

# LAUSD Labor Management Committee Election Process

## 1) **Eligibility**

Must be a SEIU Local 99 member in good standing

## 2) **Terms**

### ***a. Full Term***

- i. The term for current members serving on Labor Management will expire on the day of the first Industry Division meeting of the odd numbered year. From there after, elections will occur every two years at the first Industry Division meeting of odd numbered years (2009, 2011, etc.).

### ***b. Vacancies***

- i. If a vacancy occurs on a committee and the position is filled mid-term, the original term expiration date will remain the same.
- ii. Vacancies for District-wide elected positions will be filled at the first Industry Division meeting after the seat is vacated.
- iii. Vacancies for worksite elected positions will be filled within 30 days of the vacancy.
- iv. A vacancy occurs when the elected representative fails to show at three consecutive meetings without prior notification of a staff. A vacancy can also occur if a representative fails to attend 6 consecutive meetings.

## 3) **Election Procedure**

### ***a. Nomination Petition***

- i. For District-wide elected positions, members interested in serving on Labor Management must gather 25 signatures from members in good standing on the Labor Management Nominating petition.
- ii. For work-sited elected positions, members interested in serving on Labor Management must gather a majority of the members at the worksite
- iii. For District-wide elected, all 25 signatures must be from the same classification and school type.
- iv. For worksite elected, all signatures must be from the same worksite.
- v. If candidates turn in petitions early and don't have enough valid signatures, they can submit more up until the deadline.

### ***b. Election***

- i. If more members are interested in serving than available positions, an election will be held unless a mutual agreement is arranged. Those people who come in second will serve as the alternate.
- ii. Members may only vote for candidates from their worksite/category/ bargaining unit (e.g. Center-based Special Education members can only vote for Center-based candidates.)

### ***c. Candidate Notification***

- i. Upon verification of the signatures, the candidate will be notified if they obtained enough valid signatures or a majority of the members and if an

election needs to be conducted. If an election is needed, the election guidelines and date will be provided.

**d. District Wide Elected**

- i. The election for District-wide Labor Management Committees will be held at Industry Division Meetings.
- ii. For District-wide elections, the vote will be conducted by a show of cards. The cards will indicate the office for which the member may vote. (e.g. purple cards will correspond with Center-based Special Education, etc.)

**e. Worksite Elected**

- i. Worksite determined positions will be elected at the specific site, (i.e. Bus Drivers, Mechanics, Warehouse and ITD.)
- ii. For worksite elected positions, ballot boxes and ballots for each labor management position will be provided by the local.
- iii. Once the polls close, two members may volunteer or be chosen by the members present for the election committee. These members, with the will count the ballots and certify the election.

**4) Timelines**

**a. Full Term**

- i. Elections for Labor Management will take place at the first Industry Division meeting of odd numbered years.
- ii. Nomination petitions will be available at the last Industry Division meeting of the year and on the website the day after the last Industry Division meeting of the year.
- iii. Nomination petitions must be returned 15 working days before the first Industry Division meeting of the year..
- iv. Worksite elections will take place between February 15 and 28 of odd numbered years.
- v. Upon verification of the signatures, a letter will be sent to the candidates notifying them if an election must take place, when it will take place and an explanation of how the election will be conducted.

**b. Vacancies**

- i. For vacant worksite elected positions, petitions must be returned 20 days after the vacancy occurs and the election must take place between 20 and 30 days after the vacancy.
- ii. District-wide vacancies will be filled at the following Industry Division meeting, allowing time for proper notification.

**5) Notification**

**a. District-wide – Full Term**

- i. For District-wide elected Labor Management positions, the election announcement, petitions and election rules must be posted on the SEIU Local 99 website and an e-mail and phone blast must be sent out 30 working days prior to the first Industry Division meeting every odd year (2009, 2011, etc.). The election also will be listed on the Industry Division meeting announcement postcard.

**b. Work-site Elected – Full Term**

- i. For Work-site elected positions, an election announcement flier, petitions and election rules will be posted on the worksite bulletin board by the 1<sup>st</sup> week after winter recess of every odd year.

**c. District-wide - Vacancy**

- i. A District-wide vacancy notification will be issued at the Industry Division meeting prior to the Industry Division meeting at which the election will take place. OR, notification may also occur through SEIU Local 99's website and e-mail and phone blast 30 working days prior to the Industry Division meeting at which elections will take place. The nomination petitions, election rules and deadlines will be posted at least 30 working days prior to the meeting.

**d. Work-site - Vacancy**

- i. Notification of a Labor Management vacancy will be posted on the work-site bulletin board when the vacancy occurs. Petitions and election rules along with the election deadlines will also be posted. As noted previously, the vacancy must be filled within 30 working days of the posted vacancy.

**6) Complete List of Labor Management Committee Positions**

Members may run for the following:

**a. Unit B**

- i. Early Education (5 Seats - District-wide elected)
- ii. Special Education (5 Seats - District-wide elected)
  - 1. High School
  - 2. Middle School
  - 3. Elementary
  - 4. Center-based
  - 5. At-Large
- iii. Career Ladder (4 seats - District-wide elected)

**b. Unit C**

- i. Food Services - (5 Seats – 4 District-wide elected)
  - 1. High School
  - 2. Middle School
  - 3. Elementary School
  - 4. Newman Nutrition Food Production Center (Work-site elected)
  - 5. At-Large
- ii. Information Technology Division (5 seats – Worksite elected)
- iii. Maintenance and Operations - (5 Seats - District-wide elected)
  - 1. Elementary
  - 2. Middle School
  - 3. High School
  - 4. Year-Round Crew
  - 5. At-Large
- iv. Mechanics – (6 seats – Worksite elected)

1. Alameda Garage
2. Business Division
3. Gardena
4. Sun Valley
5. Van Nuys
6. Sepulveda

v. Pupil Transportation – (7 seats – Worksite elected)

1. Alameda
2. Business Division
3. Gardena
4. Sun Valley
5. Van Nuys
6. Sepulveda
7. Newman Center

vi. Purchasing (Warehouse) – (5 seats – Worksite elected)

1. Stock Worker
2. Stock Worker
3. Light Truck Driver
4. Heavy Truck Driver
5. At-Large

**c. Unit F**

- i. Career Ladder (4 seats - District-wide elected)