

Notice on Procedures for Reviewing Nominating Petitions

This memorandum sets forth the procedures that the Election Committee has adopted for reviewing nominating petitions submitted by prospective candidates running for Local Union offices or other positions, and for determining a candidate's eligibility.

1. Secretary-Treasurer John Santos has designated Marisol Escalante as the person to receive nominating petitions being delivered to the Union. Any prospective candidate (or slate of candidates) may, if they so choose, submit their nomination petitions to the Local by 6:00 p.m. on the Nomination Date (**July 8**) by giving them to Marisol Escalante, or in her absence, to her designee, at the Union offices at 25 West 18th Street, 5th floor, NY, NY 10011-4676. Ms. Escalante or her designee, as the case may be, will stamp each nomination petition received with a number, and provide copies to the candidate of the stamped originals. A receipt will be given to the candidate indicating the total number of petition pages and the date on which they were received.

A candidate may also mail their petitions, by certified or registered mail, to John Santos, Secretary-Treasurer, Local 32BJ, 25 West 18th Street, NY, NY 10011-4676. The petitions will be considered received on the date that they are actually received by the Union, not the date that they are mailed.

Mailed petitions will be processed in the same manner as hand-delivered petitions except that the stamped copies will be mailed to the candidate.

2. The process for reviewing the petitions will be the same whether or not they are submitted before or on the Nomination Date. In either case, the Local's staff will prepare a report for the Election Committee summarizing the staff's review of the petitions for each candidate. For each candidate, that report will state whether the candidate is in good standing, the total number of signatures submitted, and the total number of valid signatures. (A signature may be invalid for the following reasons: the petitioner is not a member in good standing; the signature is a duplicate; the signature on a petition is not dated, is dated more than thirty days before the Nomination Date, or the signature lacks other required information.) The report will also state whether the candidate has failed to submit a sufficient number of total signatures to qualify for the position in question or has submitted a sufficient number of valid signatures to qualify for the position in question. Where the candidate has submitted a sufficient number of total signatures, but there are an insufficient number of valid signatures, the report will indicate the number of invalid signatures, and the specific reason that each signature is considered to be invalid. The Election Committee will not release any information regarding the review of nomination petitions until such time as all petitions have been submitted and after the Nomination Date.

3. Each candidate must submit a signed statement of his or her willingness to be nominated and to run for the position indicated on the nominating petition. In addition, where a candidate is listed on a slate's petitions, the candidate's submission must also include a statement of willingness to run as a member of that slate. In order for a candidate to participate in the petitioning process, the statement of willingness to run must be submitted to Marisol Escalante at 25 West 18th Street, NY, NY 10011-4676 by the Nomination Date or promptly thereafter. These statements should provide the Election Committee with a method to contact the candidates on short notice, preferably a telephone number, email address, and a fax number. Any candidate who wishes to do so can provide these statements before the Nomination Date. These statements must be submitted by the Nomination Date or promptly thereafter. The report prepared by the Local's staff will attach a copy of that statement.
4. No nomination petition will be accepted after 6:00 pm on **July 8, 2024**. After that time, the Local's staff will review any nominating petitions submitted by candidates that have not been previously reviewed. By 48 hours after the Nomination Date, or as soon thereafter as is possible given the volume of petitions requiring review, the Local's staff will provide the Election Committee with the report described above regarding each candidate.
5. The Election Committee will review the reports and take one of the following steps:
 - a. Provide written notice to a candidate that they are eligible to run for the office or position for which the candidate was nominated;
 - b. Provide written notice to a candidate that the report prepared by the Local's staff shows that there are an insufficient number of valid signatures to nominate the candidate, along with a copy of that report subject to the Election Committee's modifications or clarifications. The candidate will also be informed that unless they contest the report's determination in the manner and within the time provided for in the notice, the candidate will be deemed ineligible. A sample Notice of the Right to Contest the Provisional Eligibility Determination is attached.
 - c. Provide written notice to any person on whose behalf nominating petitions have been submitted but who has not submitted a statement of willingness to be nominated or to run that they will not be a candidate.
6. If any prospective candidate contests the provisional eligibility determination, the Election Committee will determine whether or what kind of investigation, is appropriate in each situation to resolve issues raised by the candidate. In the event that the Election Committee determines that a hearing is appropriate, the

hearing will be held at the appropriate Union office. The Election Committee shall specify the form and nature of any hearing.

7. Following the hearing and any deliberation that the Election Committee may require, the Election Committee will notify the candidate in writing whether they are eligible.
8. Once the Election Committee has made eligibility determinations for all prospective candidates, the Election Committee will convene a meeting of all candidates, the American Arbitration Associate representatives, and the Local's representatives to discuss arrangements for the Election including, among other things, the form of ballot, election rules and regulations, rules regarding observers and the like.

Any prospective candidate having questions regarding the procedures set forth in this Notice should direct his or her inquiries or in writing to the Election Committee, c/o Metztli Hamelius, MHamelius@seiu32bj.org. The inquiry may also be sent by regular mail to Metztli Hamelius, SEIU Local 32BJ, 25 West 18th Street, New York, NY 10011. Persons with inquiries are encouraged to submit the inquiries by email rather than by regular mail in order that the issues may be addressed quickly. The person submitting the inquiry must include a phone number at which they can be reached.