shall not be consid-  
23    ered as G.L. officers.

### Qualifications

1 SEC. 3. Candidates for G.L. office, delegates to  
2 the A.F.L.C.I.O., delegate to the C.L.C., and the  
3 Committee on Law must be members who are and  
4 have been in continuous good standing for at least 5  
5 years immediately prior to their nomination, free  
6 from indebtedness of any nature to any L.L., D.L., or  
7 G.L., and otherwise eligible under provisions of ap-  
8 plicable civil law; provided, however, that any mem-  
9 ber whose dues are subject to withholding by his/her  
10 employer for payment to his/her L.L., D.L., or G.L.  
11 pursuant to his/her voluntary authorization under a  
12 collective bargaining agreement shall not be de-  
13 clared ineligible to be a candidate for office by rea-  
14 son of alleged delay or default in the payment of  
15 such withheld dues; provided, however, that such  
16 member is not otherwise delinquent in payment of  
17 dues. In addition thereto, they shall qualify under  
18 SEC. 5, Art. I.

19 Such candidates must be working at the trade, skill  
20 or profession at the time and for 1 year preceding  
21 their nomination. Salaried officers or employees of  
22 L.Ls., D.Ls., or G.L. and the A.F.L.C.I.O. or C.L.C.  
23 are excepted from this provision, provided such em-  
24 ployment and other employment at the trade, skill or  
25 profession, separately or jointly, has been continuous  
26 during the 1 year preceding their nomination. The  
27 qualification "working at the trade, skill or profession  
28 at the time and for 1 year preceding their nomina-  
29 tion," shall not be required of or apply to members  
30 who have been unable to obtain employment as a re-  
31 sult of a strike, lockout, discrimination, contested,  
32 unresolved discharge, or temporary disability.

### Endorsement for Nomination

1 SEC. 4. No later than December 1st of the year be-  
2 fore an election will be held, the G.S.T. shall issue a  
3 circular to all L.Ls. calling for endorsements of nom-  
4 inees for all G.L. officers, 3 delegates to the  
5 A.F.L.C.I.O., delegate to the C.L.C. and members of  
6 the Committee on Law, which circular shall be ac-  
7 companied by proper forms for the return of endorse-  
8 ments for nomination by L.Ls.

9 After the receipt of said circular, a special meeting  
10 shall be held on the third Saturday in January from 6  
11 am to 8 am, and at 6 pm to 8 pm, of which meeting  
12 notice shall be served upon members by the Grand  
13 Lodge by mail to their last known address. At such  
14 special meeting, L.Ls. may, endorse for nomination  
15 1 candidate for I.P., 1 candidate for G.S.T., and 5 can-  
16 didates for the Committee on Law. L.Ls. chartered  
17 other than in Canada may endorse for nomination  
18 candidates for each existing United States G.V.P. po-  
19 sition and 3 candidates for A.F.L.C.I.O. delegates.  
20 L.Ls. chartered in Canada may endorse for nomina-  
21 tion one candidate for G.V.P. and 1 candidate for  
22 C.L.C. delegate. Members not able to attend the spe-  
23 cial January meeting may nominate by mail if they  
24 meet the requirements set out in Art. II. SEC. 3. The  
25 G.L. shall provide and tabulate those absentee nomi-  
26 nations and so notify the L.L.

27 In the event more than one candidate is nominated  
28 for the I.P. or G.S.T. position, or more candidates for  
29 the G.V.P. positions than necessary to fill all G.V.P.  
30 positions, a special meeting shall be held on the last  
31 Saturday in February from 6 am to 8 am, and from 6  
32 pm to 8 pm to determine by plurality vote which can-

1 didates shall be nominated from the L.L. On or be-  
2 fore Wednesday following the nomination meeting,  
3 or the nomination endorsement meeting (if neces-  
4 sary), the R.S. of each L.L. shall forward to the  
5 G.S.T. by registered or certified mail a correct list of  
6 all endorsements for nomination and the offices for  
7 which the members are endorsed, together with their  
8 lodge numbers and card numbers, upon the forms  
9 provided therefore. Locals may not nominate the  
10 same person for more than one office.

11 A failure to nominate the required number of eligi-  
12 ble candidates shall invalidate the nomination or en-  
13 dorsement for that office, committee or delegation.

### **Filing and Publication of Endorsement**

14 SEC. 5. The G.S.T. shall tabulate the results and  
15 cause the full and complete tabulation to be made  
16 public, showing the L.Ls. making the endorsements,  
17 the members endorsed, the offices for which the  
18 members are endorsed, and designating the members  
19 who are thereby chosen as nominees under the provi-  
20 sions of SEC. 6 of this Art.

### **Number of Nominees**

21 SEC. 6. From the endorsements received from  
22 L.Ls that satisfy the requirement of section 7, there  
23 shall be selected for each elective position the 2 can-  
24 didates receiving the highest number of endorse-  
25 ments, and the 2 so selected shall constitute the can-  
26 didates on the final ballot.

### **Pledge to Accept Nomination**

1     SEC. 7. The G.S.T. shall, by registered or certified  
2 letter, notify all candidates who have received the en-  
3 dorsement of at least 25 L.Ls. including endorse-  
4 ments in at least three separate territories or divisions,  
5 except in Canada with respect to the Canadian G.V.P.  
6 position, where the endorsement from 20 L.Ls. with  
7 representation from at least 3 different provinces is re-  
8 quired. Candidates so notified shall, within 10 days  
9 after receipt of notification, inform the G.S.T. by reg-  
10 istered or certified mail of their acceptance or declina-  
11 tion of the endorsements for nomination, together  
12 with a statement that they are duly qualified under the  
13 provisions of this Constitution, which statement shall  
14 be certified by the S.T. of the L.L. of which the candi-  
15 date is a member, or certified by the G.S.T. Candi-  
16 dates may run for only one office. Candidates nomi-  
17 nated for more than one office must indicate to the  
18 G.S.T. which office they intend to accept nomination  
19 and which they decline. The G.S.T. shall then adjust  
20 the list of nominated candidates to reflect the informa-  
21 tion received from the nominated candidates. On fail-  
22 ure of candidates to comply with this provision, it  
23 shall be the duty of the G.S.T. to strike their names  
24 from the list, and to at once notify the candidate or  
25 candidates receiving the next greatest number of en-  
26 dorsements by 25 or more L.L.s including endorse-  
27 ments in at least three separate territories or divisions.

### **Preparation and Description of Ballots**

28     SEC. 8. After the foregoing provisions have been  
29 complied with, the G.S.T. shall prepare the mail bal-

1 lots and have printed thereon the names of all eligible  
2 candidates, together with the number of the lodges of  
3 which they are respectively members, said names to  
4 be arranged in order according to the number of en-  
5 dorsements received by each candidate for the office  
6 stated.

7 One ballot shall be mailed to every eligible mem-  
8 ber in good standing with instructions for filling them  
9 out and returning them to a P.O. Box secured by the  
10 G.S.T.

### **Qualification to Vote**

11 SEC. 9. Only members who are in good standing  
12 pursuant to the provisions of this Constitution shall  
13 be allowed to vote at any election.

### **Notification of Election**

14 SEC. 10. Not less than 15 days prior to the time  
15 when the elections specified in SEC. 8 of this Art. are  
16 to be held, notice of the time and location shall be  
17 mailed by the G.S.T. to each member qualified to  
18 vote at his/her last known home address by letter or  
19 by authorized publication by Federal mail.

### **Representation at Count**

20 SEC. 11. Each nominee for I.P. shall, on or before  
21 May 1, select a member of the I.A.M. to act as his/her  
22 teller. In the event that there is only 1 nominee for  
23 I.P., then the 2 candidates for G.S.T. shall select the  
24 tellers. The spirit of this SEC. is to be construed that  
25 opposing candidates shall have the right to select the



1 tellers in rotation and where a candidate is unop-  
2 posed, he/she shall not have the right to select a teller.  
3 The 2 tellers thus selected shall employ as a 3<sup>rd</sup>  
4 teller a certified public accountant who shall act as  
5 chairperson of the G.L. election tellers and work with  
6 the company who prepared the mail ballots to over-  
7 see the tallying by electronic means whenever possi-  
8 ble. The 2 G.L. election tellers chosen by candidates  
9 shall, while engaged in counting and supervising the  
10 G.L. election returns, receive as compensation their  
11 regular rate of pay for the time actually engaged in  
12 the performance of their duties, together with trans-  
13 portation and actual hotel expenses, if residing out-  
14 side of the location of Headquarters.

### **Counting the Votes**

15 SEC. 12. The G.S.T. shall be custodian of all bal-  
16 lots , and shall, after the G.L. election tellers are duly  
17 organized and on their demand, surrender, unopened  
18 and in their original containers, all ballots.  
19 The G.L. election tellers shall meet at the G.L. of-  
20 fices on the first business day on or after May 1<sup>st</sup> ,  
21 and proceed with the count, in the presence of one  
22 observer for each candidate who chooses to send an  
23 observer at the candidate's expense. The G.L. elec-  
24 tion tellers shall have full charge of the counting of  
25 the ballots, assisted by such help as they may require,  
26 to be furnished by the G.S.T. They shall have power  
27 to adopt rules to govern their work, hear complaints,  
28 make adjustments, and render decisions strictly in ac-  
29 cordance with this Constitution and the policies, cus-  
30 tom and usage of this Association. After they have  
31 counted and tabulated the vote, they shall render a re-

1 port containing a detailed statement of the votes cast  
2 in each L.L. for each office involved, together with a  
3 report on all irregular or contested ballots, for the re-  
4 spective candidates. This report shall be published in  
5 the next issue of THE JOURNAL in such manner  
6 that the results of the voting in each L.L. for each  
7 such office involved is separately shown.

### **Electronic Voting**

8 SEC. 13. Notwithstanding anything in this Article,  
9 the E.C. may at its discretion implement a system of  
10 electronic voting as a supplement to the voting as set  
11 out in SECS. 8-12 above, to the extent permitted by  
12 law.

### **Declaration of Election**

13 SEC. 14. The nominees receiving the highest  
14 number of votes for the respective offices shall be de-  
15 clared duly elected by the G.L. election tellers.

### **Second Ballot**

16 SEC. 15. In case candidates for any office receive  
17 an equal number of votes, their names shall be resub-  
18 mitted in accordance with SEC. 8 of this Art., and  
19 such procedure shall be continued until one candidate  
20 shall receive a greater number of votes than the other  
21 candidate contesting for the same office. If the 2<sup>nd</sup>  
22 or other succeeding ballots do not result in an elec-  
23 tion prior to the expiration of the term of office of the  
24 then incumbent, said incumbent shall be retained in  
25 office until the successor is duly elected.

### **Preservation of Ballots and Election Records by G.S.T.**

1     SEC. 16. The G.S.T. shall preserve for 1 year all  
2     ballots and all other election records in his/her pos-  
3     session pursuant to the foregoing procedure.

### **Filling Vacancies**

4     SEC. 17. Should a vacancy or vacancies occur in  
5     any G.L. office between elections, through any cause,  
6     such vacancy or vacancies shall be filled by an ap-  
7     pointment or appointments by the E.C. not later than  
8     60 days after the occurrence of such a vacancy or va-  
9     cancies. Those members appointed to fill the unex-  
10    pired terms of office shall meet all eligibility require-  
11    ments of the Constitution pertaining to candidates for  
12    the office to which they are appointed.

### **Numbers of General Vice Presidents**

13    SEC. 18. Notwithstanding the provisions of Secs. 1  
14    and 4 of this Art., should the I.A.M. experience a  
15    change in membership through plant expansions or  
16    closings, organizing or mergers with other organiza-  
17    tions or other justification which would warrant a  
18    change in the number of G.V.Ps., the E.C. shall have the  
19    authority to institute such change between 5-9 G.V.Ps.

### **Installations**

20    SEC. 19. G.L. officers shall be installed by the  
21    I.P., or his/her deputy, and they shall assume the du-  
22    ties of their respective offices July 1, following their

1 election, or as soon thereafter as the result is made  
2 known; provided, that each officer shall qualify  
3 within 10 days after being notified to appear for in-  
4 stallation.

### **Recall Provisions**

5 SEC. 20. A L.L. in good standing with the G.L.  
6 may propose the recall of any 1 or more of the G.L.  
7 officers, the Committee on Law, and delegates to the  
8 A.F.L.C.I.O. and the C.L.C. by filing with the G.S.T.  
9 a petition for the recall of such officer or officers, to-  
10 gether with the endorsements thereof under the im-  
11 pression and/or ink stamp seal of at least 15% of the  
12 L.Ls. in good standing with the G.L., not more than  
13 15 of which shall be located in any 1 state, province  
14 or territory. Every petition for a recall must contain a  
15 clear, concise statement of the specific charges  
16 against such officer or officers upon which the pro-  
17 ceeding is based. All circulars issued by a L.L. for  
18 the purpose of securing the endorsements of other  
19 L.Ls. must be identical as to content and form, in-  
20 cluding the endorsement form attached thereto. All  
21 such circulars shall bear the date of issuance, be  
22 made returnable to the L.L. issuing same and de-  
23 posited by such L.L. with the G.S.T. within 45 days  
24 after the date thereof.

25 Upon receipt of the petition and endorsements for  
26 recall, the G.S.T. shall notify the officer or officers  
27 whose recall is sought and furnish him/her or them  
28 with a correct copy of the petition and the numbers of  
29 the L.Ls. appearing as endorsers thereof. Such offi-  
30 cer or officers may, within 10 days thereafter, file a  
31 written statement of defense, containing not more

1 than 500 words, with the G.S.T., who shall cause the  
2 same to be printed and mailed to all L.Ls. concur-  
3 rently with the call for the endorsements for nomi-  
4 nees hereinafter provided for.

5 In the event the officer or officers whose recall is  
6 sought declines to defend the charges and resigns  
7 from office, thereby creating a vacancy or vacancies,  
8 said vacancy or vacancies shall be filled by an ap-  
9 pointment or appointments by the E.C. not later than  
10 60 days after the occurrence of such vacancy or va-  
11 cancies. Those members appointed to fill the unex-  
12 pired terms of office shall meet all eligibility require-  
13 ments of the Constitution pertaining to candidates for  
14 the office to which they are appointed.

15 In the event the officer or officers whose recall is  
16 sought opposes the recall, the G.S.T. shall, on the 1<sup>st</sup>  
17 of the month next following, issue a circular to all  
18 L.Ls. calling for endorsements of nominees for the  
19 office or offices held by the officer or officers whose  
20 recall is sought. The selection of candidates and the  
21 election, and the tabulating and counting of the votes,  
22 except as hereinafter modified, shall proceed in ac-  
23 cordance with the election laws set forth, substituting  
24 the name of such months as may be necessary to hold  
25 an interim election in place of those months specified  
26 in other Secs. of this Art.

27 Unless the officer whose recall is sought lacks the  
28 necessary qualifications or files a written declination  
29 with the G.S.T., his/her name shall be printed upon  
30 the official ballot together with the name of the one  
31 other candidate who has received at least 25 endorse-  
32 ments and the greatest number of endorsements as  
33 candidate for nominee for that office. Should the of-  
34 ficer whose recall is sought decline to be a candidate

1 or lack the necessary qualifications, then the names  
2 of 2 members who have each received at least 25 en-  
3 dorsements and greatest and next greatest number of  
4 endorsements, respectively, as candidates for nomi-  
5 nee for such office, shall be printed upon the official  
6 ballot as candidates for such office.

7 The candidate for any office who received the  
8 greatest number of votes in any recall election shall  
9 be promptly notified of his/her election by the G.S.T.  
10 If the officer whose recall is sought is not elected,  
11 his/her tenure of office shall terminate 15 days after  
12 the result of the election is announced and the newly  
13 elected officer shall thereupon assume the duties of  
14 the office.

# **IAM Constitution**

## **Article A**



## ARTICLE A

### ORGANIZATION OF LOCAL LODGES

#### Definition of a Local Lodge

1     SEC. 1. A L.L. shall consist of not less than 35 peo-  
2     ple in any locality, qualified for membership and or-  
3     ganized under a charter issued by the G.L. (*This shall*  
4     *not apply to L.Ls. chartered prior to January 1, 1957.*)

#### Who May Obtain Charters

5     SEC. 2 In localities where there are a sufficient num-  
6     ber of machinists, die sinker, die or tool maker, aero-  
7     space workers, electronic workers, automobile, truck,  
8     heavy duty equipment mechanic, aircraft machinists or  
9     mechanic, airline worker and retail worker and other  
10    service workers, professional, production, service,  
11    transportation, office, clerical, technical, welder, spe-  
12    cialist, woodworker, health services worker, shipbuilder,  
13    machinists' helper, helper-apprentice, or apprentice and  
14    all other workers in any one or more divisions of the  
15    trade, a separate L.L. may be organized for the benefit  
16    of those employed in the respective divisions.

17    In localities where there is not a sufficient number  
18    employed in any one division a mixed L.L. may be  
19    organized with a membership employed in all divi-  
20    sions of the trade.

#### Restrictions

21    SEC. 3. No L.L. charter shall be granted by the  
22    I.P. in a locality within the jurisdiction of a D.L. until

1 such D.L. has been consulted, and in the event of fail-  
2 ure to reach an agreement, the E.C. shall be required  
3 to render a decision as to whether such charter shall  
4 be granted or not.

5 No application for a charter shall be granted which  
6 proposes to separate any L.L. into 2 or more L.Ls.  
7 unless the application has been approved by a called  
8 meeting of the L.L. or L.Ls. in the locality mentioned  
9 in the application.

### **Charter Requirement**

10 SEC. 4. Every application for a charter for the or-  
11 ganization of a L.L. must be signed by at least 35 ap-  
12 plicants who possess the qualifications for member-  
13 ship and are working in a locality where there are a  
14 sufficient number employed to maintain a L.L.

### **Fees**

15 SEC. 5. A fee of not less than \$10.00 shall be  
16 charged to each applicant. A charter fee of not less  
17 than \$35.00, payable to the G.L., shall accompany  
18 every application for a charter. The G.L. is entitled to  
19 and shall receive the sum of \$10.00 from each appli-  
20 cant after the first 100 charter members are enrolled.  
21 Charters may be closed at any time within 30 days,  
22 but in no case shall charter members be enrolled after  
23 that period.

### **Fee for Lapsed or Expelled Members**

24 SEC. 6. Whenever people whose membership in  
25 the I.A.M. has been cancelled apply for charter mem-

1 bership in a L.L. in process of organization, it shall  
2 be the duty of the G.L.R. to collect the required fees  
3 from such people and forward same, together with  
4 their applications, to the G.S.T., who, upon ascertain-  
5 ing that there are no unpaid fines or assessments  
6 against them, shall prepare their dues books or dues  
7 cards and credit the amount paid into the G.L.

### **Form of Application**

8 SEC. 7. Every application for a charter for the or-  
9 ganization of a L.L. shall contain the following infor-  
10 mation: the number of machinists, automobile, heavy  
11 duty or aircraft machinists and mechanics, special-  
12 ists, machinists' helpers, apprentices, production  
13 workers, and all other classifications of employees  
14 falling within the jurisdiction of the I.A.M. employed  
15 in the locality; the name of each applicant who is a  
16 member of any L.L., together with his/her card num-  
17 ber and the number of the L.L. to which he/she be-  
18 longs; the name of each applicant whose membership  
19 has been previously cancelled, together with the  
20 number of the L.L. of which he/she was last a mem-  
21 ber; the petition and pledge of the applicants in lan-  
22 guage as follows:

23 "The undersigned residents of (place) \_\_\_\_\_,  
24 (State) \_\_\_\_\_, believing the International  
25 Association of Machinists and Aerospace Workers to  
26 be well calculated to improve our intellectual and so-  
27 cial conditions and promote our economic wellbeing  
28 and advancement, respectfully petition the Interna-  
29 tional Association of Machinists and Aerospace  
30 Workers to grant us a charter to open a new lodge, to be  
31 located in the City (or Town) of \_\_\_\_\_, County

1 of \_\_\_\_\_, State of \_\_\_\_\_. We pledge  
2 ourselves individually and collectively to be gov-  
3 erned by the Constitution, laws, rules and usages of  
4 the International Association of Machinists and Aero-  
5 space Workers. The Lodge desires to be recognized  
6 as \_\_\_\_\_ Lodge.”

### **Granting Charter**

7 SEC. 8. Every such application for a charter shall  
8 be forwarded to the G.S.T., who shall submit the  
9 same to the I.P. If the application is approved by the  
10 I.P., he/she shall cause the charter to be granted and  
11 designate a member as the representative of the G.L.  
12 to install the officers and instruct the members of  
13 such L.L. in the principles, usages and laws of the  
14 I.A.M.

### **District Lodge Affiliation**

15 SEC. 9. All L.Ls. shall belong to a D.L. where ap-  
16 plicable.

# **IAM Constitution**

## **Article B**

## **ARTICLE B**

### **LOCAL LODGE OFFICERS AND HOW CHOSEN**

#### **Designation of Officers**

1 SEC. 1. Officers of a L.L. shall consist of a presi-  
2 dent, vice president, recording secretary, secretary-  
3 treasurer, conductor-sentinel, and a board of trustees  
4 consisting of 3 members.

#### **Terms of Officers and Vacancies in Office**

5 SEC. 2. Officers of a newly organized L.L. shall  
6 hold office until the 1st meeting in January following  
7 their election. Thereafter, L.Ls. shall provide in their  
8 bylaws that terms of office for all officers shall be for  
9 a period of 3 years.

10 A member elected as president of a L.L. and who  
11 concurrently holds a position as a business represen-  
12 tative shall be elected for a term of 3 years.

13 Any vacancy occurring in the office of president  
14 because of death, resignation, or incapacity or other  
15 cause shall be filled for the unexpired term by the  
16 vice president. All other vacancies shall be filled for  
17 the unexpired term in such form or manner as is pre-  
18 scribed by the L.L. and set forth in its bylaws, after  
19 approval by the I.P.

#### **Qualifications for Office**

20 SEC. 3. Any member in good standing in a L.L.  
21 who is not barred from holding union office by appli-

1 cable civil law or ineligible therefore as provided in  
2 this SEC. or elsewhere in this Constitution is quali-  
3 fied for election to L.L. office, provided that such  
4 member also meets the requirements of the L.L. by-  
5 laws and provided they are free from indebtedness of  
6 any nature to any L.L., D.L., or G.L.; provided, how-  
7 ever, that any member whose dues are subject to  
8 withholding by his/her employer for payment to  
9 his/her L.L., D.L., or G.L. pursuant to his/her volun-  
10 tary authorization under a collective bargaining  
11 agreement shall not be declared ineligible to be a  
12 candidate for office by reason of alleged delay or de-  
13 fault in the payment of such withheld dues, provided  
14 further that such member is not otherwise del-  
15 inguent in payment of dues.

16 Except at the first regular election of officers, or as  
17 further provided hereunder, all candidates for elective  
18 office must be members of the L.L. for at least 1 year  
19 at the time of nomination, and free from delinquency  
20 of any nature to a L.L., D.L., or the G.L., and shall be  
21 working at the trade as defined in SEC. 4, Art. II, for  
22 6 months prior thereto in order to qualify for nomina-  
23 tion and election. In addition, all L.L. officers and  
24 editors of L.L. publications must qualify under SEC.  
25 5, Art. I.

26 Any member transferred as a result of action by the  
27 I.P. or E.C. in consolidation of L.Ls. or transfer of ju-  
28 risdiction to another L.L., who has been a member of  
29 the I.A.M. for 1 year, shall not be required to be a  
30 member of the L.L. to which transferred for at least 1  
31 year, as herein provided, to be eligible to hold elected  
32 office in said L.L.

33 Any member whose dues are subject to withhold-  
34 ing by an employer for payment to the L.L., pursuant



1 to his/her authorization therefore as provided in a col-  
2 lective bargaining agreement, shall not be declared  
3 ineligible to vote or be a candidate for office in the  
4 L.L. by reason of any alleged delay or default in the  
5 payment of such withheld dues provided, however,  
6 that such member is not otherwise delinquent in pay-  
7 ment of dues.

8 L.Ls. may, through their bylaws, provided ap-  
9 proval has been granted by the I.P., require a member  
10 to attend up to 50% of the regular lodge meetings  
11 held during the 12-month period ending the date of  
12 close of nominations in order to qualify as an officer  
13 or delegate. Members who are confined because of  
14 verified illness, on vacation, on official I.A.M. busi-  
15 ness approved by the L.L., D.L., or G.L., working for  
16 an employer on regular or travel assignment, or on re-  
17 served military leave at the time the L.L. meeting is  
18 held, shall be excused from attending L.L. meetings.

19 L.Ls. may, through their bylaws, require all offi-  
20 cers to pay full dues, whether or not they hold a re-  
21 tirement or exemption card.

### **Nomination and Election of Officers**

22 SEC. 4. At its meetings in November (or 1st meet-  
23 ing in September at the option of the L.L.) every  
24 three years, each L.L. shall nominate a president,  
25 vice president, recording secretary, secretary-treas-  
26 urer, conductor-sentinel, and 3 members of the board  
27 of trustees (provided such officers' terms of office  
28 have expired). A member may only be nominated  
29 and run for 1 office. No member shall be entitled to  
30 hold more than 1 Local Lodge office at the same  
31 time.

1 Not less than 60 days prior to the time when the  
2 elections specified in this SEC. are to be held, notice  
3 of the time and place, of both the nominations and  
4 election, together with an application for an absentee  
5 ballot, shall by letter or by authorized publication by  
6 federal mail, be mailed to each member qualified to  
7 vote at his/her last known home address. The notice  
8 must specify who is entitled to receive an absentee  
9 ballot. The requirement to send such notices by mail  
10 does not apply to L.Ls. in Canada.

11 At its 1st meeting in December (or 1st meeting in  
12 October at the option of the L.L.) every 3 years, each  
13 L.L. shall elect the aforesaid officers by secret ballot  
14 vote of its members in good standing, following the  
15 procedure required for such voting as set forth in Art.  
16 III.

17 The L.L. may by majority vote decide in advance  
18 and give notice that the candidates who receive the  
19 highest vote for their respective offices shall be de-  
20 clared elected. In all other cases, a majority of all  
21 votes cast shall be required for election.

22 Absentee ballots shall be issued and voted in ac-  
23 cordance with the provisions set forth in SEC. 3, Art.  
24 II:

25 Ballots cast for candidates not nominated in con-  
26 formity with these provisions (write-ins) shall not be  
27 tabulated.

28 Balloting shall take place in the L.L. room where  
29 regular L.L. meetings are held, excepting in those  
30 L.Ls. where circumstances require some other  
31 arrangement, the L.L. may, through its bylaws, pro-  
32 vide other methods, subject to the approval of the I.P.  
33 When, in the I.P.'s sole judgment, extraordinary cir-  
34 cumstances so require, the I.P. may review and mod-

1 ify L.L. election procedures as necessary to provide  
2 the membership of a L.L., not working in a central  
3 geographic location, the ability to participate in such  
4 election.

5 In the conduct of all elections, the president shall,  
6 at least 60 days prior to the election, appoint at least 3  
7 tellers to assist in conducting the election in a fair and  
8 impartial manner. Each candidate for office shall be  
9 entitled, upon written request, to appoint 1 observer  
10 who shall be permitted to be present at the polls and  
11 at the counting of the ballots.

12 The R.S. of the L.L., or such other officer as may  
13 be designated by the L.L., shall preserve for 1 year  
14 the ballots and all other records pertaining to the  
15 election.

16 Selection by the L.L. of optional alternative dates  
17 in this SEC. does not alter the constitutional require-  
18 ment providing that the installation of L.L. officers  
19 shall take place at the 1st meeting of the L.L. in Janu-  
20 ary, as required by SEC. 5 of this Art.

### **Installations**

21 SEC. 5. The installation of officers shall take  
22 place at the 1st meeting of the L.L. in January, unless  
23 otherwise approved by the I.P. The ceremony of in-  
24 stallation shall be conducted by an officer or repre-  
25 sentative of the I.A.M.

# **IAM Constitution**

## **Article C**

## ARTICLE C

### DUTIES OF LOCAL LODGE OFFICERS

#### President

1     SEC. 1. The president shall preside at all meetings  
2 of the L.L.; decide all questions or disputes not con-  
3 trolled by laws of the I.A.M.; countersign orders and  
4 checks properly drawn on or by the S.T.; appoint  
5 committees not otherwise provided for; appoint an  
6 educator and a communicator; administer the obliga-  
7 tion to new members; enforce the laws of the I.A.M.  
8 applicable to L.Ls. and members; and perform such  
9 other duties as may be required by this Constitution  
10 and, in case of a tie, shall cast the deciding vote.

#### Vice President

11    SEC. 2. The vice president shall see that all people  
12 entering the L.L. room are members; see that all prop-  
13 erty of the L.L. has proper care and assist the presi-  
14 dent in maintaining order; preside at all meetings in  
15 the absence of the president; shall, in the absence of  
16 the president, be authorized to sign vouchers, checks,  
17 and other documents in his/her place and stead, sub-  
18 ject to approval of the L.L.; and in case of death, re-  
19 moval, or resignation of the president, shall become  
20 president and serve as such until after the next regular  
21 election and installation of the successor in office.

#### Recording Secretary

22    SEC. 3. The R.S. shall conduct correspondence  
23 for, and in the name of the L.L.; present all communi-

1 cations and bills to the L.L.; and deliver such bills to  
2 and for the files of the S.T.; draw all orders on the  
3 S.T. when passed by the L.L. and attest the same by  
4 properly signing and attaching the impression and/or  
5 ink stamp seal of the L.L. thereto; prepare and sign  
6 all credentials of delegates and alternate delegates to  
7 conventions of the G.L. and forward duplicates  
8 thereof to the G.S.T.; keep minutes of the L.L. meet-  
9 ings; and perform such other duties as are required by  
10 this Constitution.

### **Secretary-Treasurer**

11 SEC. 4. The S.T. of L.Ls. that are not affiliated  
12 with a D.L. shall perform all of the functions here-  
13 inafter enumerated. S.Ts. of L.Ls. that are affiliated  
14 with a D.L. shall perform only those functions not  
15 performed by the D.L. S.T.

16 The S.T. shall perform the following duties.  
17 He/She shall receive and deposit all funds of the L.L.  
18 in a bank of sound financial standing in the name of  
19 the L.L.; pay all properly authorized automatic pay-  
20 ments or all properly drawn orders by check, which  
21 checks shall be countersigned by the president of the  
22 L.L., but shall not draw any checks in violation of  
23 SEC. 3 of this Art. The S.T. shall collect all dues,  
24 fines, assessments and all monies from any source for  
25 the benefit of the L.L.; keep a systematic account of  
26 all disbursements in such a way as to show the bal-  
27 ance of cash on hand at the close of each meeting of  
28 the L.L.; file all receipted bills; keep a correct ac-  
29 count between the lodge and its members; and submit  
30 the books to the auditing committee of the L.L. semi-  
31 annually (at the close of June and December).

1 At the end of each month, the S.T. shall complete  
2 the monthly report and submit it to the G.S.T., and  
3 remit an amount equal to the per capita tax called for  
4 by the report. The monthly report shall include a cor-  
5 rect statement of the number of members on the books  
6 of the L.L. and shall set forth in detail all additions  
7 made and subtractions from the membership roll, to-  
8 gether with a list of members who have been expelled.

9 A L.L. may computerize the financial record keep-  
10 ing functions, provided the L.L. owns or leases its  
11 equipment. Before eliminating a manual system, the  
12 office of the G.S.T. and the financial officer of the  
13 L.L. must meet to determine that the anticipated sys-  
14 tem will produce the necessary reports for the I.A.M.  
15 audits and any required government reports.

16 In reporting people whose membership is can-  
17 celled on the rolls, the report shall show whether  
18 there are any unpaid fines or D.L. assessments  
19 charged against the person's account. Unless the re-  
20 port states otherwise, the cause for such cancellation  
21 of membership shall be considered to be the nonpay-  
22 ment of dues and they may be again reinstated as pro-  
23 vided for in SEC. 15, Art. I.

24 The S.T. shall receive from the G.S.T. dues stamps  
25 in proportion to the per capita tax paid upon each  
26 monthly report.

27 **Monies collected by S.Ts. on behalf of the G.L.,**  
28 **as indicated on monthly reports, shall be used for**  
29 **no other purpose and must accompany the report.**

30 S.T.s receiving dues from members working under  
31 the jurisdiction of another L.L. shall immediately no-  
32 tify the secretary of the L.L. under whose jurisdiction  
33 the member is working, with full particulars as to  
34 name, card number, etc.



1 The S.T., effective January 1, 1961, and currently  
2 each month thereafter, shall remit to the G.S.T. the  
3 pension contributions as may be required by Art.  
4 XIV.

### **Transfers**

5 SEC. 5. When accepting members by transfer, the  
6 S.T. shall enter the date and particulars of such trans-  
7 fer in the member's dues book and shall report the  
8 same to the G.S.T.

9 If a member of a machinists' helpers L.L. transfers  
10 and reclassifies as an apprentice in a machinists L.L.,  
11 that fact should be stated in the notice provided for in  
12 this Sec.

### **Monthly Reports to the Grand Lodge**

13 SEC. 6. Upon the receipt of reinstatement or initi-  
14 ation fees, or dues, the S.T. shall place the regular  
15 stamps received from the G.L. for that purpose in the  
16 dues book of the member making the payment, and  
17 shall cancel the stamps with the regulation canceling  
18 stamp, showing date of payment and L.L. number.

19 The report of the S.T. shall be signed by the presi-  
20 dent of the L.L., bear the impression and/or ink stamp  
21 of the L.L. seal and shall be forwarded to the G.S.T.  
22 immediately after the close of the month's business.  
23 A check to cover the monthly report of the L.L. must  
24 accompany the report. Should the report of the S.T.  
25 fail to reach the G.S.T. before the expiration of the  
26 month following the month reported, the G.S.T. shall  
27 thereupon notify the president of such L.L. of its sus-  
28 pension.

## **Auditors**

1     SEC. 7. There shall be an auditing committee of 3.  
2     They shall be nominated and elected by the L.L., at  
3     the same time L.L. officer elections are held and for  
4     the same term. Officers of the L.L. and elected Exec-  
5     utive Board members are not eligible for election as  
6     members of the committee.

7     The committee shall semiannually (at the close of  
8     June and December), proceed with the work of exam-  
9     ining the books and accounts of the L.L. for the pre-  
10    ceding period. They shall call on the S.T. for the du-  
11    plicate financial statement, from which they shall  
12    proceed to take off a statement of the stamps used  
13    during the term they are about to examine, and tabu-  
14    late the same on forms furnished by the G.S.T.

15    The auditing committee shall render its report on a  
16    form furnished for that purpose by the G.S.T., and  
17    send a copy to the G.L. The report of the committee  
18    must be countersigned by the trustees of the L.L.  
19    Should 1 or more of the auditors fail to be in atten-  
20    dance, the trustees shall proceed with the work as  
21    though all of the committee were present.

22    A L.L. may at its discretion employ a certified pub-  
23    lic accountant to audit or assist the auditing committee  
24    in auditing the books. However, no such accountant  
25    shall be permitted to develop bookkeeping procedures  
26    in the lodge contrary to provisions of this Constitution  
27    or policies established by G.L. for handling this work.

## **Trustees**

28    SEC. 8. The board of trustees shall have charge of  
29    all property belonging to the L.L.; shall see that all of

1 the books are properly kept, and at the time of the  
2 semiannual audit shall assist the auditing committee  
3 in the examination of all books and accounts and ver-  
4 ify the report of the auditing committee by attaching  
5 their signatures thereto. Should the work of auditing  
6 the books of the L.L. be delayed on account of the  
7 failure of 1 or more of the trustees to be in atten-  
8 dance, the auditors shall proceed to carry on the work  
9 in the same manner as though all of the trustees were  
10 present. The trustees shall be liable to the G.L. for all  
11 funds and other property of the L.L. under their con-  
12 trol.

### **Conductor-Sentinel**

13 SEC. 9. The conductor-sentinel shall examine all  
14 people present prior to the opening of all meetings of  
15 the L.L. for the purpose of ascertaining whether any  
16 are in attendance who are not entitled to remain, and  
17 shall report to the president all those present who are  
18 in arrears for dues. The conductor-sentinel shall an-  
19 swer all alarms at the door, report the same, and  
20 admit all who are entitled to admission.

### **Salaries**

21 SEC. 10. In no case shall the salaries of L.L. offi-  
22 cers be paid by dues stamps, but all such payments  
23 shall be made by check or direct deposit.

### **Bonding**

24 SEC. 11. L.Ls. shall obtain bonds in compliance  
25 with the provisions of SEC. 6, Art. VII.

**Execution and Filing of Financial and Other  
Reports Required by Civil Law**

1     SEC. 12. The president, R.S. and S.T. of each L.L.  
2 shall execute and cause to be filed all financial and  
3 other reports on behalf of the L.L. which may be re-  
4 quired by applicable civil law to be prepared and  
5 signed by presidents, secretaries, and/or S.Ts. of  
6 local unions, unless such duties are performed by the  
7 D.L. S.T. Such L.L. officers shall also make available  
8 the information contained in such reports to the  
9 membership of their L.L. in such form and manner as  
10 shall constitute compliance with legal requirements.  
11 The R.S. and S.T. shall also maintain records on the  
12 matters required to be contained in said reports in  
13 such detail and for the periods required by applicable  
14 law.



## **2023 IAMAW Local Lodge Election Guide**

Rev 04/ 2023

