

# **SPEEA**

## **COUNCIL REPRESENTATIVE ELECTION INFORMATION & PETITION**

**2023 - 2025 COUNCIL TERM**

### **Interim Elections**

- *Eligibility Requirements*
- *Candidate Statements*
- *Terms of Office*
- *Staff Responsibility*
- *Observer Rights*
- *Campaigning on Company Time*
- *Campaign Mailing Information*
- *If You Have Questions*
- *Training Requirements*
- *Delineation (Find your District)*
- *Election Petition*

*Please read all instructions contained in this election guide.*

*Submit questions to [petitions@speea.org](mailto:petitions@speea.org)*

*SPEEA MW Region  
SPEEA NW Region*

# CONTENTS

- Eligibility Requirements ..... 3
- Due Dates ..... 3
- Petition Instructions ..... 3
- Candidate Statements ..... 3
- Terms of Office ..... 3
- Staff Responsibility ..... 3
- Observer's Rights ..... 4
- Campaigning on Company Time ..... 4
- Campaign Mailing Information ..... 4
- Delineation Information ..... 4
- If You Have Questions ..... 4
- Training Requirements ..... 5
- Obtaining Virtual Signatures from Members in Your District ..... 6
- Delineation ..... 7-8
- Election Petition ..... 9

- **Eligibility Requirements**

- **Qualifications:** Nominee must have been a **regular SPEEA member** in good standing for **the preceding 12-month period. Constitution 2.3.2** Candidates with approved leave of absence resulting in a break in service during this period require a waiver of the council. Request for waiver must be submitted to the regional council officers.
- Verify your assigned work location information is up to date. Eligible candidates' **COMPANY WORK LOCATION** must BE in the district when petitioning. The Tellers committee will verify your work location information in our database. SPEEA's database is dependent on the information provided by the company, based on employee's information in the company system. Boeing employees, verify Work Space location listed in your Workday profile.

- **Due Dates**

**Petitions and statements are due before noon, 2 days prior to the monthly Council meeting in the petitioner's region. NO EXCEPTIONS.**

Interim vacancies for the 2023-2025 term may be filled by submitting a completed petition by the posted deadline of noon, 2 days prior to the monthly Council meetings beginning May 2023. Monthly Council meetings are generally the 2nd Thursday of the month. See the online calendar at [www.speea.org](http://www.speea.org).

- **Petition Instructions**

- Use only the **2023-2025** election petition form on page 9. Fill out the petition completely and sign. Include the district name, your work location and contact information so we may contact you if we have questions about your petition. Petitions must be signed by at least 15 members in good standing in your district. The Tellers recommend getting more than the required 15 signatures to be sure your petition is valid. Petitions are often signed by represented employees that are not members in good standing.
- See instructions on page 6 for collecting signatures working remotely.
- Submit original petition by mail or PDF format to [petitions@speea.org](mailto:petitions@speea.org). No photos of petitions will be accepted.
- Responsibility for assuring an accurately completed petition lies with the candidate.

- **Candidate Statements**

Statements are due at the same time as the petition. See above. **NO EXCEPTIONS.** If more petitions are received for a district than seats are available, a vote by mail ballot will be sent to the members of the district to vote. Submit statements in a Word document by the petition deadline to [petitions@speea.org](mailto:petitions@speea.org). Proofing the statement for spelling and grammar accuracy is the responsibility of the candidate.

The candidate statement:

- Included in the ballot package
- 150-word limit (any text over the limit will be removed)

Regardless of length, every word will be counted. Hyphenated words will be counted as one word. If you are close to the limit, do not depend on your computer to give an accurate count. Please include your name and district at the top of the page. This will not be included in the statement word count.

- **Terms of Office**

**SPEEA Constitution 5.3.1** Council Rep terms are 2 years (May to April). The first meeting is the 2nd Thursday of May in odd years. The 2023 Council term begins May 11. Positions filled during this cycle expire May 8, 2025.

- **Staff Responsibility**

Staff is authorized to collect Nominating petitions up until the deadline. Please submit petitions to [petitions@speea.org](mailto:petitions@speea.org).

- **Observer's Rights**

All candidates have the right to have observers present when the ballot envelopes are stuffed, labeled, and mailed, during any visits to the post office to pick up and re-mail undeliverable ballot packages and during the counting of the ballots. This schedule will be sent to candidates prior to the events.

- **Campaigning on Company Time**

Federal law prohibits candidates for union office from utilizing union or company resources in the conduct of their election campaigns. This means it is inappropriate to campaign on company time and use employer resources such as paper, copy machines or the mail system. Additionally, the company email system, phones, and Instant Messenger (IM) service is considered an employer resource and should not be utilized for campaign purposes. However, it is acceptable to request personal contact information using company resources *so long as no mention of campaigning made* (see page 6 for additional details).

The prohibition against using employer resources, such as the email system, to promote candidates for union office applies to all situations where resources are used to promote a candidate(s) regardless of whether the party using the employer resource is running for union office. Use of union or company bulletin boards for campaigning is also prohibited.

Campaign guidelines also prohibit campaigning at union meetings, virtual meetings using union video and conferencing resources.

**Petition requirement!** Candidate's signature required on petition after reading the above ***Federal Guidelines for Campaigning***.

- **Campaign Mailing Information**

Candidates are eligible to conduct a mailing at their own expense using a bonded mailing house. Address lists are not provided to candidates for mailings. The pricing below is based on a mailing to areas of less than 1,000 members.

Cost for Area Rep Mailings:

Blank Envelopes - (Plain White #10)	\$65.00 Qty 500, \$115.00 Qty 1,000 plus \$25.00 setup fee
Postage (under 1 ounce)	\$ Current rate at time of mailing (rate available at usps.com) Letter 1 oz - \$.55 each, Postcard 6x4-1/4 inches by .016 thick \$.39 each
Printing: Black and White	\$.15 per copy, plus \$25.00 setup fee
Printing: Color	\$.41/copy (one-sided), .51/copy (two sided), plus \$25.00 setup fee
Folding	\$10.00 per 1,000, plus \$25.00 setup fee
Mail prep: (Address, insert, mailing)	\$185.00 per 1,000

The following statement must appear on all candidates' mailings: ***"NOT FINANCED BY SPEEA FUNDS"***.

- **Delineation Information**

Use the delineation on pages 7 and 8 to identify your district by looking up your building. Each district has the number of Council seats allocated for the population of the district. Prof districts are identified by the odd numbers and Tech districts and WTPU (Wichita) are even numbered. Districts ending in zero (0) are combined and can be filled by either a Prof or a Tech.

If you have questions, email [petitions@speea.org](mailto:petitions@speea.org).

- **If You Have Questions**

- If you have questions, email [petitions@speea.org](mailto:petitions@speea.org).

- **Training Requirements**

- **SPEEA Constitution, Section 2.3.3** Training, and SPEEA, NW, and MW Policy, Section VI, Union Representatives, explain the requirements and responsibilities for holding office.

- Requirements include:

**New Council Rep Basic Training** - a full day of training paid by SPEEA, date TBD.

**Grievance Handling** - New Council Reps will receive grievance handling as part of basic training, but all are welcome to attend the sessions offered after hours in Tukwila, Everett, and Wichita. (Dates to be determined). Council Reps are required to take a refresher course in grievance handling annually.

**Leadership Conference** - This is an all-day training. Speakers and workshops are designed to enhance leadership skills. The leadership conference is held in June with the annual convention.

- In addition to the above, all Council and Executive Board members are required to complete one additional training course each year. Classes are advertised in the SPEEA publications as they become available.

Some or all required training may be provided using virtual classrooms. To be determined by the instructor(s).

For more information, contact **Amber Musselman** at 206-674-7373 or email [amberm@speea.org](mailto:amberm@speea.org).

- **Obtaining Virtual Signatures from Members in Your District**

**Federal law prohibits candidates for union office from utilizing union or company resources in the conduct of their election campaigns. This includes company phones, email, and IM.**

However, you may use company resources to reach out to members at work either by phone, email or IM and tell them you have union business to discuss with them using their personal address to keep the information off company resources. You may *NOT* have any mention of a campaign when you do this.

*Example:*

*“Hello,  
I would like to communicate with you regarding a SPEEA-related item, however I need to send it to your personal email address to keep the information from company email. Please reply or send an email to (your personal email address here) with your personal email address I would appreciate it. Notice: The Labor-Management Reporting and Disclosure Act of 1959, As Amended, Section 401 (g) prohibits the use of union and company resources for the purposes of campaigning.”*

Once you have obtained a member’s personal email, you may then contact them *at their personal email using your personal email from your personal computer or device.* See example below.

You must attach a completed and signed copy of the “Petition for 2023-2025 SPEEA Council Election (two year term).”

<p>Petition deadline: _____</p> <p><i>Candidate request for endorsement:</i></p> <p>Hello <i>name of member</i>,</p> <p>I (your name), am submitting my name for consideration as SPEEA Council Representative for District <u><i>district you are running for.</i></u></p> <p>Please forward this email by the petition deadline to <a href="mailto:petitions@speea.org">petitions@speea.org</a> with your:</p> <ol style="list-style-type: none"><li>1. Full name</li><li>2. EmployeeID _____</li></ol> <p>as nomination endorsement. Response to this email will serve as an alternative to the normal signature petition sheet.</p> <p>Thank you, Your name -----</p> <p>attachment: copy of your petition</p>
--

The member will then fill in their name and Employee ID and forward the email to **petitions@speea.org** to ‘sign’ the petition.

Submit your completed petition and statement by the deadline on page 3.



**At-Large Remote Assignments (Working Remote)**

<b>Auburn</b>	QA-10	Algona, Auburn, Covington, Maple Valley, Olympia, Puyallup, Tacoma = both units
<b>Everett</b>	QE-10	Anacortes, Bellevue, Bothell, Everett, Issaquah, Kirkland, Lake Stevens, Lynnwood, Mukilteo, Redmond=both units <b>[2 POSITIONS]</b>
<b>Renton</b>	QR-10	Renton = both units
<b>Seattle</b>	QS-10	Bremerton, Des Moines, SeaTac, Seattle, Tukwila = both units <b>[2 POSITIONS]</b>

**Remote Assignments – Outside WA/OR**

QQ-10 Eastern Washington & All locations outside WA & OR = both units

---



---

**Remote Sites**


---



---

**California**

C-10 All Buildings/Edwards AFB, Palmdale = both units

**Moses Lake, WA**

M-10 All buildings = both units

**Oregon**

O-1 All Buildings/Portland including remote assignments      O-2 All Buildings/Portland including remote assignments

**Utah**

U-1 All Buildings

**Bangor**

Z-1 All Buildings including 47-94

---



---

**Spirit - Wichita**


---



---

**WEU**

S-1 1-198D, 1-255K, 1-265B, 1-269D, 1-271A, 1-283F, 1-290D, 2-264O, 2-265N, 2-270A, 2-278M, 2-280J, 2-282P, 2-297F, 2-309K, 2-333B, 2-354H, 3-187S, 3-190O, 3-191M, 3-193K, 3-205U, 3-215W, 3-224R, 3-223J, 3-230J, 3-232J, 3-238L, 4-056G, 4-118F, 4-140H, 5-5064 **[5 POSITIONS]**

**WTPU**

S-2 3-190O, 4-056G, 5-5086 **[2 POSITIONS]**

S-4 3-205U, 3-215W, 3-224R, 3-225N

S-6 3-187S, 3-191M, 3-193G, 3-193K, 3-213H, 3-223J, 3-232J, 4-039K, 4-118F, 4-140

S-8 2-264O, 2-265O, 2-265P, 2-273R, 2-278M, 2-282P, 2-302O, 2-309L

S-12 2-250G, 2-257F, 2-260G, 2-270A, 2-280J, 2-297F, 2-309K, 2-333B, 2-354H, 3-238L **[5 POSITIONS]**

S-18 1-198D, 1-255K, 1-265B, 1-269D, 1-271A, 1-283F, 1-290D, 1-355C, 5-5029, 5-5064 **[3 POSITIONS]**

**SPIRIT WTPU SECOND SHIFT**

S-26 At-large position to be filled by 2nd/3rd shift employee



