

*SAMPLE Notice to be sent to local members by local president – Even-Numbered Regions with local special elections*

Notice of Local, Regional and Statewide Elections and Call for Nominations

For the Following Offices of Local **1234**

Nominations open on February 10, 2020 and will close on April 10, 2020.

**Special Local Elections**

* **LOCAL OFFICER POSITIONS:** The terms of these offices shall be one year.
* **PRESIDENT**: conduct the affairs of the local and preside at local meetings. The President shall be a member of the Local Presidents Committee.
* **VICE PRESIDENT**: preside at local meetings at which the President is not in attendance and shall chair the Local Job Action Committee.
* **SECRETARY**: maintains a record of the local’s proceedings.
* **MEMBERSHIP SECRETARY**: maintain a record of the local’s membership records and promote member recruitment, retention, and involvement.
* **TREASURER**: responsible for any funds directly received or disbursed by the local and shall maintain a record of the local’s financial transactions.

**Local Elections**

* **DELEGATES & ALTERNATES** to serve at the annual Delegate Assembly. The terms of these offices shall be one year.

Each local is guaranteed at least one Delegate and one Alternate. The first Delegate shall be the Local President.

In electing Delegates, each local shall ensure the overall delegation is balanced and representative of the entire local.

Note: Only Delegates, not Alternates, are nominated. Members nominated to be delegates, but not selected as delegates, are chosen as alternates ranked in order of their vote totals.

Nominations must be submitted by members via email to **[the Local 1234 election committee at** [**local1234electioncommittee@state.mn.us**](mailto:local1234electioncommittee@state.mn.us)**.]**

**Regional Elections**

* **REGIONAL DIRECTOR POSITION:** A Regional Director must be a member of the Region s/he serves. The term of this office is two years. The term of this offices shall be two years.

Duties of a Regional Director include, but are not limited to:

* + Gathering concerns and interests of people s/he represents
  + Making policies that reflect her/his constituents’ interest
  + Performing other duties as assigned by the Board of Directors in accordance with the Board’s policies
  + Disseminating information regarding status of MAPE and newly enacted policies as well as standing policies of MAPE
* **REGIONAL NEGOTIATIONS TEAM REPRESENTATIVES**

The term of this office shall be two years. The Negotiations Committee (Team) negotiates our contract with the administration. During contract negotiations, this committee requires a significant commitment of time and focus. The Bylaws were amended at the 2017 Delegate Assembly, providing that Regional Directors may not be elected as negotiations representatives.

**Statewide Elections**

* **STATEWIDE PRESIDENT:** The term of this office is two years.

The President shall be a lost time position with provision to guarantee no loss of accruals or benefits. The President shall serve as the Chair of the Executive Committee, the Board of Directors, and the Delegate Assembly. The President shall serve as an ex-officio member of Statewide Standing Committees, except for the elections committees. The President may call for special meetings of the Board of Directors or Delegate Assembly as provided for in these Bylaws.

The President shall work with the Executive Director to provide for effective and proactive labor relations with the employer, to include, where appropriate, participation in departmental meet and confers, state-wide labor management committees, negotiations, and political action.

The President shall appoint all committee members and committee chairs, subject to Board approval, except those for which provisions have been made.

* **STATEWIDE TREASURER:** The term of this office is two years.

The Treasurer shall maintain all financial records and receive all moneys of MAPE, and deposit all moneys so received in the name of MAPE in a bank or financial institution approved by the Board of Directors. The Treasurer shall prepare and sign checks for such purposes as are required by the governing documents or are authorized by the Delegate Assembly, the Board of Directors, or the President. The Treasurer shall keep an accurate record of receipts and disbursements and shall make monthly financial reports to the Board of Directors. The Treasurer shall act as custodian of all properties of MAPE. The Treasurer shall chair the Finance Workgroup and shall perform other related duties as directed by the Board of Directors.

* **Three ORGANIZING COUNCIL POSITIONS:** The term of this office is two years. The Organizing Council promotes full and equal participation of all people represented by MAPE in the Union and workplace.
* **Two POLITICAL COUNCIL POSITIONS:** The term of this office is two years. The Political Council engages and organizes members interested in legislative activities for the benefit of MAPE members.
* **One TRUSTEE POSITION (Special Election):**  Three years remain on this four-year term. The duties of Trustees shall be limited to (1) financial matters and (2) serving on the Credentials Committee. All MAPE financial records shall be made available to the Trustees, but no records shall leave the MAPE office. A Trustee shall not review records or vote on questions about records relating to him/herself. The term length is 4 years.

**AGENCY-SPECIFIC ELECTIONS**

**Meet and Confer Committee Chairs of Active Statewide Meet and Confer Committees:** The term of this offices shall be two years. Members of an agency with an active, statewide meet and confer committee will elect a chair of that meet & confer committee.Each committee shall consist of a committee chair, up to 6 members and up to 2 alternate members. The chairs of the statewide meet and confer committees will elect one of the meet and confer chair as their Speaker. The Speaker will represent the meet and confer committees on the Negotiations Committee and the Executive Committee. To view the list of active, statewide meet & confer committees, please refer to the MAPE website here: <https://mape.org/resources/mape-documents/election-information>

Members must send their nominations for statewide and regional positions and for meet & confer chairs to MAPE Central on behalf of the Elections Committee ([swelect@mape.org](mailto:swelect@mape.org)).

The elections will be held via online balloting between May 13, 2020 and May 27, 2020. A link will be sent via e-mail to access the online voting on May 13, 2020.

Additional election resources are available on the MAPE website: <https://mape.org/resources/mape-documents/election-information>

Thank you,

**[Your name here]**