**ELECTION AND CAMPAIGN RULES FOR TWU MEMBERS OF LOCAL 592 FOR THE ELECTION OF AIR CARRIER REPRESENTATIVE FOR HORIZON AIR.**

December 13, 2021

**1. Constitution and Bylaws**

The nomination and election of the Transport Workers Union of America Local 592 position of Air Carrier Representative for PSA Airlines will be conducted in accordance with the 2017 Edition of the Transport Workers Union of Constitution, the Local 592 Bylaws, and the Labor-Management Reporting and Disclosure Act of 1959.

In accordance with the Local 592 Bylaws, one person will be elected per carrier to serve in the position of Air Carrier Representative.

**2. Terms of Office**

Candidates elected to office will serve from January 1, 2021 until the next scheduled Officers and Executive Board election and installation for November 1, 2024 as outlined in the Local 592 Bylaws.

**3. Eligibility to Hold Office**

To be eligible for nomination or election to any office, a candidate shall be a member in continuous good standing of his/her Local Union for the twelve (12) months immediately preceding these nominations. Each member nominated will be contacted via email, at the email address on file at Transport Workers Union of America Local 592, to accept or decline their nomination. Each nominee has until the nomination period closes to accept the nomination, otherwise it becomes invalid.

**4. Nominations**

Local 592 Nominations will be made by email. The Candidate must send an email to nominate themselves, in the following manner:

I, (Name, Air Carrier, & Employee Number), nominate myself for the position of Air Carrier Representative for Horizon Air.

Any email submissions bearing a Candidate’s name for the Position of Air Carrier Representative submitted within the nomination period, will require the Candidate to accept or decline the nomination(s).

After 9:00 AM CST on December 20, 2021, Karen Ebert will email each Candidate to accept their nomination for the position of Air Carrier Representative for PSA Airlines. Candidates will be given 24-hours from the time of Karen Ebert’s, email to declare their intention and accept or decline their nomination(s). A Candidate who does not respond within 24-hours from the time of Karen Ebert’s email will have their name stricken from the election ballot.

**5. Nomination Submission**

Nominations for the elected position, listed above, will open at 9:00 AM CST, December 13, 2021.

Nominations for all elected positions, listed above, will close at 9:00 AM CST on December 20, 2021.

Nominations will be submitted to [KarenEbert@TWU592.org](mailto:KarenEbert@TWU592.org).

In the event only one member is nominated to a position, that candidate shall be deemed elected by acclamation and no further vote is required. A candidate deemed elected by acclamation will take office immediately.

**6. Placement on the Ballot**

Placement on the ballot will be done in the order of nominations as they are received by email (e.g. with the earliest nomination received being placed first on the ballot, and each subsequent nomination received being placed on the ballot in order of receipt). Nomination emails submitted before or after the times listed in the “Nominations” section above will not be accepted and will be deemed as void.

**7. Inspection of the Membership List**

The Horizon membership list of Transport Workers Union of America Local 592 would normally be available for view and inspection by any candidate at the Transport Workers Union of America, Local 592 Union Hall located at 1001 W Euless Blvd Ste 208, Euless, TX 76040. However, due to the upcoming holiday and timeliness of the election, an official inspection will not take place for this election. No candidate is entitled to copy or receive a copy of the membership list, nor will any candidate be compensated for lost time or travel expenses to view the membership list.

**8 Distribution of Campaign Literature**

Transport Workers Union of America will honor a summary of each candidate’s biography, of up to 400 words, submitted with their acceptance for nomination as an attachment. Use of any derogatory words, pictures of any kind, or the Transport Workers Union of America logo on the biography submission is prohibited and will deem the submission as void. If a biography is not submitted by a candidate, it will be noted as such in the biography section of the ballot. Biographies will be listed in the in the biographies section of the ballot in accordance with the candidate’s placement on the ballot as previously outlined in section 6.

**9. Campaign Restrictions**

Section 401(g) of the Labor-Management Reporting and Disclosure Act of 1959 prohibits the use of union and employer funds to promote the candidacy of any person in a union officer election. This prohibition applies to facilities, equipment, supplies, and cash, as well as to campaigning on time paid for by either a union or employer. These restrictions are highlighted here in more detail:

1. **A.** A union or employer may not contribute money or anything of value to promote the candidacy of any individual in a union officer election.
3. **B.** The prohibition against the use of union and employer funds applies to any union and any employer, not just to Transport Workers Union of America Local 592 or to the employers with whom Transport Workers Union of America Local 592 has collective bargaining agreements. For example, it is improper for a candidate to have campaign literature duplicated free of charge on a copy machine at a friend or relative’s employer.
4. **C.** Any expenditure of union or employer funds on behalf of a candidate, even if the amount is small, is a violation of federal law.
5. **D.** The use of union or employer funds or facilities is a violation of federal law even if union officials or the employer do not know about or approve of the use.
   1. **E.** The prohibition against the use of union and employer funds applies to direct expenditures from the union or employer and indirect expenditures such as:
   2. • Campaigning on time paid by the union or employer
   3. • Use of union or employer-owned, leased, or paid for by the union, equipment, such as telephones, fax machines, computers, copy machines, email accounts and vehicles
   4. • Use of union or employer supplies such as stamps, paper, and envelopes
   5. • Use of union employees to prepare campaign literature while on union time

• Use of the union letterhead, logo, or membership list

• Use of union or employer property or facilities to conduct campaign activities, store campaign material or distribute campaign material

• Printing articles which support or criticize an individual’s candidacy in a union newspaper or other publication

• Giving free services or special discounts to a candidate customer such as printing, photocopying, equipment rental, including business travel passes.

**F.** Federal law also provides that candidates must be treated equally regarding the opportunity to campaign and that all members may support the candidates of their choice without being subject to penalty, discipline, or reprisal of any kind.

**10. Voter Eligibility**

Membership dues are payable on the first working day of each month. Any member who is not on check-off and who hand pays dues and has failed to pay membership dues for the month of November 2021, shall be in bad standing and shall be ineligible to vote in this election.

No member enrolled in dues check-off will be declared ineligible to vote because of an alleged delay or default in the payment of dues by the employer.

Retirees are not eligible to vote.

**11. Election Notice**

A notice of election will be emailed to the last known email address of each member, in good standing, on file with Transport Workers Union of America Local 592 website. Election notices will also be posted on the Transport Workers Union of America Local 592 website and on union bulletin boards at the worksite.

**12. Casting Ballots**

This election will be conducted by the TWU Local 592 UnionActive website for casting ballots through the UnionActive Online Voting program. Voting instructions will be emailed to each member at the last known email address you have on file on the TWU Local 592 website.

**13. Lost or Missing election instructions and access credentials**

If you do not receive your election instructions, or misplace your election instructions, log on to the TWU Local 592 website for election instructions located under the TWU 592 Elections Info Tab. If you are unable to log on to the website and need your password reset, please contact Karen Ebert at (502) 741-0243 or email [KarenEbert@TWU592.org](mailto:KarenEbert@TWU592.org) no later than December 29, 2021 to have your password reset.

**14. Election Schedule**

The election will open and take place by internet beginning December 25, 2021, at 09:00 AM CST and the election will close on December 31, 2021, at 09:00 AM CST. All members will be required to use the UnionActive Online Voting system located on the TWU Local 592 website (wwwTWU592.org). Notice of election and voting instructions will be emailed before the polls open. Write-in votes will not be permitted.

**15. Tally of Ballots**

The tally will be certified by the UnionActive Online Voting System on December 31, 2021, after the close of the election. The candidate who receives the plurality of the secret ballot votes cast for each office shall be deemed elected to that office. In the event of a tie vote, there will be a runoff election for the candidates involved in the tie.

**16. Election Results**

Results of the election will be posted on the Transport Workers Union of America Local 592 website ([www.TWU592.org](http://www.TWU592.org)) and posted on union bulletin boards at the Horizon Air worksite after the tally is certified.

**17. Election Records**

Transport Workers Union of America Local 592 is responsible for maintaining all nomination and election records for at least 1 year after the completion of the election as required by federal law.

**18. Questions or Problems**

Any violation of these rules should be reported promptly to Karen Ebert, so that corrective action can be taken if necessary. All questions or requests pertaining to this election must be submitted in writing to Karen Ebert by email to [KarenEbert@TWU592.org](mailto:KarenEbert@TWU592.org).

**20. Protests**

Any Member in good standing, who believes that he/she has been improperly denied the opportunity to be a candidate for an elective office or position, may file a complaint by email to TWU Local 592 President Jenny Schar, at JennySchar@TWU592.org, no later than 5:00 PM CST on December 23, 2021. The member denied must submit the reason or basis as to why they believe they were improperly denied the opportunity to be a candidate for an elective office or position, including any written evidence to support their position. A determination of eligibility will be made in advance of election based on the facts presented in advance of the election.

Any Member in good standing who believes that an election in which he/she was a candidate was improperly conducted may file a complaint with the Local 592 Executive Board no later than 15 days after the results of the election have been made known.

The decision of the Executive Board may be appealed to the International Committee on Appeals within 15 days of the decision pursuant to Article XXII of the Transport Workers Union of America Constitution. If the Executive Board does not issue a decision within 30 days, the member may appeal to the International Committee on Appeals under Article XXII of the Transport Workers Union of America Constitution.

**The above rules are not all inclusive. Additional election rules or clarifications may be issued as needed during the nomination and election period.**

In Solidarity,

Karen Ebert