

*SAMPLE*

Notice of Local Special Election and Call for Nominations

For the Following Offices of Local 1234

* OFFICER 1
* OFFICER 2
* OFFICER 3

Nominations open on June 28, 2019 and will close on July 29, 2019.

The terms of these offices shall be [2 years for locals in even-numbered regions or 1 year for locals in odd-numbered regions; whichever applies]

Duties of these positions include:

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.

SECRETARY: maintains a record of the local’s proceedings.

TREASURER: responsible for any funds received or disbursed directly by the Local, and shall maintain a record of the local's financial transactions.

MEMBERSHIP SECRETARY: maintain a record of the local’s membership records and promote member recruitment, retention, and involvement.

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

The election will be held via online balloting between August 13-August 27, 2019, a link will be sent via e-mail to access the online voting on August 13, 2019.