

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

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

For the Following Offices of Local **1234**

Nominations open on January 28, 2021 and will close on March 29, 2021.

**Local Elections**

* **LOCAL OFFICER POSITIONS:** The terms of these offices shall be two years.
* **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.
* **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 off their vote totals.

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

**Statewide Elections**

* **STATEWIDE VICE PRESIDENT:** The term of this office is two years. The Vice President shall preside at meetings of the Delegate Assembly, Board of Directors, and Executive Committee at which the President is not in attendance. The Vice President must have a minimum of one year experience as a Chief Steward or has handled two investigations and two grievances, and has taken advanced steward training. The Vice President serves on the Employee Rights Committee. The Vice President shall chair the Job Action Committee. The Vice President shall perform other duties as directed by the President or Board of Directors.
* **STATEWIDE SECRETARY:** The term of this office is two years.

The Secretary shall keep a record of the proceedings of the Delegate Assembly, the Board of Directors, and the Executive Committee, maintain all the records of MAPE, and perform other related duties as directed by the Board of Directors.

* **Two 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.
* **Three 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.
* **Two TRUSTEES POSITIONS:** 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 their self. The term length is 4 years.

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).

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/mape-internal-election-information>

Thank you,

**[Your name here]**