

**ELECTION RULES ADOPTED BY
TEAMSTERS LOCAL UNION NO. 731 EXECUTIVE BOARD
GOVERNING ELECTION OF OFFICERS BY SECRET BALLOT MAIL REFERENDUM**

The following Rules adopted by the Teamsters Local Union No. 731 Executive Board shall govern the Secret Ballot Mail Vote Procedures for the Election of Officers for a three-year term effective January 1, 2023 through December 31, 2025 for eligible Candidates nominated at the Nomination Meeting conducted on October 27, 2022 at 6:00 P.M. at 1000 Burr Ridge Parkway, Burr Ridge, Illinois. The election ballots shall be counted on November 28, 2022 at 10:00 A.M. at the Offices of the Union. The election shall be conducted by the Election Chair, Mr. Robert E. Bloch or his Designee.

1) The Executive Board has appointed the independent Accounting Firm of Calibre CPA Group to supervise ballot processing, to assist in verifying eligibility prior to ballots being mailed, to handle and count ballots, and to perform any other duties relating to the election as directed by the IBT Local 731 Executive Board.

2) Calibre CPA Group shall obtain two (2) Post Office Boxes, whose access shall be limited to Calibre CPA Group or their Designees. One (1) Post Office Box, located in Willow Springs, Illinois, shall be for receipt of all mail ballots. The second Post Office Box, located in Oak Brook, Illinois, shall be affixed as the return address on all ballots mailed, and shall be utilized for the purpose of retrieving all undeliverable mail ballots.

3) To be eligible to vote, a member must have his or her union dues paid up through and including September, 2022 and must otherwise be a member in good standing, as required pursuant to the IBT Local 731 Constitution and By-Laws and Article X, Section 5 of the International Brotherhood of Teamsters Constitution.

4) Each eligible Candidate shall have the right to be present, or to have an Observer at his or her own expense who must be a member in good standing of Teamsters Local Union No. 731, at the pick-up of the mail containing the ballot envelopes from said Post Office Boxes leased for the Secret Ballot Mail Referendum Vote.

5) Voting by writing in the name of a person who was not duly nominated shall not be permitted, and such a vote will be void for that particular office. All eligible Candidates for nomination must be nominated and accept their nomination at the nominations meeting. Alternatively, any member in good standing may nominate an eligible Candidate other than the nominee by delivering a nomination in writing to the IBT Local 731 Secretary-Treasurer prior to 6:00 pm on October 27, 2022. Any written nomination must state the name and last four (4) digits of the social security number of the member being nominated, the nominator, and the seconder, as well as the office for which the nomination is being made. The written nomination must be signed and dated by the nominator, the seconder, and the nominee. The Local Union allows eligible Candidates to run for office in slates. A slate must include a Candidate for every position on the ballot. To form a slate, there shall be mutual consent between and among all Candidates running on the slate. Such mutual consent shall be evidenced using a slate declaration form available from IBT Local 731, that states each Candidate on the slate, the office that each Candidate seeks, the agreement of each Candidate to join the slate as evidenced by each Candidate's signature, and the name (if any) of the slate. The slate declaration form shall be submitted by delivering the form to the IBT Local 731 Secretary-Treasurer prior to 6 p.m. on October 28, 2022. Once submitted the slate declaration form cannot be altered.

A voting mark in the ballot's slate box will override any other voting marks on the ballot. If a slate box is marked, the vote shall be counted for the slate. To vote for individual eligible Candidates, only the separate boxes next to the names of individual eligible Candidates should be marked.

6) An eligible voter can vote for only one (1) Candidate for the Office of President, for only one (1) Candidate for the Office of Secretary-Treasurer, for only one (1) Candidate for the Office of Vice President, for only one (1) Candidate for the Office of Recording Secretary, and for no more than three (3) Candidates for Trustees. An eligible voter's vote for a particular office will be void for that office if he or she votes for more Candidates than stated in the previous sentence, or if a voter fails to mark a ballot clearly, or if he/she writes in the name of a person who is not duly nominated. However, if the ballot is otherwise defaced or has writing on it, his or her entire ballot will be void and shall not be counted. Slate voting shall be permitted as set forth in paragraph 5. Incumbent Candidates shall be entitled to first position on the ballot. All other Candidates shall appear on the ballot in order of nomination.

7) The eligible Candidates for each Office who receives a plurality of the eligible votes cast for the Office shall be elected thereto, except in the case of Trustees, in which case the three (3) eligible Candidates receiving the highest number of eligible votes shall be deemed duly elected. In the event of a tie vote, the Candidates shall resolve such tie by lot.

8) Where the Nominee is unopposed at the regularly designated Nomination Meeting, there shall be no necessity for the election of such Nominee, and the Nominee shall be declared duly elected by acclamation, effective as of the conclusion of the term of the previous incumbent.

9) The Executive Board, to the extent required by law, shall upon reasonable notice, make available for inspection by any bona fide eligible Candidate, the membership list of the Local Union covered by collective bargaining agreements once within thirty (30) days prior to the election date. No eligible Candidate shall be permitted by the Executive Board to copy any names or addresses of members or employees shown on such list, and such inspection must be made in the presence of the Secretary-Treasurer or his/her designee.

10) The Executive Board, under the supervision of Calibre CPA Group, shall arrange for printing the Notice of Election of Officers of Teamsters Local 731 and instructions to all eligible voters voting in the Secret Ballot Mail Referendum, a ballot, a ballot envelope, a return self-addressed envelope to said Post Office Box rented for this election, and any other necessary printing in connection with the Secret Ballot Mail Referendum balloting for the election of officers for each eligible member.

11) Each Candidate shall have the right to be present and/or have an Observer present at his or her own expense who must be a member in good standing of Teamsters Local Union no. 731:

A) At the insertion of: (i) Notice of Election and instructions for voting; (ii) one (1) official ballot; (iii) one (1) ballot envelope; and (iv) one (1) return, self-addressed envelope, into envelopes addressed to the Local Union membership;

B) At the mailing of the above envelopes to the membership;

C) At the collection of undeliverable mail from the Oak Brook Post Office, Monday, November 14, 2022 at 10:00 A.M., and remailing of such ballots, if the correct address can be determined;

D) At the collection of returned ballots from the Willow Springs Post Office; and

E) At the counting and tally of the official ballots.

12) Any eligible Candidates, or their Observers (who must be a member in good standing of Teamsters Local Union no. 731), shall be entitled to examine the empty Post Office Boxes utilized to receive the Secret Ballots and undeliverable mail in the presence of Calibre CPA Group Representatives and at least one (1) member of the Local Union Executive Board. The eligible Candidates, or their Observers, shall meet on Monday November 1, 2022 at 10:00 A.M. at the Union Office, and they shall proceed to the Oak Brook and Willow Springs Post Offices to make the examination of said boxes.

13) On or before November 4, 2022, the Printing Firm of Sommers & Fahrenbach shall mail to each eligible member, at his or her last known home address, instructions for the Secret Ballot Mail Referendum Election of Officers of Teamsters Local Union No. 731, enclosing an official ballot, a ballot envelope, and return self-addressed envelope to said Post Office Box rented for this Election.

14) The Election officer shall establish a process for members to request and for the election officer to send a duplicate ballot. Where more than one (1) mail ballot is received from a member, the ballot that is received nearest to the date for counting ballots in the election shall be counted and the other(s) voided. If the order of receipt cannot be determined by postmark on the ballot return envelope, the ballot returned in the envelope last mailed to the member shall be deemed the ballot to be counted and other(s) voided. Duplicate ballots can be requested starting Friday November 11, 2022 by calling (630) 887-4118. Calls received after 3:00 P.M. or on holidays or weekends will have ballots mailed out on the next business day.

15) On November 14, 2022 at 10:00 A.M., Calibre CPA Group or their Designees, together with any Observers or members of the Executive Board who wish to attend, shall retrieve the returned undeliverable mail from the Oak Brook Post Office Box. The Election Chair or his Designee will then attempt to determine the correct current address for each member whose ballot was returned and shall then deposit envelopes bearing corrected labels into the United States Mail, after notice to the eligible Candidates and the Executive Board, who may also observe this mailing.

16) On Monday November 28, 2022 at or about 9:00 A.M., Calibre CPA Group or their Designees, accompanied by those eligible Candidates and those Official Observers of the respective Candidates who wish to be present, shall retrieve the returned ballots from the Willow Springs Post Office. Calibre CPA Group shall transport the ballots to 1000 Burr Ridge Parkway, Burr Ridge, Illinois, where the ballots are to be counted by Calibre CPA Group. At the counting of the ballots, the members of the Executive Board, the Candidates, Official Observers of the respective eligible Candidates shall have the right to be present.

17) Upon arrival at the Offices of the Union, Calibre CPA Group or their Designees shall first segregate the undeliverable ballots. They shall then check the name of each reply ballot envelope obtained from the Willow Springs Post Office Box against the list of eligible voters and determine their eligibility. Any reply envelope containing the name, which cannot be determined as an eligible voter shall be set aside as a spoiled or void ballot. Eligible Candidates and their Observers may challenge the eligibility of voters. All envelopes received from the Post Office Box regarding challenged voters shall be segregated intact in a separate pile.

Challenged ballots shall be investigated to determine their validity if the challenged voters are sufficient in number to affect the result of the election; and in such event after Calibre CPA Group has ruled upon all of the challenged votes, those envelopes received at the Post Office Box by the time required, which were challenged and ruled to be eligible by the Election Officer or his Designee, shall be opened and the sealed ballot envelope shall be taken out and commingled with similar sealed ballot envelopes so that when such ballot envelopes are opened and the ballots therein taken out and counted, there will be no possibility of identifying the voter with the ballot cast. The envelopes received from said Post Office containing such challenged votes, which have been held eligible by Calibre CPA Group, shall be preserved in a separate pile. As for all challenged votes which Calibre CPA Group shall hold ineligible, those envelopes received from the Post Office Box shall be kept in a separate pile and shall be counted as spoiled or void ballots.

18) Calibre CPA Group, or their Designees, shall then open the reply ballot envelopes received from eligible non-challenged voters and take out the contents therein; and then separate the unopened ballot envelopes contained in such reply envelopes, segregating them in separate piles, commingling them with one another and mixing them together to prevent any possibility of identification.

19) After all such reply envelopes have been opened, the Election Officer or his Designee shall open ballot envelopes contained therein and place such ballot envelopes in one pile and the ballots in another pile.

20) After this is completed, Calibre CPA Group shall open the ballots and divide them into separate piles; one pile shall contain all of the ballots to be designated as spoiled or void ballots.

21) Calibre CPA Group shall then count the number of votes for each eligible Candidate and enter the results on the tally sheets and recheck the totals of each lot tallied for accuracy. The results of the tally shall be recorded on an Official Tally Sheet. Election Officials or their Designees and the Observers shall initial or sign the Tally Sheet certifying their accuracy.

22) After the tally of the votes for all of the eligible Candidates for all of the Offices have been completed, Calibre CPA Group, the Observers of the respective eligible Candidates present and witnesses, shall provide written certification to the tally.

23) Elected Officers of the Local Union shall, by virtue of such Election, be Delegates to any Joint Council with which the Local is affiliated, as well as to any Convention of any subordinate body which may take place during their term of office. Elected Local Union Officers shall be Delegates to such Conventions in the order of priority set forth in Article III, Section 5(a)(1) of the International Constitution or as set forth in the Local Union By-Laws.

24) Limitations On Contributions.

A) No employer, representative of an employer, foundation, organization, trust or similar entity shall be permitted to contribute anything of value to any campaign. The prohibition on employer contributions extends to every employer regardless of the nature of the business, or whether any union represents its employees and includes but is not limited to political action organizations (other than a Candidate's or slate's campaign organization), nonprofit organizations (such as churches or civic groups), law firms or professional organizations.

These prohibitions include a ban on the contribution and use of monies, stationery, equipment, facilities, and personnel. Nothing herein shall prohibit any Candidate from accepting contributions made by any member in good standing of IBT Local 731, provided that the contribution comes solely from that member as an individual and is made only with that member's personal funds.

B) The prohibition on campaign contributions extends to all labor organizations, whether or not an employer.

C) Except as otherwise provided in the Election Rules, no Candidate for election shall accept or use any contribution or other thing of value from any nonmember of IBT Local 731.

25) Dollar Limitation on Contributions. No member of Local Union 731 who is not an eligible Candidate for office in the Local election shall contribute more than \$2,500.00 (Two-thousand Five-hundred dollars) to any Candidate(s) or slate for use in the Local election. A member who is an eligible Candidate for office in the Local election may not contribute more than \$12,500.00 (Twelve-thousand Five-hundred dollars) of his or her personal funds for use in the Local election. There is no limit on the amount of contributions that can be made by an IBT Local 731 member for legal or accounting services performed in order to assure compliance with applicable election laws, rules or other requirements or in securing, defending or clarifying the legal rights of Candidates. Contributions for these purposes must be specifically designated by the member at the time the contribution is made.

26) Use of IBT Facilities. No IBT Local 731 services, facilities, equipment, supplies or goods shall be utilized to promote the candidacy of any individual unless the Local notifies all Candidates of the items available for use and all eligible Candidates are provided equal access at equal cost to such goods and services. The use of the IBT Local 731's official stationery is prohibited, and not available for use by any Candidate. No other IBT affiliated entity shall contribute anything of value to any Candidate or slate in the election.

27) No Campaigning on Paid Time. No member may campaign for himself/herself or for any other eligible Candidate during time that is paid for by the Local Union or by any employer. However, campaigning incidental to work or regular Local Union business or during paid vacation, paid lunch hours or breaks, or similar paid time off is permitted.

28) Contributions By Member Groups. Nothing shall prohibit any eligible Candidate from accepting contributions made by any caucus or group consisting of IBT Local 731 members, or the campaign organization of any such eligible Candidate in the election, provided that such caucus, group or campaign organization is itself financed exclusively from contributions of IBT Local 731 members. Contributions made through such groups must be itemized as required by these rules.

29) Contributions of Personal Services. Nothing shall prohibit the donation of volunteer services to an eligible Candidate by an individual member or retiree of the IBT, or by family members of an eligible Candidate, provided that such services are rendered on the individual's personal, free and uncompensated time.

30) Contributions for Legal and Accounting Services. The prohibition on contributions from certain sources stated in these Rules do not prohibit an eligible Candidate from receiving legal or accounting services performed in assuring compliance with applicable election laws, rules, or other requirements, or in securing, defending or clarifying the legal rights of Candidates. Nothing herein shall prevent or limit legal or accounting professionals from making, or an eligible Candidate from accepting or using, an in-kind contribution of such legal or accounting services, so long as such services are performed in assuring compliance with applicable election laws, rules, or other requirements or in securing, defending or clarifying the legal rights of Candidates. Neither IBT Local 731 nor any interested employer may contribute financial support or services to the candidacy of any member.

31) Compliance and Reporting. Eligible Candidates are strictly liable to ensure that each and every contribution received for use in the election is permitted under these rules, regardless of when received. It is the responsibility of each Candidate and slate to keep records sufficient to demonstrate compliance with these Rules including, but not limited to, records of all contributions received, and all expenditures made. Each Candidate and slate is subject to audit by the Election Chair without notice. At a minimum, each Candidate or slate shall:

A) Open a bank account to be used exclusively for the deposit of contributions collected for the Local Union 731 Election. The account shall be set up so that the Candidate or slate that owns the account and the Election Chair or his Designee can have access to, view, and print current account information through an on-line access point. Eligible Candidates shall make any arrangements required for the bank to provide the service. All campaign contributions (other than those referenced in paragraph E below) made to a Candidate or slate shall be deposited to that account, and all expenditures shall be made by check drawn on that account. Deposits and expenditures shall be recorded in a ledger. Information recorded about each transaction shall include the date, source of the deposit (or payee, as appropriate), and amount.

B) For each contribution received, a legible record shall be made showing the amount of the contribution, and the name, address, and last four (4) digits of the donor's social security number. Any contribution accepted without the required donor information is prohibited and shall not be used in the election.

C) Documentation, in the form of a receipt or invoice, shall be maintained for every expenditure from the campaign account.

D) Funds may be disbursed to a petty cash account and a record shall be kept of that disbursement. The balance of an eligible Candidate's petty cash account shall not exceed \$1,000.00 at any time. A record shall be made of each disbursement from petty cash identifying the expense item, the date of the expenditure, and the person who received the amount from petty cash or the vendor paid. A receipt or invoice shall be maintained for every expenditure from petty cash in the amount of \$50.00 or more.

E) If an eligible Candidate or slate receives funds to pay for legal or accounting services from IBT Local 731 members, those funds must be maintained in a separate account.

F) Prohibited contributions must be returned promptly. Within three (3) days of the return of any contribution, the eligible Candidate shall provide to the Election Chair or his Designee an affidavit identifying the original source and date of the contribution, the amount of the returned contribution, the date of the return, and the person to whom the amount was returned.

32) Candidate Mailings. Each eligible Candidate shall be permitted a reasonable opportunity, equal to that of any other Candidate to mail campaign literature at the Candidate's expense. Candidates are entitled to a reasonable number of mailings, regardless of whether any other Candidate requests such mailings. IBT Local 731's procedure for campaign mailings is as follows:

A) Mailings will be made by the Printing Firm of Sommers & Fahrenbach, 3201 W. Belmont Avenue, Chicago, IL 60618. Phone: (773) 478-3033 Fax: (773) 478-2303. Contact is Mr. Tom Sommers or his Designee. Email is: info@sfprinting.net. THIS IS A UNION PRINT SHOP.

B) A request for a mailing shall be made in writing to the Secretary-Treasurer of IBT Local 731 and shall identify whether the mailing is to the entire membership or a portion of the membership, the requester's name, address, phone number, and email address. Requests for mailing will not be accepted by telephone. The request must be made five (5) or more days before the requested date for mailing. The Secretary-Treasurer's Office will notify the Printing Firm of the request and confirm the date for mailing with the requester. IBT Local 731 will provide the Printing Firm with member addresses for the requested mailing.

C) It is the sole responsibility of the eligible Candidate or slate requesting a mailing to confirm the mailing date and fees with the Printing Firm in advance of the mailing, and to pay fees for service in full to the Printing Firm at the time that services are provided.

D) Arrangements and logistics for the requested mailing shall be made between the requester and the Printing Firm. Address labels shall be in the custody and possession of the Printing Firm only, affixed to an eligible Candidate mailing by the Printing Firm only, and mailed by the Printing Firm only at a United States Postal Service facility or from the printing firm, as arranged by the requester.

33) These Rules take effect immediately and shall be considered as implementing the provisions of Title IV of the Labor-Management Reporting and Disclosure Act of 1959, as amended. Campaign expenditures, whether received before or after the adoption of these Rules, are subject to the limitations and restrictions on campaign contributions set forth above.

34) The Executive Board shall have the authority to establish all rules and regulations for the conduct of the Election to supplement the provisions of the International Constitution and the Teamsters IBT Local 731 By-Laws.

35) All Election Records, including Membership and Eligibility Lists, copies of Nomination and Election Notices, Voting Instructions, undeliverable ballots, all return envelopes marked challenged, unused ballots, tally sheets, and certification of count of votes shall be preserved for at least one (1) year.

The Executive Board
Teamsters Local Union No. 731

■ ADOPTED: October 7, 2022