

2010-2011 GENERAL COMMITTEE OF ADJUSTMENT ELECTION PLAN

The Rules for the 2010-2011 IBT International Union Delegate and Officer Election ("Rules") require every General Committee of Adjustment (GCA) to submit a GCA Plan for the election of delegates and alternates to the IBT International Convention. The election of delegates to the 28th IBT International Convention must be conducted entirely separately from the election of delegates to the BLET convention, scheduled for October of 2010. The GCA Election Plan does not cover the election of delegates and alternate delegates to the BLET convention. The GCA must use this document to submit its Election Plan. The Plan requires detailed information about how the GCA will perform the specific tasks and procedures that must be followed to nominate and elect IBT convention delegates and alternate delegates. Once the GCA Plan is reviewed and approved in writing by the Election Supervisor, your GCA must conduct its delegate elections in the exact manner described in the approved Plan.

If you have any questions about how to complete this GCA Plan document, you may contact your Regional Director, **Mary Ann Campbell**, via email at scdennis@aol.com or telephone at (636) 586-3462.

THE ELECTION SUPERVISOR'S ADDRESS IS:

Office of the Election Supervisor
for the International Brotherhood of Teamsters
1801 K Street, N.W., Suite 421 L
Washington, DC 20006

Phone: 202-429-8683
Fax: 202-429-6809
Toll Free Phone Number: 1-877-317-2011
Electionsupervisor@ibtvote.org
www.ibtvote.org

DEADLINE FOR SUBMITTING THE GENERAL COMMITTEE OF ADJUSTMENT PLAN

Seasonal Election – June 1, 2010

Fall Election - June 30, 2010

Winter/Spring Election - September 30, 2010

Seasonal Elections: Any GCA in which ten percent (10%) or more the membership is employed by a seasonal food industry. The Election Supervisor has determined that no GCA qualifies as a seasonal GCA under the IBT Constitution.

Fall Elections: Any GCA with a regularly scheduled GCA officer election in the fall of 2010 may choose to hold a fall delegate and alternate delegate election. If you choose to elect delegates in the fall, the GCA Plan must be submitted on or before **June 30, 2010**. Any GCA that does not submit its plan by this date shall be required to conduct delegate nominations and elections during the winter and spring of 2011.

If you choose to hold delegate and alternate elections in the fall of 2010, the delegate and alternate delegate nominations and elections must be conducted entirely separate from your officer elections. You should contact the Election Supervisor or your Regional Director at the address listed above if you have any questions regarding how to conduct separate delegate and officer nominations and elections.

Winter/Spring Election: All other GCAs shall submit a GCA Plan on or before **September 30, 2010**. A GCA that does not submit a plan by this date will have to conduct its delegate election according to a plan imposed by the Election Supervisor. The cost of planning and conducting the election will be the responsibility of the GCA.

Any GCA seek modification of, or exemption from, any provision of the *Rules* by making a written application to the Election Supervisor. A request for modification or exemption must explain the reason or need for such change and shall clearly state any alternative means that the GCA proposes for guaranteeing the fair and honest conduct of the nomination and election process. Modifications and exemptions will only be granted for extraordinary circumstances.

IMPORTANT NOTE: Is your GCA seeking a modification of, or exemption from, the *Rules*, that you have not previously requested and been granted?

☐ Yes ☒ No

Please enter any modifications of, or exemption from, the *Rules* your GCA is requesting below:

—

Has your GCA previously requested and received approval for any modifications of the *Rules*, or of any version of the *Rules* that governed delegate elections in 1991, 1996, 2001 or 2006?

☐ Yes ☒ No

If Yes, Please enter the modifications of, or exemption from, the *Rules* your GCA received and indicate in which year this occurred.

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GCA PLAN

1 BLET GCA Name: Union Pacific Northern Region

2 General Chairman: Bruce D. MacArthur

Title: General Chairman

Address:

501 N. 2nd Street
Suite 2
Clinton, IA 52732

Office Telephone: 5632439313

Home Telephone 5632431022

Mobile Telephone: 5632496448

Email: sandym@qwestoffice.net

2a. Does the General Chairman of your GCA work full time as a GCA officer?

☒ Yes ☐ No

2b. If you answered No to question 2a, please state whether your GCA has a business office, or regular business hours?

—

2c. If the General Chairman works full time at the craft, please state the location where he or she conducts union business (i.e. at the work site or home office), and the regular hours (if any) during which business is conducted.

n/a

2d. Please describe how your GCA normally communicates with GCA members and state how frequent the communication is (i.e. first-class mailings, email, website, newsletters).

No regular communication directly with members, indirectly through Local Chairmen

- 2e. Please describe how your GCA normally communicates with local divisions and state how frequent the communication is (i.e. first-class mailings, email, website, newsletters).

Weekly emails and website

- 2f. Does your GCA has less than 100 active members?

☐ Yes ☒ No

If you checked Yes, please skip to section 14 and complete the applicable questions in sections 14, 15, 16, 17 and 18. If no, please continue.

GCA DELEGATE AND ALTERNATE DELEGATE NOMINATIONS AND ELECTIONS

All elections must be conducted by mail ballot in accordance with the Rules. Ballots can be counted by hand or by mechanical device. Each GCA has the option of either conducting its own delegate nomination and election or hiring an outside agency to conduct the election.

If a GCA chooses to conduct the nominations and elections on its own, it has two choices:

- a) Appoint an election committee (check GCA by-laws to see if this is required). Each candidate for office may designate one member of the GCA for service on the GCA election committee, who shall be appointed by the President or Secretary-Treasurer.
- b) Permit the GCA executive board to conduct the election. **Any GCA officer or member who is running as a delegate or alternate delegate candidate may not serve on the GCA election committee and should not conduct the nomination or election of delegates or alternate delegates.**

- 3 How does your GCA intend to conduct the delegate and alternate delegate nomination process? Check one:

☐ Outside Agency
☐ GCA Election Committee
☐ GCA Executive Board
☒ Other

If you chose Other, please explain.

Administrative Secretary in the BLET Office, Sandy Mussman will handle

nomination process.

If you chose a GCA Election Committee, please provide a description of the composition of the committee (e.g., rank and file members, retirees, GCA staff, GCA officers, etc.) of the Committee. Each candidate may name a representative as a member of the GCA Election Committee in addition to other members designated in accordance with the GCA by-laws. If names of committee members are available now, please list the name of each committee members (including candidate representatives).

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- 4a. If your GCA selected an outside election agency, will the outside agency perform both the nomination and election process?

Outside agency for nomination meeting(s): ☐ Yes ☐ No

Outside agency for election: ☐ Yes ☐ No

- 4b. List the name, address, and telephone number and contact name of the outside election agency.

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- 4c. Has your GCA used this or another outside entity or agency to conduct previous elections?
☐ Yes ☐ No

- 5a. Number of delegates to be elected to the International Union Convention:

1

- 5b. The GCA must pay the convention expenses of all its elected delegates. A GCA may only propose to send less than a full complement of delegates because of financial inability but **must** first demonstrate actual financial inability to the General Secretary-Treasurer and then submit the request to the Election Supervisor for approval

If your GCA's request to send less than the full complement is approved, the candidate(s) receiving the highest number of votes in the delegate election or, in the case of uncontested elections, the candidate(s) ranked highest in the lottery shall be sent to the Convention. Is your GCA proposing to send less than a full complement of delegates to the Convention?

☐ Yes ☒ No

If you checked Yes, in the text box below, please provide an explanation to support your request to pay for less than a full complement, including a copy of any submissions to the General-Secretary Treasurer and a copy of the relevant GCA meeting minutes where the GCA voted to pay for less than a full complement of delegates. You may do so by attaching electronic copies of the document by hovering over the green flag and selecting UPLOAD FILE or by mail. If sending the documents by mail, please label the documents "GCA [your GCA Number] Response to GCA Plan Question 5b."

- ☐ Electronic Copy Attached
- ☐ Mailing a Copy

The mailing address is :

Office of the Election Supervisor for the
International Brotherhood of Teamsters
1801 K Street, NW, Suite 421 L
Washington, D.C. 20006

5c. Number of alternates to be elected to International Convention

1

5d. Will your GCA pay the expenses of any of its alternate delegates to attend the International Union Convention?

- ☐ Yes ☒ No

If Yes, for how many alternates will your GCA pay expenses?

-

If your GCA proposed to send less than a full complement of alternate delegates, the decision of which alternate delegate candidate shall be sent to the convention by the GCA must be based solely on which candidate receives the highest number of votes in the alternate delegate election or, in the case of uncontested elections, by lottery.

NOMINATIONS

The *2011 Rules* provide that a candidate can be nominated and seconded and can accept a nomination in writing. **Therefore, each GCA may elect to only have one nomination meeting.** If your GCA is having a regularly scheduled officer election this fall, you may choose to conduct the delegate and alternate nomination and election this fall.

The nomination period for seasonal nominations is
July 1, 2010 – September 30, 2010.

The nomination period for fall delegate and alternate delegate nominations is **September 1, 2010 – November 10, 2010.**

If you do not have a regularly scheduled GCA officer election this fall, you must hold your delegate and alternate delegate nomination(s) meeting between **January 3, 2011 and March 10, 2011.**

There must be at least thirty (30) days between your GCA's last nomination meeting and the date the ballots are mailed.

6a. Please tell us the date, time and location for the nomination meeting(s) your GCA wishes to hold:

Date: 09/28/2010

Day of Week: Tuesday

Time: 4:00 p.m.

Location/Address:

Grand Sierra Resort and Casino
Reno, NV

The *Rules* require that a written nomination or second must be received by the General Committee of Adjustment Secretary-Treasurer no later than 5:00 PM of the day immediately prior to the day of the nomination meeting. Thus if a nomination meeting is held on a Sunday or Monday (or a day after a holiday) the union office must be open until 5:00 PM on the preceding day, i.e., Saturday, Sunday or holiday.

Deadline for submission of written nominations:

Date: 09/27/2010

Day of Week: Monday

Location/Address:

501 N. Second Street, Suite 2
Clinton, LA 52732

- 6b. Have any of the nomination meeting locations been changed from your GCA's last set of delegate nomination meetings?
- ☒ Yes ☐ No

If you checked "Yes" to Question 6b, please provide a listing of the previous site(s), the current site(s) which replace them, and an explanation for the change in location in each case.

Previous Site: Holiday Inn St. Paul East
2201 Burns Avenue
St. Paul, MN 55119

New Site in Reno, NV due to General Committee Meeting Scheduled this year.

MAILING NOMINATION NOTICES

Under the *Rules*, your GCA must mail the nomination notice at least twenty-one (21) days before the nomination meeting. The GCA must use the official nomination notice form prepared by the Election Supervisor's office. You can obtain a copy of the Nomination Form (Form 7) on our web site, www.ibtvote.org, or by contacting us directly or contacting your Regional Director.

There are two ways you can mail the nomination notice to your members:

- Mail the notice in a separate, first class mailing to each member (If you are having an officer election at the same time, the nomination notices for delegates and officer may be mailed together but the notices must be on separate sheets of paper and the two notices must be on different colored paper).
- Include the notice in your GCA or joint council newsletter or newspaper, which is then mailed by first class mail to each member.

If you chose option number 2, there are three rules your GCA must follow. The rules are:

- o The first page of the newsletter or publication must state in large bold print: **"Important Delegate Nominations Information Contained on Page __."**
- o The nomination notice must be clearly displayed in larger size print than the other information included in the newsletter or newspaper and the notice must be in bold print.
- o Your GCA must submit the draft nomination notice to the Regional Director for approval before you finalize and mail it to make sure the layout, print size, and nomination information are all correct.

- 7a. Will your GCA mail the nomination notice in as separate, first class mailing to each member at

his or her last known home address?

☒ Yes ☐ No

- 7b. Will your GCA mail the nomination notice by first class mail, in a GCA publication, joint council publication or newsletter?

☐ Yes ☒ No

In the event that your nomination notice is to be published in a joint council publication or newsletter, please provide the Election Supervisor with the name and telephone number of the person responsible for publishing that newsletter, along with a copy of the most recent newsletter published by the joint council.

Joint Council Publication Name: n/a

Contact: n/a

Phone number: n/a

- 7c. When will your GCA mail the nomination meetings notice? (Remember, it ***must*** be at least 21 days before the nominations meeting. To determine the 21 day period, do not count the day the notices are mailed but count the day of nominations.

Date for Mailing of Nomination Notice:

09/06/2010

MAIL BALLOTING

The *Rules* require GCAs to use mail ballots to elect delegates and alternate delegates.

Timing: Ballots cannot be mailed any sooner than thirty (30) days after the last nomination meeting.

Your ballot mailing day must be a weekday and cannot be a holiday.

You must allow at least 21 days between the mailing of the ballot and date the GCA counts the ballots. To determine the 21 day period do not count the day the ballots are mailed but count the day of the election.

Your ballot count day must be a day that the post office is open for business and you are able to pick up the voted ballots mailed to you.

Seasonal Election Time Period: The election time period for seasonal elections is August 20, 2010 – November 1, 2010

Fall Election Time Period: The election time period for fall delegate and alternate delegate elections is October 20, 2010 – January 3, 2011

Winter/Spring Election Time Period: The election period for winter/spring delegate and alternate delegate elections is between February 23, 2011 and May 2, 2011.

PRINTING AND MAILING OF BALLOTS

The Election Supervisor's Office has copies of a Notice of Election and Mail Ballot Voting Instruction Form (Form 12) as part of a packet of forms. Your GCA may also obtain a copy from our website at www.ibtvote.org. Your GCA must use this form for the ballot.

The GCA should try to arrange to have the ballots printed and mailed GCAly to allow candidates and their observers to easily observe the printing and mailing of the ballots. Your GCA may choose to contract with a union printer or mailer that is not GCAly situated and request the ballots be printed and mailed from a distant location, but only if you explain why a GCAly based printer and mailer is not available. The GCA may also contract to have one entity print and mail the ballots. The GCA may use printing or mailing shops which employ members of the Graphic Communications Conference of the IBT. The GCA may not enter into a contract with any printer or mailer that employs any members of the GCA. If your GCA wants to use a union printer and mailer and can only locate union shops employing members of your GCA, you may request a written waiver from this prohibition

- 8 Are you requesting a waiver to use a printing or mailing shop the employs members of your GCA?

☐ Yes ☒ No

If yes, please explain your request below.

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- 8a. What is the name and address of the printer who will print the ballots?

The ballots will be printed in our office

- 8b. Please state in miles how far the printer is from the GCA's principal office.

0

- 8c. What is the name and address of the mailer who will mail the ballot for the delegate/alternate

delegate elections?

Sandra Mussman
501 N. 2nd Street, Suite 2
Clinton, IA 52732

8d. Please state in miles how far the mailer is from the GCA's principal office.

0

MAILING THE BALLOTS

9a. On what date will your GCA mail ballots? (Remember, the mailing date must be at least thirty (30) days after the nomination meeting and twenty-one (21) days before count, for a total of at least fifty-one (51) days between the last nomination meeting and the ballot count).

The printer should be requested to provide the GCA with a written official count of the exact number of ballots printed.

Date the GCA will mail ballots:

10/28/2010

9b. The Rules require you to post the official Notice of Election on all GCA bulletin boards no later than seven (7) days after the nomination meeting. You can also print the official Notice of Election in a GCA publication or newsletter or post it on the GCA's website, if any. The Election Supervisor has an official form for the Notice of Election. You may obtain a copy of the Election Notice, Form 11, from our website, www.ibtvote.org.

Date your GCA will post the Notice of Election:

10/05/2010

9c. Ballots should be picked up from the post office after 9:00 a.m. on the counting date. The ballot count should start at 10:00 a.m. Where and when does your GCA propose that the mail ballots be counted?

Date of Ballot Count:

11/16/2010

Location/Address of Ballot Count:

501 N. 2nd Street, Suite 2
Clinton, LA 52732

Obtaining Post Office Boxes for the Ballots

In order to conduct a mail ballot, your GCA must rent two post office boxes, one for the return of counted ballots and one for the return of ballots that the post office is unable to deliver because the member's address is incorrect. Your GCA should not rent the two post office boxes at the same post office where the GCA has a regular business post office box because the U.S. Postal Service might mix up the GCA's business mail with the ballots.

- 10a. Please list the address of the post office or offices where the GCA will rent a box for voted ballots

P. O. Box 734
Clinton, LA 52732

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- 10b. Please list the address of the post office or offices where the GCA will rent a box for ballots returned by the U.S. Postal Service as undeliverable.

P. O. Box 2313
Clinton, LA 52732

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MAIL BALLOT ADMINISTRATION

In a mail ballot election, the GCA has several important responsibilities in addition to counting the voted ballots.

- First, it is very important that the GCA maintain correct mailing addresses for its members to insure that all members receive a ballot at their home address.
- Second, the GCA must have procedures in place to insure that ballots returned by the U.S. Postal Service because of incorrect addresses are re-mailed to the members at their correct addresses as quickly as possible.
- Third, the GCA must keep detailed records and have procedures in place to account for the additional printed ballots which may be mailed to members who request a ballot either because they did not receive a ballot in the original mailing process or because the ballot they did receive was lost, destroyed or spoiled. (These are called "duplicate ballots" or "re-mail ballots.")

- Finally, the GCA must provide adequate procedures for ballot security throughout the election process. Specifically,
 - securing the ballots between the dates they are printed and they are mailed.
 - safeguarding the extra, blank ballots between the date of printing and the date of the ballot count.
 - safeguarding the voted and blank ballots after the count is concluded or pending the resolution of challenged ballots.

11a. It is essential in a mail ballot election that the GCA have and maintain an accurate mailing list containing the current home address of all members.

The Election Supervisor recommends each GCA must update its mailing list before preparing address labels used to mail Nomination Notices and ballots to members.

Please check if your GCA will follow the recommended procedure.

☒ Yes ☐ No

If no, please describe the procedure your GCA will follow to obtain an accurate mailing list.

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11b. What procedures will your GCA follow to update mailing information of members whose nomination notices or ballots are returned undelivered? The Election Supervisor recommends:

- Frequent visits to the P.O. Box containing undeliverable ballot packages
- Contact with the:
 - Member Employer
 - Appropriate Shop Steward
 - Appropriate Health and Welfare Groups
 - Member

Please check if your GCA will follow the recommended procedure.

☒ Yes ☐ No

If no, please describe the procedure your GCA will follow to obtain an accurate mailing list.

—

The GCA must respond, within two business days, to each member's requests for an additional ballot. The Election Supervisor requires:

- A detailed record be kept of all requests for additional ballots including names, address, social security number, reason for request and date mailed.
- The GCA's election records should be noted that a duplicate ballot was sent so the election officials at the count will know which, if any members were sent duplicate ballots.

11c. Your GCA must safeguard the ballots between printing and mailing. At a minimum:

- Ballots must be secured in a tamper proof location such as a locked filing cabinet or similar container.
- In the event a cardboard box is used it must be taped shut with signatures of observers over the tape
- Candidates shall not have access to the ballots.

Please identify the person or persons who will be responsible for safeguarding the ballots:

Sandra Mussman

11d. If your GCA does not have a regular business office, please state where your GCA proposes to process and re-mail mail ballot envelopes that have been returned because the members address is incorrect.

—

The GCA is required to access the unused blank ballots following the original mailing to members for the purposes of sending replacement ballots to members who request them and a remailing to members whose ballot packages are returned as undeliverable by the Post Office. The Election Supervisor recommends:

- Ballots may be removed from storage only by the authorized custodian of the ballots.
- Each day after the mailing process is completed the ballots must be restored using the same safeguards referred to above in section 11c, i.e., lock and key.

The Election Committee must insure that the ballots and all other election materials are stored for at least one year after the count. The Election Supervisor recommends that all election records, including voted ballots, unused ballots, challenged ballots, voted ballots, spoiled ballots, ballot

envelopes, tally sheets and voter eligibility lists be packaged, taped and signed with signatures by the election committee and any observers who wish to sign.

11e. Please check if your GCA will follow the recommended procedure.

☒ Yes ☐ No

If no, please describe the procedure your GCA will maintain these records.

—

COUNTING THE BALLOTS

After the ballots are picked up from the post office, the ballots must be brought back to the count site in the mailing envelopes. The Election Supervisor recommends:

- The Election Committee alphabetize all the return envelopes
- The voters name should then be compared to the voter eligibility list.
- If found to be eligible, the envelope should be placed in a container marked "Eligible" If the voters eligibility is in doubt the envelope should be marked "C" for challenged and placed in a separate container labeled "Challenged".
- Continue until all the return envelopes have been compared to the voter eligibility list.
- Open all return envelopes in the eligible grouping and extract, but do not open, the Secret Ballot envelopes.
- Preserving secrecy, open and extract the ballots from the Secret Ballot Envelopes

12a. Will the GCA follow this procedure?

☒ Yes ☐ No

If no, please describe how the GCA will determine eligibility.

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12b. The Election Supervisor recommends but does not require using a mechanical device to count ballots. The GCA may count ballots by hand or mechanically. Please state how your GCA proposes to count mail ballots.

☒ By Hand ☐ Mechanical Device

If the GCA chooses to hand-count ballots, the ballot tallies and results must be counted at least two times. The Election Supervisor recommends the following steps for organizing and counting ballots by hand. First, separate the ballots into three stacks for counting, as follows:

- the voter chose a full slate of candidates;
- the voter chose a partial slate of candidates
- the voter chose only individual candidates.

Second, after sorting, count each stack of ballots in groups of fifty (50) ballots.

12c. Please check whether your GCA follow this procedure?

☒ Yes ☐ No

If no, please describe the procedure your GCA will use to obtain an accurate hand count of ballots.

—

Count the number of Return envelopes in the "Challenged" container.

-- If counting the challenged would not affect the outcome of the election, the results may be announced and the Official Tally Sheet completed;

-- If the number of challenged ballots could affect the outcome of ANY contest, the Election Committee should immediately recess the count and contact the Election Supervisor's Regional Director without attempting to resolve challenges. The Office of the Election Supervisor is solely responsible for resolving challenged ballots.

ELIGIBILITY TO NOMINATE AND VOTE

Under the *Rules*, members of the GCA who are in arrears in the payment of their dues can pay their dues arrearage in order to be eligible to participate in the election. The Election Supervisor requires that members may take part in the nomination process by paying all arrearages at any time before the regular close of business on the last business day before the date of the nomination meeting. Also, the Election Supervisor requires that members may have their ballot counted by paying all arrearages at any time before the regular close of business on the last business day before the date of the ballot count. Please indicate the last date (day/month/year), hours of business and location such delinquent members can pay their dues arrearages and participate in the process:

13 Last payment date of dues for nomination meeting:

09/27/2010

13a. Last payment date of dues for election:

11/15/2010

13b. Hours open:

8:00 AM - 5:00 PM

13c. Address of the location for payment of dues:

1946 118th Lane NE
Blaine, MN

-

13d. Please describe how members of your GCA pay dues (check-off, mail in payments, in person payment):

employer deduction or by check via mail

13e. If your GCA does not have a business office, members should be permitted to pay dues at the nomination meeting in order to be eligible to nominate, second and accept nomination. Please state whether your GCA will permit members to pay dues at the nomination meeting in order to be eligible to nominate, second and accept nomination.

Yes, will allow payment at the nomination meeting.

13f. Please provide the name of the individual who is responsible for maintaining the accuracy of members dues records, and posting the payment of members dues at the GCA level:

Michael Mercier
1946 118th Lane NE
Blaine, MN 55449

13g. If the individual responsible for maintaining and posting members dues records is not located at the GCAs business office, please provide the following contact information regarding that person:

☐ Yes ☒ No

Name: Michael Mercier

Address:

1946 118th Lane NE
Blaine, MN 55449

Office Telephone: 7637555660

Home Telephone 7637555660

Mobile Telephone: 6128121182

Email: mlmercier@comcast.net

FOREIGN LANGUAGES

- 14 Please indicate the percentage of the GCA membership whose first language is not English:

0

- 14a. If the answer to the previous question is more than zero, please identify each language and the approximate percentage of non-English speaking members of the total active union membership who understand each language.

Language 1: -

Percentage 1: -

Language 2: -

Percentage 2: -

Language 3: -

Percentage 3: -

Language 4: -

Percentage 4: -

Language 5: -

Percentage 5: -

14b. Does your GCA print or publish its newsletter in a language other than English?

☐ Yes ☒ No

If Yes, what language(s)?

-

14c. If you had a delegate election in 2005/2006, was the GCA ballot printed in a language other than English?

☐ Yes ☒ No

If Yes, what language(s)?

-

14d. Please provide any reasons why election materials should or should not be published in languages in addition to English, and if so, what languages.

All members are required as a condition of employment with the Union Pacific Railroad to be able to read and write in English.

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15

WORKSITE LISTS

The *Rules* require that a list of current and accurate worksite addresses be attached to the GCA Plan. A worksite list must contain all places, with addresses, where any and all of the GCA members work. The worksite list must be arranged alphabetically by employer name. Please attach an electronic copy by hovering over the green flag and selecting UPLOAD FILE or submit a copy via mail. Please label the copy of your Worksite List "GCA [your GCA Number] Response

to GCA Election Plan Question 15 - Worksite List.”

- ☒ Electronic Copy
- ☐ Mailing a Copy

[worklocationsforibt.docx](#)

The mailing address is:

Office of the Election Supervisor for the
International Brotherhood of Teamsters
1801 K Street, NW, Suite 421 L
Washington, D.C. 20006

BULLETIN BOARDS

Certain sections of the *Rules* require the GCA Secretary-Treasurer to post various nomination and election related materials on union bulletin boards. The term “Union Bulletin Boards” means any bulletin board to which the international union or GCA and includes bulletin boards at the office of the Union as well as bulletin boards located on employer premises.

16a. Does your GCA have bulletin boards which meet the above definition?

- ☒ Yes ☐ No

If No, please describe below how your GCA normally distributes written material to members:

—

If Yes, Please attach the Bulletin Board List by hovering over the green flag and selecting UPLOAD FILE. Include Employer Name, Work Site Address, Location of Bulletin Board and Name of Person Responsible for Posting.

-

[bbforibt.docx](#)

LITERATURE TABLE

According to the *Rules*, each GCA must establish a literature table and/or bulletin board in a public area of each GCA facility for the nondiscriminatory distribution/display of campaign literature.

17 Please describe the location of the literature table or public area bulletin board maintained by the GCA. Please also describe the size of the literature table or bulletin board.

There is a table at all Division Meetings to use as literature table.

-

MISCELLANEOUS INFORMATION

- 18a. Does your GCA have current GCA By-laws or a Constitution separate from the International Constitution?

☒ Yes ☐ No

If Yes, the Rules require a copy to be submitted to the Election Supervisor. Please attach an electronic copy by hovering over the green flag and selecting UPLOAD FILE or submit a copy via mail. Please label the copy of your GCA By Laws or Constitution "GCA [your GCA Number] Response to GCA Election Plan Question 18a."

☒ Electronic Copy Attached
☐ Mailing a Copy

[bylaws.pdf](#)

The mailing address is:

Office of the Election Supervisor for the
International Brotherhood of Teamsters
1801 K Street, NW, Suite 421 L
Washington, D.C. 20006

- 18b. Does your GCA have any court or administrative decision or legal settlement agreement which governs or affects your GCA's elections?

☐ Yes ☒ No

If Yes, please attach an electronic copy of that decision or settlement agreement by hovering over the green flag and selecting UPLOAD FILE or mail a copy to the Election Supervisor's address. Please label the decision "GCA [your GCA Number] Response to GCA Election Plan Question 18b."

☐ Electronic Copy Attached
☐ Mailing a Copy

The mailing address is:

Office of the Election Supervisor for the
International Brotherhood of Teamsters
1801 K Street, NW, Suite 421 L
Washington, D.C. 20006

18c. Does your GCA publish its own newspaper, newsletter, magazine, or periodical?

☐ Yes ☒ No

The Election Supervisor maintains a record of all IBT GCA newsletters. Please add the Office of the Election Supervisor and your Regional Director to the distribution list of your GCA newsletter. The appropriate mailing addresses are as follows:

Office of the Election Supervisor for the
International Brotherhood of Teamsters
1801 K Street, NW, Suite 421 L
Washington, D.C. 20006

Mary Ann Campbell
13859 State Road E.
DeSota, MO 63020

Additionally, the *Rules* require that the Election Supervisor review and approve the content of all IBT newsletters in the event of a contested general election. Be advised that the copy to be included in any newsletter which you propose to distribute after the close of the 2011 IBT Convention must be transmitted to the Office of the Election Supervisor for review and approval before publication.

18d. Does your GCA maintain a web site for communication with its membership?

☒ Yes ☐ No

If Yes, please provide the website address:

-

18e. Has the GCA sent email to any of its members in the past two years?

☒ Yes ☐ No

18f. Has any officer, business agent, shop steward, employee, or representative of the GCA sent email concerning union-related business to any of the GCA's members in the past two years?

☒ Yes ☐ No

18g. Does the GCA maintain a list of email addresses of any of its members?

☒ Yes ☐ No

- 18h. Does any officer, business agent, shop steward, employee, or representative of the GCA maintain a list of email addresses of any of the GCA's members?

☒ Yes ☐ No

If yes to any of these questions, please attach a full and complete list of all email addresses the GCA has for the members for whom it has email addresses. Include in this list all email addresses of members to which the GCA or any officer, business agent, shop steward, employee, or representative of the GCA sent email in the past two years. Please attach the list by hovering over the green flag and selecting UPLOAD FILE or send a copy to the Election Supervisor via mail.

- ☒ Electronic Copy Attached
☐ Mailing a Copy

[emails.docx](#)

The mailing address is:

Office of the Election Supervisor for the
International Brotherhood of Teamsters
1801 K Street, NW, Suite 421 L
Washington, D.C. 20006

Article II, Section 4(e) of the *Rules* requires the GCA Secretary-Treasurer to do the following:

- Within 5 days after sending the Plan to the Election Supervisor, a notice must be posted on all GCA Bulletin Boards (on the Election Supervisor's Official Form 2, available at www.ibtvote.org) advising that the plan has been sent; and,
- Within 3 days after the above posting, an affidavit attesting to the posting must be sent to the Election Supervisor. For your reference sample affidavits of posting are available as Official Form 3 at www.ibtvote.org.

By submission of this plan, I declare that all of the answers in this GCA Plan and all work site lists, bulletin board lists and email lists provided are true and accurate and have been reviewed and approved by the Principal Officer of this GCA.

Name *Sandra Mussman*

Title/Position *Administrative Assistant*

Phone: *5632439313*

Date: *06/28/2010*