

SEIU LOCAL 668

Official Election Notice

August 2020

SEIU Local 668 Elections

The SEIU Local 668 constitution calls for triennial (recurring every 3 years) elections of our union leadership which include President, Secretary-Treasurer, Trustees, Chapter Chairs, and Statewide representatives of work committees. To encourage our members participation in running for these offices as well as voting for our futures leaders, this mailing provides all our members with the details about the nominating and election procedure, along with a nominating petition. *Please read carefully and thoroughly. Should you have any questions, contact Office and Project Manager Pam Long at pam.long@seiu668.org or at (717) 743-1727.*

Article VI Structure

Section 1. For structural and representational purposes, there will be geographical chapters and employer/agency work committees.

A. The chapters will be 14 in number and shall be designated as:

1. Crawford, Erie
2. Armstrong, Beaver, Butler, Clarion, Lawrence, Mercer, Venango
3. Allegheny
4. Fayette, Greene, Washington, Westmoreland
5. Bedford, Blair, Cambria, Fulton, Huntingdon, Indiana, Somerset
6. Cameron, Clearfield, Elk, Forest, Jefferson, McKean, Potter, Warren
7. Bradford, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga, Union
8. Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Mifflin, Perry
9. Berks, Lancaster, York
10. Chester, Delaware
11. Bucks, Montgomery
12. Philadelphia
13. Carbon, Lehigh, Monroe, Northampton, Pike, Schuylkill
14. Lackawanna, Luzerne, Susquehanna, Wayne, Wyoming

B. The employer/agency work committees shall be designated as:

1. State Work Committees

- a. Bureau of Disability Determination (BDD)
- b. Bureau of Visual Services (BVS)
- c. Bureau of Human Services Licensing (BHSL)
- d. County Assistance Office Rank and File (CAO R&F)
- e. County Assistance Office Supervisors (CAO Sups.)
- f. Mental Health (MH)
- g. Mental Retardation (MR)
- h. Office of Child Development & Early Learning (OCDEL)
- i. Office of Employment Services (OES)
- j. Office of Unemployment Compensation (OUC)
- k. Office of Vocational Rehabilitation (OVR)
- l. State Correctional Institutions (SCI)
- m. Youth Development Centers/Youth Forestry Camps (YDC/YFC)
- n. State Miscellaneous (includes anyone not included in category a.-m.).

2. Local Unit Work Committees

(private and public are included together)

- a. Mental Health/Mental Retardation (MH/MR)
- b. Drug and Alcohol (D&A)
- c. Courts
- d. Juvenile Detention (JD)
- e. Aging
- f. Children and Youth (C&Y)
- g. County Miscellaneous
- h. Education (ED)
- i. Municipal Services (MS)
- j. Prisons
- k. Emergency Service/911

Each member has a right to vote for a minimum of nine (9) candidates which include President; Secretary-Treasurer; Three (3) Trustees; a minimum of three (3) Statewide Representatives to his/her respective Work Committee; and Chapter Chair.

Article XI Section 3 - No candidate shall submit a petition for more than one office. Candidates submitting petitions for more than one office shall have the first petition received by the Statewide Elections Committee validated. In the case of simultaneous receipt, both petitions shall be invalid.

ELECTIONS COMMITTEE

The Elections Committee

**Linda Andrews, Mike Butler, Joyce
Jefferson, Eugene Quaglia, and Greg
Riedlinger**

can be reached at

2020electionscommittee@seiu668.org

STATEWIDE OFFICES TO BE FILLED

For composition of the Statewide Executive Board (SWEB), see Article VI Section 2; Article VII Section 3; Article IX Section 3A and 3B. Note that the numbers listed below will include a minimum of three positions for each agency who will serve as a statewide committee representative and as an alternate to SWEB for that agency. The top vote getters for the statewide committee positions shall serve on both the work committee and SWEB.

PRESIDENT

SECRETARY-TREASURER

THREE (3) TRUSTEES

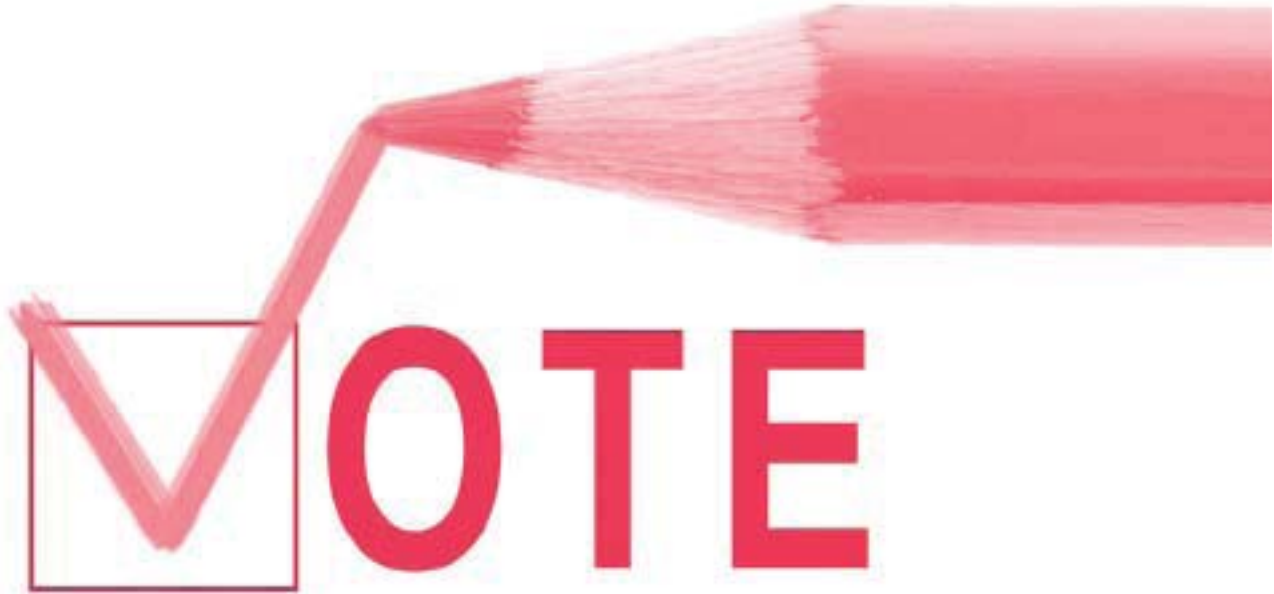
CHAPTER CHAIR

State Work Committees

BDD - Three (3) Statewide Work Committee Representatives
BHSL - Three (3) Statewide Work Committee Representatives
BVS - Three (3) Statewide Work Committee Representatives
CAO - Ten (10) Statewide Work Committee Representatives
CAO Sups. - Four (4) Statewide Work Committee Representatives
IMH - Three (3) Statewide Work Committee Representatives
IMR - Three (3) Statewide Work Committee Representatives
OCDEL - Three (3) Statewide Work Committee Representatives
OES - Three (3) Statewide Work Committee Representatives
OUC - Four (4) Statewide Work Committee Representatives
OVR - Three (3) Statewide Work Committee Representatives
SCI - Four (4) Statewide Work Committee Representatives
YDC/YFC - Three (3) Statewide Work Committee Representatives
State Miscellaneous - Three (3) Statewide Work Committee Reps.

Local Unit Work Committees

MH/MR - Six (6) Statewide Work Committee Representatives
D&A - Three (3) Statewide Work Committee Representatives
Courts - Five (5) Statewide Work Committee Representatives
JD - Three (3) Statewide Work Committee Representatives
Aging - Three (3) Statewide Work Committee Representatives
C&Y - Five (5) Statewide Work Committee Representatives
County Miscellaneous - Five (5) Statewide Work Committee Reps.
ED - Three (3) Statewide Work Committee Representatives
Municipal Services - Three (3) Statewide Work Committee Reps.
Prisons - Three (3) Statewide Work Committee Representatives
Emergency Services/ 911 - Three (3) Statewide Work Committee Reps.



Waiver of the Two-Year Membership Requirement

Article 11, Section 11 of the SEIU 668 Constitution establishes a two-year membership requirement to run for office. It states that:

No person shall be eligible for nomination as an officer, member of the Statewide Executive Board, Chapter Executive Boards, delegate, or any other office in this local union who has not been a member in continuous good standing in this local union for at least two (2) years immediately preceding the nomination and has during all of that time paid the full dues required for working members of this local union within each month due. No persons who have been convicted of a felony as defined in Section 504 of the Landrum-Griffin Act (or indictable offense in Canada) shall remain in office or be eligible for nominations as provided by applicable law.

This section of SEIU 668's Constitution is in conformance with Article 14, Section 2 of the Service Employees International Constitution which establishes the identical requirement for local union officers.

Since this requirement does apply to statewide and chapter officer elections that will be conducted in accordance with this announcement, it is important to understand that ***SEIU 668 has always sought and has always been granted a waiver from the International Union from the two-year membership requirement.***

In a motion passed by the SEIU 668 Statewide Executive Board in May of 1981, the Executive Board decided to "authorize and require the President of the local to seek a waiver of Article 14, Section 2 of the SEIU Constitution for every election. (Two-year membership requirement.)" In accordance with the directive, SEIU 668 has sought and has received a waiver of the two-year membership requirement from International President Mary Kay Henry.

Therefore, there is no two-year membership requirement applicable to this election. This waiver was granted for the three year election cycle that begins with the statewide general election cycle. Any vacancies that occur before the next election cycle would be subject to the same waiver.

Please Note

The process for becoming a Chapter Work Committee Representative is outlined in the Constitutional language below.

Under Article IX Section 3 C, "Each Chapter that contains one or more shops belonging to one of the work groupings designated in Article VI, Section 1B, shall have one representative on the work committee. The representative shall be appointed by the Chapter Chair subject to the disapproval of the Chapter Executive Board. These Chapter Work Committee Representatives shall not serve on the Statewide Executive Board."

ELECTION PROCESS

The election procedures in the constitution must be followed in this election process. See Article II and Article XI for election rules and regulations including eligibility requirements.

1. This written notification of election is a separate mailing to the membership and contains a copy of all **election** rules and the costs of labels and lists. It includes:
 - notice of elections;
 - constitutional requirements;
 - additional requirements;
 - sample petition;
 - all positions open for election;
 - notice that this is the **only** notice members will receive;
 - method for dissemination and collection of ballots;
 - name of person **or agency** member should call with questions;
 - all pertinent dates important to election process.
2. An Elections Committee made up of Local 668 members is established to monitor the elections process.
3. These chapter and statewide elections will be conducted by an outside agency. The SEIU 668 Elections Committee will provide to that agency:
 - a. labels by chapter for each member;
 - b. original of official ballot for each chapter;
 - c. original instruction sheet giving explicit instructions regarding handling of ballot and return envelopes to each member (to include important dates, methods of collection, signature requirements, etc.).
4. The Elections Committee is establishing specific guidelines regarding the handling of member inquiries including:
 - a. non-receipt of ballot;
 - b. handling of new members not yet on dues;
 - c. address changes;
 - d. leave of absence problems;
 - e. petition notification problems;
5. That SEIU 668 staff will verify membership and certify all election petitions, but the Elections Committee will specify rules for ineligibility and cut-off dates for changes, additional mailings, notifications, etc.
6. Any candidate who has filed a petition may request labels and lists at any time between August 16 and October 21 by emailing: kaitlyn.gutshall@seiu668.org. Any candidate for any office may request the respective list or set of labels. Such requests shall be a priority of union staff and should be honored within three working days of receipt of the request.
7. The Elections Committee reaffirms the following:
 - No write in waiver will be granted.
 - Require election financial disclosure by November 29.
8. Payment to SEIU 668 for labels and lists used in elections must be made before they are provided to the candidate. (2.5 cents per label and 4 cents per page for list.)
9. A membership list, by chapter, indicating the members' shops, shall be made available by August 16th of this election year. A member can request access to inspect the membership list by emailing kaitlyn.gutshall@seiu668.org.
10. In accordance with law, candidates should be cognizant of the fact that they may not campaign on time that is paid for by the union or by the employer; nor use union or employer funds, facilities, or equipment to assist them in their campaign. On the other hand, candidates retain their rights and responsibilities to participate in the affairs of the union. In order to comply with Department of Labor rules regarding internal Union elections, social media accounts that are run by the Union or a subset of the Union (including Chapter Facebook pages and TWR Facebook page) cannot be used for campaigning. Individuals are permitted to use their personal social media accounts for this purpose.
11. In accordance with established recommendations, the following election procedures are hereby provided. The Elections Committee may add additional information clarifying election procedures and policies.

ELECTION PROCEDURES

PETITIONS

Candidates desiring to run for office shall submit by U.S. mail to the Statewide Elections Committee a nominating petition supplied by the union. We advise all members to use registered return receipt mail to avoid any conflict regarding timely submissions: Send petition to:

Attn: Statewide Elections Committee
SEIU 668
2589 Interstate Drive
Harrisburg, PA 17110

Faxes of petitions will not be accepted. Twenty-five legible and original signatures of any members in good standing are required on the petition. However, if you have more signatures than required, use another sheet of paper for same.

ONLINE NOMINATIONS: Due to the COVID-19 pandemic, candidates may also ask members to nominate them by completing the official nominating petition form found at this link: <https://bit.ly/2020668ElectionPetition>. A minimum of 25 members must complete the form on behalf of a candidate for office for that candidate to appear on the ballot.

The Elections Committee will, within approximately three (3) days, send a letter to candidates notifying them of either the validity or rejection of their petitions. Corrected petitions will be accepted if they are received prior to the stipulated deadline of September 20 by 5:00 pm. **CONSEQUENTLY, WE URGE THAT ALL PETITIONS BE MAILED TO SEIU 668 AS PROMPTLY AS POSSIBLE.**

If a nominee wishes to withdraw his/her petition, a withdrawal request must be received by SEIU 668 on September 23 by 5:00 pm.

No campaign statements will be sent from SEIU 668.

CAMPAIGN MATERIALS

One written statement and a link to one video statement provided by each candidate for President, Secretary-Treasurer, and Fiscal Trustee will be posted on the SEIU Local 668 website (www.seiu668.org). Both must be received by September 24, and will be posted online on September 30. The video statement may be no more than four minutes in length. Videos should be prepared and uploaded to the video-sharing website of the candidate's choice (preferably YouTube). Preparation and uploading of video files is the candidate's sole responsibility. Statements and links should be sent to legcomm@seiu668.org.

SEIU 668 will provide pressure-sensitive labels which will be provided at cost to all candidates requesting same. A current list of the respective shop stewards and members can also be provided at cost to all candidates. The cost of labels is 2.5 cents per label. The cost of the list is 4 cents per page. Requests are to be emailed to: kaitlyn.gutshall@seiu668.org.

Petitions must be validated by the Elections Committee before the labels or lists are provided.

Requests for labels or lists will be a top priority item of SEIU 668 staff.

No candidate may use SEIU 668 staff for the purpose of any work involved in the preparation and processing of his/her campaign literature. (Except SEIU 668 providing labels or lists or linking candidate statements to the SEIU 668 website).

BALLOTS

Lots will be drawn for ballot positions by an outside source.

TIES

Should a tie occur and it is material to whether the tied candidates serve in a particular position, there will be a run off election. This election will be handled in-house under the direction of the Elections Committee.

SEIU CONSTITUTION AND BYLAWS

Sec. 2. No candidate (including a prospective candidate) for any International office or office in a local union or affiliated body or supporter of a candidate may solicit or accept financial support or any other direct or indirect support of any kind from any non-member of the International Union.

Make Your Vote Count

Ballots will be mailed by the American Arbitration Association by October 5th. It is important that you vote and that your vote be counted. The Elections Committee cautions you to do the following:

- A. Read the instructions and ballot carefully before marking.
- B. Do not vote for more candidates than is authorized. **Your vote for that office will be VOID if you do.** A write-in for any candidate not on the ballot invalidates the vote for the position, and will **not** be counted for that position.
- C. Do not sign the ballot; this is a secret ballot.
- D. Put your ballot inside the small envelope which has the words **SECRET BALLOT** on the front, and seal the envelope.
- E. Put the sealed **SECRET BALLOT** envelope inside the numbered return envelope addressed to the American Arbitration Association.
- F. **Legibly record your name, address and signature** on the front of the return envelope addressed to the American Arbitration Association. **FAILURE TO FOLLOW THESE INSTRUCTIONS WILL INVALIDATE YOUR ENTIRE BALLOT.** This is for control purposes only. The secrecy of your vote will be protected because the **SECRET BALLOT** envelope will be separated from the return envelope before counting.
- G. Mail the return envelope as soon as possible. **Your return envelope must be received by October 26, by 5:00 pm** in the office of the American Arbitration Association (AAA), 230 S. Broad Street, Philadelphia, PA 19102.

CALENDAR

NOTE THESE DATES

SEPTEMBER 20	5:00 pm -- All petitions are to be received in the SEIU 668 office in Harrisburg, PA.
SEPTEMBER 23	5:00 pm -- Members who have filed petitions, but decide not to run, must withdraw their request in writing.
SEPTEMBER 28	American Arbitration Association (AAA) to submit proof of ballot to SEIU 668 prior to printing.
OCTOBER 5	AAA to mail all ballot packages to SEIU 668 members from Philadelphia Post Office.
OCTOBER 26	5:00 pm -- last day for AAA to receive ballots results from the 14 chapters. This will occur at the AAA office in Philadelphia.
OCTOBER 27	8:00 am -- AAA to open and tabulate SEIU 668 election results among 14 chapters. Further details on vote count will be available on the SEIU Local 668 website at a later date.
JANUARY 1, 2021	Term of Office Effective Date.

SEIU 668 ZOOM CANDIDATE MEETINGS

Candidates who have submitted a nominating petition will have the opportunity to speak with members at the following Zoom Candidates Meetings:

All members will be able to attend any and all of the meetings. Details on how to register and guidelines for the Zoom Candidates Meetings will be on the SEIU Local 668 website soon.

Tuesday, September 29, 2020

Wednesday, September 30, 2020

Thursday, October 1, 2020

Shops and chapters holding meetings where candidates are invited to speak to our members **must provide access to all candidates running for that position**. Candidates must be given timely notice of the meetings so that equality and fairness to each is maintained. Due to COVID concerns and consistent with the Union's current practice, shops and chapters will be required to hold virtual meetings or conference calls.

NOMINATING PETITION

We, the undersigned, wish to nominate for _____ the following SEIU 668 member:
(Title of the office, example: President, Chapter Chair,
CAO Statewide Work Committee Representative, etc.)

Name: _____ Work Location: _____

SS# (last 4 digits): _____ Home Phone: _____ Home Email: _____

Home Address: _____

	PRINTED NAME	SS# (last 4 digits)	WORK LOCATION	SIGNATURE
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Return to Elections Committee, SEIU 668, 2589 Interstate Drive, Harrisburg, PA 17110

SEIU Local 668 Official Election Notice

August 2020

Important Information: Read Immediately

Service Employees International Union Local 668
2589 Interstate Drive
Harrisburg, PA 17110
(800) 932-0368

Steve Catanese, President
JoAnne P. Sessa, Secretary-Treasurer
Christopher Hundley, Public and Government Relations Director
Jennifer Gilmour, Communications and Policy Liaison
Jessica Gittens, Communications and Policy Liaison

Non-Profit
Organization
U.S. Postage
PAID
Harrisburg, PA
Permit No. 141

ADDRESS SERVICE
REQUESTED

UEU Local #1

SAMPLE PETITIONS

We, the undersigned, wish to nominate for _____ **President** _____ the following SEIU 668/PSSU member:

Name: **John Doe** _____ Work Location: **Erie County Children and Youth** _____

SS# (last 4 digits) : **0934** _____ Home Phone: **(814) 123-4567** _____ Work Phone: **(814) 123-4675** _____

Home Address: **10 Residence Place, City, State, Zip** _____

We, the undersigned, wish to nominate for _____ **CAO Statewide Work Committee** _____ the following SEIU 668/PSSU member:

Name: **Mary White** _____ Work Location: **Lackawanna CAO** _____

SS# (last 4 digits) : **6400** _____ Home Phone: **(570) 555-1616** _____ Work Phone: **(570) 548-3321** _____

Home Address: **1 Main Street, City, State, Zip** _____

We, the undersigned, wish to nominate for _____ **Chapter 10 Chair** _____ the following SEIU 668/PSSU member:

Name: **Beth Smith** _____ Work Location: **Bucks County MH/MR** _____

SS# (last 4 digits) : **2906** _____ Home Phone: **(610) 238-9006** _____ Work Phone: **(610) 729-2117** _____

Home Address: **55 Lincoln Drive, City, State, Zip** _____

We, the undersigned, wish to nominate for _____ **Emergency Services/911 Committee** _____ the following SEIU 668/PSSU member:

Name: **Adam Roberts** _____ Work Location: **Westmoreland 911** _____

SS# (last 4 digits) : **9016** _____ Home Phone: **(724) 398-1719** _____ Work Phone: **(724) 992-0378** _____

Home Address: **49 West Avenue, City, State, Zip** _____