**Notice of Nominations and Special Election for**

**Council 220 Second Vice-President**

**September 16, 2019**

A special election for Second Vice-President of the National Council of Social Security Administration Field Operations Locals (C-220) will be conducted by mail with a due date for ballots being December 31, 2019.

The nominations and election will be held in accordance with the applicable provisions of the Council 220 Constitution and Appendix A, Part II of the AFGE National Constitution. A runoff election, if necessary, will be held as soon as possible following the counting of the ballots.

Nominations will be accepted by mail by the Council 220 Secretary at the following address:

AFGE C-220 Special Election

PO Box 490

Crete IL 60417

The AFGE Council 220 Constitution requires a sixty-day nomination period. In addition, notice of election must be posted by the local, which shall inform all its members of the right to be a candidate. Failure of a local to comply with this provision, if sustained by properly filed complaint, may result in the disqualification of the vote of the local. Nominations must be received on or before **Friday, November 15, 2019 by 5 p.m.**

To be qualified for an office or candidate for office, an individual must meet the following qualifications:

(a) Be a member in good standing;

(b) Be a member for one year of an AFGE local, immediately preceding the closing of the nomination process. This requirement does not apply to newly created locals;

(c) Be an SSA Field Operations employee, retiree, or a C220 bargaining unit member who was terminated from SSA employment for any unjust cause;

(c) Must not be a member of any labor organization not affiliated with the AFL-CIO.

Only properly elected local delegates from locals in good standing will be allowed to nominate, and vote in the election. Self-nominations are permitted; a second for a nomination is not required. Locals having Field Operations membership of 100 or less shall be entitled to one delegate; 101 to 200, two delegates; 201 to 300, three delegates; 301 to 400, four delegates; 401 or more, five delegates. Membership is calculated as the average membership strength for the past 12 months (average number of paid members for the twelve-month period between October 1, 2018, and September 30, 2019).

Candidates must accept nomination via written acceptance to the Council Secretary, to be received by Friday, November 15, 2019, at AFGE Council 220 Special Election, P.O. Box 490, Crete IL 60417. Delegates making nominations have the responsibility of informing the nominees of their nomination. Placement on the ballot will be determined by the order in which the members nominated them (postmark date). Each candidate may have a reasonable number of observers, who are delegates, present throughout the election process, including the tally of ballots. The Council Secretary will announce the results following the counting of the ballots. The term of office will expire upon the election and the installation of officers following the regularly scheduled Council 220 Convention elections in 2021.

All protests to the election of the Council 220 Second Vice-President must be in writing and submitted to the Council 220 Secretary, by hand or at the above P.O. Box address, prior to or during the election, or within five days after the announcement of the results. This election is governed by the AFGE Rules of Conduct for an Election, set forth in Appendix A of the AFGE National Constitution.

**DELEGATES:** Delegates to the Council 220 special election must be elected in accordance with the Instructions to Delegates. Important: All locals must have a delegate nomination/election meeting with prior notice to the members, unless the local already has done so, to either nominate/elect delegates or a proxy delegate to the Council 220 special election, or to expressly vote not to participate, and if the local’s members vote not to participate in the Council 220 special election, the Local President should so certify on the form enclosed with the credential package. **If your local participated in the March 2019 Council 220 Presidential election re-run, and is not currently in an election cycle, we will use those records to ascertain your delegate status for this election**. Locals having elections prior to the mailing of ballots around December will need to be credentialed.

No local shall be entitled to representation in the special election unless all per capita tax and all other accounts due the Council and the Federation from such locals are paid in full. **NOTE: No local will be eligible to vote in the election unless per capita tax and any other accounts due to the AFGE National Office or to Council 220 are paid in full by October 11, 2019.**

**CREDENTIALS:** **Credentials must be received by the Council 220 Secretary at P.O. Box 490, Crete, IL 60417, on or before Friday, November 15, 2019 by 5 p.m.**

Jill Hornick

AFGE Council 220 Secretary

**INSTRUCTIONS to DELEGATES**

**to the NATIONAL COUNCIL OF SSA FIELD OPERATIONS LOCALS (C-220)**

There are three steps to being able to nominate and vote in the election.

**I ‑ Local Eligibility**

If your local is to participate in the election, it must be in good standing with the Federation. **To be in good standing with the Federation, per capita tax and all other accounts due to the National Office and Council 220 must be paid in full 60 days prior to voting in the Council election. The Council election is on December 10, 2019, making October 11, 2019 the deadline for paying unpaid per capita and other accounts.**

**II ‑ Delegate Eligibility**

If your local is to participate in the Council election, each delegate must complete a Credential, with documented proof of election as delegate, and must mail the completed credential to the AFGE Council 220 Special Election, PO Box 490, Crete, IL 60417, in sufficient time to be received by **Friday, November 15, 2019 by 5 p.m.** Where a local properly elected its delegate[[1]](#footnote-1) for the Council election, and the term has not expired, completion of a credential form and submission of the existing supporting documentation, according to the attached Credential Instructions, may be all that is necessary. If your local was credentialed for the Presidential rerun in March 2019 those credentials are being used for this election provided your local is not currently in an election cycle.

**III ‑ Membership Meeting**

**If your local has not already elected its delegate**, it **must** hold a nomination/election meeting, with proper 15 days’ notice to each member at the last known home address, to do so.[[2]](#footnote-2)

A delegate by virtue of office must provide a copy of the OFFICER election notice and meeting minutes with his/her credential to prove he/she was properly elected as a local officer, the election to which makes him/her a delegate ex officio. Officers, by virtue of their election to office, may serve as delegates, if prescribed by the applicable constitution. In filling a vacancy without an election, only a person who is appointed, or succeeds, from a position in which the person was a delegate by virtue of election to the office may be a delegate by virtue of office in the new position.

The Credential Instructions below and Credential Checklist (one page) may be helpful.

**CREDENTIAL INSTRUCTIONS**

Credential forms are in duplicate. Please type the information if possible. If you cannot have the credentials typed, please press hard enough when writing for the print to be legible on all copies. No carbon paper will be necessary, as credentials are printed on NCR paper.

Fill in the delegate's name, local number, and address in the appropriate spaces. Check the appropriate box indicating whether the delegate(s) was elected at a regular or special local meeting. Check the appropriate box indicating whether the delegate is serving as a delegate or an alternate delegate. The Local President and Secretary or Secretary-Treasurer must sign at the bottom of the credential form in the spaces provided. Please be sure the signatures are legible on all copies. Fill in the telephone number of your local.

**You must mail the original credential (white copy) to** the Council 220 Secretary, P.O. Box 490, Crete, IL 60417, **with supporting documentation to be received on or before November 15, 2019.**  You will need to attach a certified true copy of your 15‑day notice of delegate nomination/election meeting, mailed to each member at the last known home address, and a copy of the minutes of that meeting, tally, or certification of election results. Certified true copy means a simple statement by a responsible local officer, indicating the copy being provided is a true copy of the original and attesting to the accuracy of the date(s) used. See attached form.

**Include a copy of the checklist with the documents, making sure that you have enclosed each item**.

Do not write below the heavy black line at the bottom of the credential form. This space is for the Council Secretary. The local retains the yellow copy.

**Remember that the deadline for registration is November 15, 2019 (receipt by Council 220 Secretary).**

**CREDENTIAL CHECKLIST**

**Council Credentials will not be accepted without the required attachments.**

Be sure to include the completed credential(s) for the delegate(s) of your local.

**For officers who are delegates by virtue of election to the office** (only one set of attachments is required):

□ A copy of your local’s Constitution and By-Laws (with NEC-approved stamp on first page), or

□ Bylaws if the standard local constitution governs your local.

□ A copy of the dated notice(s) to the membership of nominations and election for your election as an officer.

□ A copy of the election results or meeting minutes establishing your election.

**If your local elected a delegate** (only one set of attachments is required):

□ A copy of the dated notice(s) to the membership of nominations and election as a delegate, and

□ A copy of the election results or meeting minutes.

Please include this page and check off the items as you attach the requested documents.

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To the Council 220 Secretary:

I certify that I have inspected the documentation supporting my local’s credentials, and said documents are true and correct copies.

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Name (print)

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Name (sign) Local Date

1. Local Presidents of locals governed by the standard local constitution are automatic delegates by virtue of election to their office. Locals not under the standard local constitution must refer to their Local Constitution and Bylaws to determine if the local has authorized delegates by virtue of office. A copy of the local's Constitution and By-Laws must be provided with the local's credentials to identify the local officers designated as delegates by virtue of election to office. [↑](#footnote-ref-1)
2. Delegates, alternate delegates, or a proxy delegate to attend the Council Convention on your behalf, must be elected in accordance with U.S. Department of Labor Regulations 29 CFR Sec 452, Appendix A of the AFGE National Constitution, and your Local Constitution and By‑Laws. Each delegate, alternate delegate, or proxy delegate must be elected by the membership of the local he/she is to represent. Notice of nominations must be given at least 10 days prior to the date set for making nominations. The 10‑day notice must be dated. The election must be by secret ballot after at least a 15‑day notice has been MAILED to each member's last known home address, indicating the election date, time, and location. The 15‑day notice must be dated. Nominations and elections may be held at the same meeting, provided the 15‑day notice requirement has been met. The delegate nomination and election process may be conducted by mail. [↑](#footnote-ref-2)