

BYLAWS OF THE MINNESOTA NEWSPAPER & COMMUNICATIONS GUILD, TNG-CWA LOCAL 37002

(revised and adopted ~~January 22, 2025~~ March 25, 2026)

ARTICLE 1: Name, Purposes, Rights of Membership, Governance

1. This organization shall be known as The Minnesota Newspaper & Communications Guild, TNG-CWA Local 37002 hereinafter referred to as “the union.”
2. The union is affiliated with the Communications Workers of America (CWA) and shall be governed by The NewsGuild-CWA (TNG-CWA) and the CWA constitutions and bylaws. In the event of any seeming conflict between those instruments and this document, the provisions of the TNG-CWA and CWA constitutions and bylaws shall apply.
3. Any member under suspension or not in good standing shall not have voice, vote, or right of petition in the affairs of the union or any of its subdivisions, but the member shall remain under all obligations of membership. In all apportionments, and in the application of any percentages under this instrument, the numerical basis shall be the total number of members in good standing in the union or in any subdivision thereof that may be concerned. Within the limitations of TNG-CWA’s and CWA’s Constitutions and Bylaws and this instrument, a suspended member may achieve good standing at any time during a meeting.
4. The official address of the union shall be 2233 University Ave W, Suite 345, Saint Paul-, Minnesota, 55114, or such as may otherwise be determined and announced from time to time by the Executive Committee, hereinafter established.
5. The membership meetings of the union shall be its supreme authority. Between membership meetings, the union’s governing body shall be the Executive Committee, which shall also administer affairs, but shall make no decision permanently establishing the general policies of the union.

The structure of the union shall be as follows:

- a. The membership meetings of the union shall be its supreme authority.
- b. Between membership meetings, the Executive Committee shall be the union’s governing body and shall administer affairs and carry out policies of the membership. The Executive Committee shall make no permanent decisions establishing the general policies of the union.
- c. Individual bargaining units shall exercise only those functions and powers specifically granted by the TNG Constitution, the Constitution of the Communications Workers of America, and these Bylaws.

ARTICLE 2: Meetings

1. Regular meetings of the membership shall be held at places and times designated by the Executive Committee at least four (4) times a year but at no time shall there be a lapse of more than four (4) months between meetings. The January meeting

shall be the annual meeting. officers shall be installed at the annual meeting following the biennial elections as set forth in the TNG-CWA Constitution Article XI, Section 5(a).

2. The executive officer shall give the membership at least fifteen (15) days' notice using two (2) of the following options: by mail, email, www.mnguild.org or bulletin board announcement, in advance of every regular membership meeting. Such notice shall contain a list of items of business to be brought before the meeting. Any item not so listed may nonetheless be acted upon by the membership at the meeting, except that no motion to reverse or to review previous decisions of the membership shall be acted upon unless notification of the intent to place such motion before the membership shall have been contained in the notice of the meeting. The executive officer shall include in the notice of a meeting any such notification from ten (10) or more Local members in good standing.
3. The order of business at the annual meeting shall be as follows:
 - reading of the minutes of the last regular meeting and of intervening special meetings, if any;
 - submission of minutes of the Executive Committee since the previous regular meeting;
 - report of audit of the treasurer's accounts;
 - reports of the president, treasurer, executive officer and committees, if any;
 - report of the [Local Elections Committee](#);
 - installation of officers;
 - unfinished business, [and](#)
 - ~~and~~ new business.

At every other meeting of the membership, the order of business shall be as follows:

1. reading of the minutes of the last regular meeting and any intervening special meetings;
2. financial report;
3. reports of any committees;
4. unfinished business, and
5. new business.

The order of business at any meeting may be changed at any time by majority vote of the meeting.

4. A special membership meeting shall be called by the executive officer on instruction of the Executive Committee, or on written petition signed by at least ten percent (10%) of the Local membership in good standing. The time and place of any special meeting called by a group of members shall be set by the executive officer, but in the event that such group objects to the time or place, or both, that the executive officer has set, the Executive Committee shall meet as promptly as possible to set the time and place.
 - a. The executive officer shall send out notices of a special membership meeting within three (3) days after receipt of the call for such meeting in any manner described in this section, or, in the event of a dispute as to time or place, or both, set by the executive officer, within three (3) days of the setting of the time and place by the Executive Committee.

- b. The Executive Committee may, in an emergency, call a special meeting on twenty-four (24) hours' notice. It shall be the right and responsibility of the Executive Committee to determine that an emergency exists.
5. A number of union members in good standing ~~equal to~~ representing two-thirds of the size of the Executive Committee, ~~plus one (1), representing units whose total membership equals at least two-thirds of the membership of the union~~ shall constitute a quorum.
6. The presiding officer at any meeting shall vote only in the event of a tie, except that in any issues decided by secret ballot the presiding officer shall be entitled to a ballot on the same basis as other members. Within the limitations of TNG-CWA's and CWA's constitutions and bylaws and this instrument, a suspended member may achieve good standing at any time during a meeting.
7. Proceedings at all membership meetings shall be confidential and shall be communicated to the press or to nonmembers by none other than the president or the executive officer.
8. At meetings of more than one unit of the union, any action taken shall be merely advisory to the union or the Executive Committee.
9. Persons not currently members of the union may be appointed to the position of executive officer. In the event an individual not currently a member of the union is appointed to the position of executive officer, that individual shall establish and maintain union membership in good standing as a condition of the position.

ARTICLE 3: Officers

1. Officers of this union shall be a local president; two (2) vice presidents; ~~a~~ a secretary; a treasurer; and the immediate past president, if any. The Executive Committee, hereinafter established, shall be comprised of ~~The local~~ officers, president, ~~vice presidents, the treasurer, the secretary,~~ unit chairpersons from all units larger than fifty (50) members, a representative from the Duluth News Tribune unit, a representative from a nonprofit unit, and two (2) at large representatives, at least one (1) of whom is a member of a unit ~~fewer~~ less than fifty (50) members, ~~shall constitute the Executive Committee, hereinafter established.~~ Effective January 1, 2027, by special election, two (2) seats will be added to the Executive Committee: a representative from a union staff unit and one additional representative from a nonprofit unit. These new representatives will serve a half-term in 2027, then the positions will follow the normal election cycle. The president may designate a member of the Executive Committee to serve in the president's ~~their~~ place.
2. All officers, except the immediate past president, shall be elected by the membership for two-year terms as set forth in TNG-CWA Constitution Article XI, Section 5 (a). To be eligible for appointment or nomination for an officer position, members must have been in good standing at the local for at least twelve (12) months. Officers shall be elected no fewer than three (3) days prior to the annual meeting. Balloting shall be by secret ballot, by mail, consistent with the election rules listed at the end of these bylaws, in Article 17. The Executive Committee shall make provision for elections, consistent with Article 17. Within three (3) months of start of Executive Committee's term, the Executive Committee shall appoint ~~an~~ local elections committee to conduct the election under Article 17, as well as those set forth in TNG-CWA's

Constitution and bylaws. No member of the Local Elections Committee shall be an officer or a candidate for office. At least fifteen (15) days before the election, the Executive Committee shall notify the membership by mail of the time of the election.

3. Nomination of officers shall be made from the floor at the regular membership meeting in September. The notice of the September meeting shall state that officers will be nominated at the meeting, and such notice shall be emailed to each member. No nomination shall be valid unless the member nominated is present at the meeting and accepts in person or, if absent, has notified the meeting in advance, in writing, that they are willing to be a candidate. No nomination shall be made after that meeting, except that in the event of the withdrawal of all candidates for a post before the annual election, the post shall be filled by nomination and election from the floor at the annual meeting in the manner hereinafter provided for the filling of vacancies. Within five (5) days after the September meeting, the executive officer shall email to the last known address of each member a list of qualified candidates, together with notice of the time and place of election, if already set by the Local Elections Committee.
4. In the event that at the time of the annual nomination there is only one candidate for any office, ~~his or her~~their name shall be left off the ballot at the subsequent election, and ~~he or she~~the candidate shall be declared elected without a vote. In the event that there are more than two (2) candidates, the election shall be by plurality. The results of the election shall be certified to the union by the Local Elections Committee at the annual meeting.
5. Delegates to the TNG-CWA Sector Conference and CWA Convention shall include the President and at least one other member in good standing. The total number of delegates whose necessary expenses are to be paid by the union shall be determined by a vote at the annual membership meeting in January. ~~Delegates to TNG-CWA Sector Conference and CWA Convention shall include the Executive Officer or a Local Representative and the President.~~

At a subsequent regular membership meeting, all ~~All other~~ delegates, excluding the President, shall be nominated from the floor and elected by secret ballot ~~at a regular membership meeting,~~ except that the membership may, at its discretion, order a secret ballot referendum, to be conducted in the same manner as herein provided for the election of officers. ~~Delegates to the TNG-CWA Sector Conference shall be elected from the editorial and commercial departments.~~ The ordering of such an election shall be the duty of the Executive Committee if the meeting is unable to elect. To be valid, a nomination must be seconded, and the candidate must be present at the meeting or must advise the meeting, in writing, in advance of ~~his or her~~their willingness to serve. ~~Delegates shall have their necessary expenses paid by the union.~~ After electing delegates whose expenses will be paid by the union, nominations of additional delegates or alternates willing to cover their own expenses may be considered. Subsequent to the election of delegates, the Executive Committee may, because of financial considerations, reduce the number of delegates, but in such event elected delegates shall be dropped in inverse order of their vote totals ~~to the votes they received at the election.~~

6. Alternates to TNG-CWA Sector Conference and CWA Convention, if they are to be elected, shall be elected at the same time and in the same manner as provided for delegates in Section 5 of this article. Alternates designated by the Executive Committee to attend the TNG-CWA Sector Conference and CWA Convention, if any, shall have their necessary expenses

paid by the union. They shall be without authority to represent the union at the TNG-CWA Sector Conference and CWA Convention unless required to do so by the absence or incapacity of a delegate or delegates.

7. Delegates to bodies with which the union is affiliated, other than CWA or TNG-CWA or a district council thereof, shall be elected at September membership meetings in even years or under provision made by the membership meeting as the occasion arises, for such terms as may be required or as the membership may determine. Delegates to district councils of CWA or TNG-CWA shall be elected by the membership or in such other manner as the membership may provide.
8. The presence of a quorum shall not be required for the purposes of placing nominations only.
9. Vacancies in the posts of officers or of those delegates referred to in Section 7 of this article, except for local president and for delegates to district councils of CWA or TNG-CWA, shall be filled by the Executive Committee. In the case of a vacancy in the office of local president, the Executive Committee shall designate a local vice president to fill that position. Members designated to fill vacancies shall hold office or delegate status only until the next membership meeting of the union for which proper notice can be given, at which time vacancies shall be filled by nomination and election from the floor, in accordance with the foregoing provisions for elections. Members elected to fill vacancies shall hold the posts to which they have been elected for the balance of the regular terms during which they were elected.

ARTICLE 4: Duties of Officers

1. The Executive Committee shall have general direction of officers.
2. The president shall preside at all membership meetings and at all meetings of the Executive Committee. The president shall have authority to make public information on the activities of the union.
3. One (1) of the two (2) elected vice presidents, to be designated as necessary by the president or the Executive Committee, shall perform the duties of the president in the absence or incapacity of that officer.
4. The secretary shall keep minutes of all meetings of the membership and the Executive Committee and shall perform such other duties as may be required of ~~him or her~~ the secretary by the Executive Committee or the membership.
5. The treasurer shall be custodian of funds of the union under the direction of the Executive Committee, except that no authorization shall be required for routine office expenses or for routine transfers of international funds to CWA or TNG-CWA. The treasurer, and other local officers authorized to sign checks, shall be bonded consistent with Article XI, Section 12 (b) of TNG-CWA's Constitution. Two (2) authorized signatures shall be required for the signing of checks, consistent with Article XI, Section 12 (c) of TNG-CWA's Constitution. The treasurer shall report on the union's finances to all regular meetings of the membership and whenever called upon by the Executive Committee and shall present the accounts for audit at any time that the Executive Committee or any special finance committee, hereinafter authorized, may require. The treasurer shall report the results of the annual audit to the membership. The annual audit shall be conducted in accordance with Article XI, Section 12 (a) of TNG-CWA's Constitution. The treasurer shall make certain that the local defense fund is established and funded consistent with Article XI, Section 10 (a and b) of TNG-CWA's Constitution.

6. All officers shall serve without pay. In the event of the absence or incapacity of the executive officer, the Executive Committee may authorize and establish salaries for no more than two (2) members, who shall act in the capacity of the executive officer, subject to the supervision of the Executive Committee as outlined in this instrument.
7. If any officer of the union, or any officer or delegate of a unit of the union, as hereinafter established, takes employment removing themselves from the jurisdiction of the union, their post shall automatically become vacant.

ARTICLE 5: Executive Committee

1. **Definition.** The Executive Committee shall be the legislative and policy-making body of the union, subject to the authority of the membership. It shall consist of the officers and of unit chairpersons, delegates, and special delegates, if any, to be elected as hereinafter provided.
2. **Business.** The Executive Committee shall conduct business in person or remotely or email messaging at least once a month.
3. **Duties.** The duties of the Executive Committee shall be: to administer affairs of the union, to pass on all bills and accounts of the union except those stipulated in Article 4, Section 5, of this instrument; to appropriate funds; to determine the necessity for referenda by the membership, except that it must order such referenda upon petition of ten percent (10%) of the Local membership in good standing; to hear complaints of members; to approve any committee appointments of the president; to act on all applications for membership; to oversee the local website, www.mnguild.org, and of such other publications as the membership may from time to time authorize or require; to conduct, or cause to be conducted, such negotiations with employers of union members as the best interests of union and its membership may dictate; to make detailed reports of its activities at membership meetings, and to make recommendations to the membership for legislation or other action in the union's interest.
4. **Quorum.** A majority of all its members shall constitute a quorum of the Executive Committee, and a majority of the quorum shall be necessary for action by the Executive Committee.
5. **Mileage reimbursement.** Members of the Executive Committee shall be compensated for mileage incurred in traveling to and from meetings they may be required to attend in the fulfillment of their duties. Such compensation shall be at the highest rate secured in a contractual agreement to which the union is a party.

ARTICLE 6: Executive Officer

1. The executive officer shall be an officer of the local, in the specific manner described in this article of the bylaws. The executive officer shall be appointed by the Executive Committee to a contract term not to exceed two (2) years, subject to stipulation that a referendum be available to ratify the executive officer's appointment. Upon receipt of petition within a three (3) week period following the appointment, representing fifteen percent (15%) of the Local membership in good standing, a ratification vote shall be held. The executive officer's salary and other terms and conditions of their employment shall be set by the Executive Committee.

2. The executive officer shall supervise the operation of the union office and the day-to-day activities of the union, the keeping of records and the prompt submission to CWA or TNG-CWA of any information or funds it may require. The executive officer shall be responsible for the application in the union of the financial provisions of CWA or TNG-CWA constitutions and of this instrument. The executive officer shall be the principal negotiator in all contract negotiations to which the union is a party, unless other arrangements are made as outlined in Article XIX, Section 2 (e) of TNG-CWA's Constitution. The executive officer shall also be responsible for assisting grievance committees in processing all grievances.
3. The executive officer shall be a nonvoting member of the Executive Committee.

ARTICLE 7: Committees

1. Human rights committee. A human rights committee (consistent with Article XI, Section 20 of TNG-CWA's Constitution) shall be a standing committee appointed annually by the local president ~~of the local~~ and confirmed by the Executive Committee. Other committees may from time to time be appointed by the president, subject to confirmation by the Executive Committee. The president shall, however, appoint any committee that may be required by CWA or TNG—CWA, the membership of the union or the Executive Committee, and shall maintain its membership for so long as such requirement is in force.
2. Finance committee. The finance committee is made up of the president and treasurer, in consultation with the executive officer and office manager/financial accounting staff person. The committee reviews finances ahead of membership and Executive Committee meetings and drafts the annual budget that is presented to the Executive Committee in August.

ARTICLE 8: Units

1. Units existing or formed under provisions outlined in Article XI, Section 16 of TNG-CWA's Constitution shall be certified by the Executive Committee at the time of their formation.
2. Each unit of fifty (50) or more members shall elect, at a minimum, a chairperson, a vice chairperson, and a secretary. Each unit below fifty (50) members but who have at least four (4) members shall elect a chairperson. Each unit, including inactive units, shall receive biennial nominations for such posts and shall hold biennial elections to these posts, ~~by secret ballot, consistent with Article 17,~~ at least one (1) week before the annual union membership meeting. Any unit election that results in election to the Executive Committee must be conducted by secret ballot, consistent with Article 17. All other unit elections may be conducted in any manner decided by the unit.
3. Each unit may adopt rules for its governance, may amend them from time to time and may provide for the election of additional officers than those provided herein, for the appointment of committees and for meetings of divisions of the unit; but such rules and provisions shall be subject to approval and change by the union, and the Executive Committee may declare any rule or rules inoperative, pending decision by the membership. No meeting of a division of a unit may perform the functions belonging to the unit as a whole under CWA or TNG-CWA's Constitutions or this instrument.

4. Vacancies in unit offices between regular biennial elections, shall be filled by special election of the unit, by secret ballot at the next unit meeting, or by mail, for which proper notice shall be given. Notices of such meetings shall be given in accordance with the practice prevailing for the giving of notice for other meetings of the unit, except for those called during emergencies.
5. Disputes involving unit elections shall be decided by the Executive Committee, subject to appeal provisions set forth in Article XI, Section 8 of TNG-CWA's Constitution.
6. Each unit, promptly after each meeting of that unit, shall file a copy of the minutes of such meeting with the union secretary.

ARTICLE 9: Dues

1. **Initiation fee.** An initiation fee of five dollars (\$5), three dollars (\$3) for part time employees, shall accompany each application for membership in the union, such fee to be returned to the applicant if ~~his or her~~their application is rejected.
2. **Per capita.** All members of the union shall pay monthly dues, out of which the union shall pay all required per capita payments to CWA or TNG-CWA and such other bodies with which the union may be affiliated, such dues to be a percentage of the average weekly salary, bonuses and commissions, merit pay, work in a higher classification, night differential and weekend differential, as determined by the membership in accordance with provisions set forth in Article XVIII, Section 2, of the TNG-CWA Constitution. Members shall pay either full regular dues or reduced dues, such determination to be made by the international executive board of TNG-CWA in accordance with the foregoing constitutional provisions. Notwithstanding the foregoing, associate and retired members shall pay not less than ten dollars (\$10) a year consistent with TNG-CWA Constitution Article XVIII, Section 2 (e 7 and 10). Further notwithstanding the foregoing, the Executive Committee may, at its discretion, set dues individually or by groups for any member or members not covered by a union contract, at rates below those set by the foregoing scale, but not less than three dollars and fifty cents (\$3.50) a month.
3. **Emergency situations.** In cases of emergency as determined by the Executive Committee, the union may, by a referendum of the membership, increase dues for a temporary period not to exceed twelve (12) months, with the amount of the increase not to exceed three dollars (\$3) a month. The membership shall be given at least fifteen (15) days' notice of such a referendum, with the purpose of the referendum declared in the official notice to the members.

ARTICLE 10: Collective Bargaining

1. Negotiators in collective bargaining on behalf of the union or any of its units shall be appointed by the appropriate unit chairperson and confirmed by the Executive Committee.
2. The unit or units concerned shall be kept advised of any and all developments and terms discussed in negotiations.

3. Any agreement arrived at in negotiations shall be submitted to the membership of the unit or units concerned for approval. Before signing, it shall require ratification by TNG-CWA's Contracts Committee, in accordance with TNG-CWA's Constitution and practices.
4. Units may make provisions for approval of contract proposals by divisions of such units in advance of action by the entire unit, but any such proposals so approved shall be subject to amendment at any time by the unit as a whole.

ARTICLE 11: Discipline

Discipline under this instrument shall be covered by TNG-CWA's Constitution Article XV and CWA Constitution Article XIX and XX.

ARTICLE 12: Use of Minnesota Newspaper & Communications Guild Name

Use of the name of the union for any commercial purpose, without specific prior authorization by the Executive Committee, is hereby prohibited.

ARTICLE 13: Referenda

1. Any matter to be decided by the union may be submitted to a referendum of the membership by either the membership or the Executive Committee and shall be submitted to referendum upon petition signed by not less than ten percent (10%) of the Local membership in good standing.
2. Provisions for any referendum shall be made by the Executive Committee and shall call for a vote by mail, in such a way as to afford adequate opportunity for all members to vote. All members shall be given at least fifteen (15) days' advance notice of any referendum.
3. Issues decided or changes in these bylaws effected by referendum vote shall not be revoked except by referendum vote.

ARTICLE 14: Official Communications

1. The official communications of the union will be posted on www.mnguild.org or its successor.
2. Any notice on www.mnguild.org shall constitute official notice to the membership where so required.

ARTICLE 15: Interpretation

1. This instrument shall be interpreted by the Executive Committee, subject to appeal to the membership, to the Executive Council TNG-CWA and to the next Sector Conference of TNG-CWA, and finally, the CWA convention. Questions of procedure not covered by TNG-CWA's Constitution or convention decisions, or by this instrument, shall be covered by Robert's Rules of Order, current edition.

2. Rules of parliamentary procedure governing the conduct of a membership meeting may be suspended by a majority of members present and constituting a quorum, except that any such suspension shall not violate the foregoing provisions.

ARTICLE 16: Amendments

1. This instrument may be amended by any membership meeting, provided that the proposed amendment or amendments shall have been approved by the Executive Committee or submitted to the Executive Committee in a petition signed by not less than ten percent (10%) of the Local membership in good standing, and shall have been mailed to the membership at least fifteen (15) days before the meeting, along with the notice of the time and place of such meeting.
2. Unless otherwise provided, any amendment or amendments to this instrument shall take effect immediately upon approval by a membership meeting.

ARTICLE 17: Elections

1. This section of the union's bylaws is intended to govern policies and procedures for elections for local officers, unit officers, all local referenda and ratification of the executive officer appointment (when requested as provided for in Article 6, Section 1). International election and referendum rules shall take precedence for TNG-CWA elections where there is a conflict with these rules.
2. The provisions for electing TNG-CWA Sector Conference delegates and CWA convention delegates is set forth in Article 3, Sections 5 and 6. Provisions for district council delegates and other delegates to bodies with which the union is affiliated, are set forth in Article 3, Section 7. If the matter of delegates is moved to local referendum, the procedures herein shall apply. Contract ratifications, filling of steward positions, and other unit issues shall continue to be handled according to the wishes of the specific unit, as provided for in Article 8, Section 3. Filling of vacancies for local and unit officers shall continue to be handled according to Article 8, Section 4 and Article 3, Section 9.
3. The local shall have an local election committee (LEC) of at least five (5) members of which one (1) member shall be chairperson, for each election held. No member of the ~~election committee~~LEC shall be an officer or a candidate for office. The ~~election committee~~LEC shall be appointed by the Executive Committee consistent with Article 3, Section 2. To the extent possible, the LEC shall be bipartisan or nonpartisan. In unit-only elections, the LEC may have only three (3) members and may be appointed by the unit chairperson.
4. Notwithstanding Article 1, Section 3, members of newly organized bargaining units, which lack a signed first contract, will be allowed to vote in local-wide elections on the condition that all candidates agree to allow their participation.
5. If constituency representative seats on the Executive Committee (nonprofit and union staff) are contested, the LEC shall hold an election for these posts consistent with the provisions in this Article, excepting that voter eligibility is further restricted to members from that constituency group. This election may be run in conjunction with the officer election.
6. For at least fifteen (15) days before an election, and during the voting period, the LEC shall post on all bulletin boards the notice of election, list of qualified candidates, dates of ballot distribution (and which by hand and which by mail),

availability of absentee ballots, date by which returned ballots must be postmarked, date on which ballots will be counted, and the name of the chairperson and members of the [LEC](#). Pursuant to Article 3, Section 3, notification herein required for Local elections shall be mailed to members' homes. Copies of these election rules shall also be posted, and copies shall also be available upon request of the [LEC](#).

7. The ~~election committee~~[LEC](#) shall have custody of the official ballots until they are distributed to voters and shall determine mechanisms for distribution. In any interval between ballot distributions, the [LEC](#) shall make provisions for ballot materials to be placed in a locked area.

8. Included with all ballots shall be the following instructions:

When you receive your ballot, you should sign for it next to your name on the eligibility list provided. Then follow these instructions:

After marking your vote on the enclosed ballot, fold it face in. Do not otherwise mark the ballot. Place the folded ballot in the smaller envelope and seal it. Do not sign or otherwise mark the smaller envelope containing the ballot. Place the smaller envelope containing the ballot in the addressed return envelope. Sign and print your name on the addressed return (outer) envelope. No ballot returned in an unsigned return envelope will be counted. Only ballots in the official return envelope will be counted. Your signature on the outer envelope assures the ~~election committee~~[LEC](#) that the ballot is being cast by an eligible voter. The election rules on the handling of the official return envelopes and the counting of ballots are designed to assure the secrecy of your ballot. (There is no chance your signature can be compared with your vote).

9. Where practical, ballots shall be distributed by hand, pursuant to the instructions of the ~~election committee~~[LEC](#). Where not practical, ballots shall be mailed directly to members at their home. The ~~election committee~~[LEC](#) may, in a specific election, direct that ballots be mailed to members at their homes. Election rules for voting by mail shall be included with ballots distributed by mail.
10. A list of the names and addresses to whom ballots are mailed shall be kept. The person who actually mailed the ballots shall sign a statement at the foot of the list giving the time and place of mailing.
11. All ballots must be returned by mail, in the envelopes provided, to the post office box rented by the ~~election committee~~[LEC](#). When both unit elections and local elections are necessary, prior to the annual meeting, they may be conducted simultaneously, with separate local and unit ballots, placed in distinctly marked inner ballot envelopes, and both returned in one return envelope, per eligible member.
12. Members receiving ballots by hand must sign the eligibility list provided. The ~~election committee~~[LEC](#) shall approve and certify such lists in conjunction with records provided by the union office. Ballots returned to the post office box, but not signed for on the eligibility list when received, shall not be counted. "Good standing" for election purposes shall be determined based on the local's dues policy. Protests regarding voter eligibility must be received by the ~~election committee~~[LEC](#) before the ballot distribution period ends.

13. Where ballots are distributed in the shop by hand, each member given a ballot shall sign the appropriate eligibility list, and the LEC representative distributing the ballot shall witness the voter's signature on the appropriate eligibility list provided by the LEC (as prepared by the union office).
14. A challenged voter whose name is not on the eligibility list shall be given a ballot after the LEC is notified, and shall vote as follows: that voter shall be given a ballot by the LEC and should complete it and return it by mail. The LEC shall determine the standing of the voter when the full committee convenes to count votes. The status of all challenged ballots must be determined before the counting of any ballots.
15. Neither TNG-CWA nor local union monies may be used to promote the candidacy of any person. Included in this prohibition is promotion of an individual's candidacy by use of the local's letterhead or other stationery paid for by local funds or bearing the local's seal or insignia, by use of the local's website (www.mnguild.org), or by use of the local's equipment. Local monies may be used, however, for notices, factual statements of issues not involving candidates, and other expenses necessary for the holding of an election. All expenses shall be approved by the Executive Committee. It shall be permissible for the local to publish on www.mnguild.org (or other local publications) statements submitted by candidates, or letters to the editor about candidates, as long as all candidates are treated equally. Any publication of materials by the local, as provided for in this rule, shall be supervised by the LEC.
16. Appeals should be directed to the ~~election committee~~LEC within ten (10) days from the date of tentative certification. The LEC makes a final determination within twenty (20) days of the tentative certification of the results. All appeals not satisfied at the election committee level shall be directed to the Executive Committee within ten (10) days of the LEC's determination. Any decisions made by the Executive Committee may be appealed to the membership pursuant to these bylaws.
17. The chairperson of the ~~election committee~~LEC and at least one (1) other committee member, shall get the ballots from the Post Office on the day of the ballot counting, and not before. The Post Office box shall be registered in the name of the ~~election committee~~LEC chairperson. All ballots returned to the Post Office after the day of counting shall be discarded.
18. Every inner ballot envelope shall, if not challenged, be removed from the return envelope, after being properly checked against the signed or mailed eligibility lists. The inner ballot envelopes shall then be intermixed prior to opening. All materials shall be saved and held in the union office for a period of at least one (1) year.
19. Tally lists shall be kept by the ~~elections committee~~LEC during counting, and signed at the conclusion of the counting. All ballots shall be recounted before accepting totals.
20. Each candidate for office, or group or committee supporting a position in a referendum may have watchers in the number determined by the ~~election committee~~LEC present at the counting of the vote.