



# Election Committee Internal UDW Election Manual

**Approved by the UDW Executive Board in 2025**

## **Rules related to Candidates:**

- a. Orientation for UDW staff to ensure they are informed that they are not permitted to interfere with UDW elections, including campaigning for any candidate, recruiting any members to run for a specific position or on a specific slate, and providing any resources (time, money, materials) to candidates. This covers any paid employee of UDW, including TEOs (Temporary Employee Organizers), current board members, and stewards when they are on work time for UDW.
- b. Candidates can be added onto a slate after the nomination deadline. There will need to be an established deadline of when slates need to be chosen by, after the nomination period ends but before ballots are finalized.
- c. Candidates must campaign at least 100 feet way from any union place/building or any Union event.

This rule was enacted by the Election Committee during the 2025 UDW Elections. This rule states that no campaigning, including campaigning materials, can be inside a UDW building or establishment, including establishments hosting UDW events. Candidates must be 100ft away from the above areas while campaigning and providing campaigning materials (like flyers).

- d. Orientation via Zoom for candidates on Campaigning Rules will be offered once nominations are closed.

## **Rules related to Ballots:**

- a. When asking election administration companies for proposals to run UDW's election, ask the companies to include in their proposals if they can include photos of candidates on the ballot and if there would be an additional cost for that.
- b. Add an option to select "Abstain" on the ballot
- c. Leaving candidates off the ballot if they're running unopposed.<sup>1</sup>
- d. Help members with the Electronic Ballot - ask the electronic election vendor to host a training on how to use the electronic ballot. This should be included in the RFP we send to the Electronic Election Vendors that we invite to submit a proposal.
- e. Observer Form: add contact information to the observer form to have a backup observer in case your chosen observer cannot attend. Observer forms must be submitted by its deadline.

## **Rules for the Election Committee and the Vote Count Day:**

- a. Election Committee members cannot sit on the committee if they are related to candidates. After the candidates have been established, if there is a familial relationship to a committee member, the committee member must recuse themselves.
- b. Livestream the entire vote count

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<sup>1</sup> "Do not list on the ballot any office for which there is only one candidate. That candidate has already been declared elected and placing that office on the ballot can only lead to confusion." -AFSCME Election Manual 2024,