

*International Brotherhood of*

**BOILERMAKERS • IRON SHIP BUILDERS**

753 State Avenue

**NEWTON B. JONES**  
INTERNATIONAL PRESIDENT  
SUITE 570  
913-371-2640  
FAX: 913-281-8101



**BLACKSMITHS • FORGERS & HELPERS**

Kansas City, Kansas 66101-2511

**WILLIAM T. CREEDEN**  
INTERNATIONAL SECRETARY-TREASURER  
SUITE 565  
913-371-2640  
FAX: 913-281-8102

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**TO ALL LOCAL LODGE PRESIDENTS, BUSINESS MANAGERS  
AND SECRETARY-TREASURERS IN THE U. S. AND CANADA**

*IMPORTANT NOTICE TO ALL MEMBERS REGARDING: Nominations and Elections of 2021  
Convention Delegates to the Thirty-Fourth Consolidated Convention*

**YOU ARE HEREBY DIRECTED TO READ THIS COMMUNICATION  
AT THE REGULAR FEBRUARY 2021 MEMBERSHIP MEETING**

Dear Colleagues:

In accordance with the provisions of Articles 2 and 25 of the International Brotherhood Constitution, nominations for delegates to the Thirty-Fourth Consolidated Convention shall be held at a special March 2021 meeting called solely for that purpose. Elections for delegates to the Thirty-Fourth Consolidated Convention shall be held at the regular April 2021 meeting, unless at the February meeting the local lodge sets a special election date; but in all cases, the election shall be held during the month of April 2021.

**The special March meeting called solely for the purpose of nominations may be held on the same date as the regular scheduled March meeting, immediately after adjournment of the regular scheduled meeting, or at a date subsequent to the regular meeting.**

It is absolutely necessary that Articles 2 and 25 of the International Brotherhood Constitution be strictly adhered to in the nominations and elections of delegates to the Thirty-Fourth Consolidated Convention in order to ensure that all local lodge delegates are properly and duly elected.

It is the responsibility of each local lodge officer, Election Committee member, and nominee, to carefully review Articles 2 and 25 in terms of its mandatory requirements to ensure that the local lodge nominations and elections are held in compliance with the International Brotherhood Constitution and applicable law. Therefore, we have attached instructions setting forth the procedural requirements applicable to local lodge nominations and elections of delegates to the Thirty-Fourth Consolidated Convention.

## MAIL BALLOTS

Article 25.7.1 of the International Brotherhood Constitution states in pertinent part:

“...The International President may, upon request of any Local Lodge or where conditions warrant, authorize or direct a mail ballot, which shall be conducted in accordance with instructions issued by the International President.”

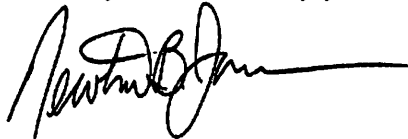
Consistent with past practice, all lodges that are exclusively Railroad Lodges will be required to conduct elections by mail ballot, unless otherwise approved by this office. Instructions setting forth the procedure for conducting a mail ballot election are attached.

The Secretary-Treasurer of each lodge is hereby directed to read this communication, along with the enclosed instructions regarding “Nomination and Election of Convention Delegates” at the regular February 2021 membership meeting. This action must be documented in the meeting minutes. A copy of this communication (along with the March nominating meeting notice) is to be posted on the bulletin board or in a conspicuous place in the Union Hall.

Any questions regarding the status of your particular lodge or this communication should be directed to the International President’s office.

With best wishes, I am

Sincerely and fraternally yours,

A handwritten signature in black ink, appearing to read "Newton B. Jones", with a long horizontal flourish extending to the right.

Newton B. Jones  
International President

NBJ:tab  
attachments  
cc: International Officers  
International Staff  
Interp. 2 & 25

## **NOMINATION AND ELECTION OF 2021 CONVENTION DELEGATES**

*NOTE: The Local Lodge President will provide a copy of this communication along with all enclosures to the Chairman of the Election Committee.*

### **1. LOCAL LODGE VOTING STRENGTH (Article 2.2.1)**

Total number of votes each Local Lodge of the International Brotherhood will be eligible to cast shall be on the following basis: One (1) vote for each member in good standing. Any one delegate may cast the full vote of that delegate's Local Lodge. Not more than seven (7) delegates shall be seated from any Local Lodge. The number of votes allotted to each Local Lodge shall be on the basis of the membership as shown to be in good standing as of the March report preceding the Convention, and no delegate shall be seated unless such report has been filed with the International Secretary-Treasurer on or before May 31<sup>st</sup> of such Convention year. There shall be no deviation from the foregoing stated months without prior approval of the Executive Council. Only Lodges instituted prior to June 1 preceding the Convention, shall be entitled to representation. Any delegate whose Lodge is two (2) full months in arrears for Per Capita Tax, or other charges, shall not be seated in the Convention.

### **2. DISTRICT LODGE AND INDUSTRIAL COUNCIL REPRESENTATION (Article 2.2.2)**

Representation from District Lodges and Industrial Councils of the International Brotherhood shall be on the following basis: The District and Council officers designated herein shall attend the International Brotherhood Convention with expenses paid in accordance with Article 2.6: Marine District Lodges - Executive Secretary or elected alternate; other District Lodges - District Representative (or equivalent) or elected alternate; Industrial Councils - Industrial Council Representative or elected alternate. They shall have voice and one (1) vote each in the proceedings of the Convention except that they shall not be entitled to vote in the election of International Officers. Each District Lodge and Industrial Council shall be entitled to elect up to six (6) additional delegates. Such additional delegates

shall be seated with all rights of other delegates, but in no event shall the District Lodge or Industrial Council be entitled to more than one (1) vote.

### **3. SELECTION OF DELEGATES (Articles 2.4, 25.1, 25.2)**

(a) Nomination of delegates shall be held at a special March 2021 meeting.

(b) Election of delegates shall be held in the month of April 2021 at a regular or special meeting; provided, however, that in cases of a special election date, the election date and hours must be set no later than the February meeting in order to assure the provision of proper notice.

(c) Members nominated for delegate must be present to accept the nomination and must announce that they understand and meet the eligibility requirements. In cases where a member may be prevented from being present, it will be necessary that he/she advise the Local Lodge Secretary-Treasurer, in writing, that he/she will accept the nomination and understands and meets the eligibility requirements. This must be received by the Local Lodge Secretary-Treasurer prior to the nomination meeting.

(d) If a member is nominated who is not present and who has not indicated, in writing, that he/she will accept the nomination, the nomination shall not be recognized by the presiding officer.

(e) Those nominees for delegate who fail to receive a sufficient number of votes to be named delegate shall be designated as alternates, in the order of number of votes received, to serve in case of death, illness, resignation or removal of the regularly elected delegates.

### **4. NOTICES (Articles 2.4, 25.3)**

(a) Every member in good standing shall have equal rights to nominate and vote for delegates, except as provided in Articles 25.6 and 27.2.1.

(b) Fifteen (15) days written notice of nominations and thirty (30) days written notice of elections shall be given to the membership and mailed to each member at his/her last known home address.

*NOTE: The election notice and ballots must indicate when a particular officer, by virtue of office, is also a delegate to the International Brotherhood Convention.*

(c) Notice of nominations and elections may be given in a combined notice and mailed to each member at his/her last known home address. Such combined nomination and election notice shall be mailed so as to allow at least fifteen (15) days notice of the nomination date and thirty (30) days notice of the election date. The election notice or combined nomination/election notice shall specify date, time, and place of election of convention delegates. The foregoing provision shall not apply in the case of District Lodge and Industrial Council delegates selected pursuant to the provisions of Article 2.2.2 of the International Constitution.

(d) When a designated polling place(s) is used for the election of delegates, the notice shall state the procedure for using Absentee Ballots, including the date on which the absentee ballots will be mailed and the deadline for their return, along with stating the twenty (20) day requirement as contained in Article 25.7.1. If an All-Mail Ballot is used for the election of delegates, the notice shall advise the date on which the mail ballots will be mailed and the deadline for their return.

## **5. QUALIFICATIONS OF DELEGATES (Articles 2.3, 25.4.5)**

(a) The Local Lodge Secretary-Treasurer must have maintained and shall have complete membership records available at the nomination meeting in order that the eligibility of all nominees may be determined.

(b) To be eligible for nomination and election as a delegate of a Local Lodge, a member shall be:

(1) Actively working under the jurisdiction of the International Brotherhood or actively seeking and available for work under the jurisdiction of the International Brotherhood for a least twelve (12) months immediately prior to nomination date, or a full-time salaried officer or representative of the International Brotherhood or of a subordinate body thereof, or of the AFL-CIO, CLC, or any department

thereof, or is on authorized leave of absence from any such position.

(2) Free from delinquency of every nature to the International Brotherhood.

(3) In continuous good standing in the International Brotherhood and the Local Lodge from which the member is elected a delegate for a period of at least two (2) years immediately prior to the time of nomination, excepting at date of nominations in Lodges chartered less than two (2) years there shall be no length of membership eligibility requirements, except as provided in Article 2.2.1; members of consolidated Lodges and members directed by the International President to transfer their membership.

(4) Attendance Requirements: Shall have attended regular meetings of the Lodge as required by Local Lodge By-laws or shall have complied with the requirements for excused absences as required by Local Lodge By-Laws. (Applicable only if the Lodge has attendance requirements in its By-Laws. These instructions shall not be used to implement attendance requirements where none currently exist in the Lodge By-Laws).

***RULING: If not specifically addressed otherwise in the Lodge By-Laws, nonattendance in any one (1) calendar quarter requires that a candidate have an excused absence for all three (3) meetings in such quarter to remain eligible. The excused absence must be received by the Local Lodge Secretary-Treasurer by the 20th of the month following the quarter or prior to the nomination meeting.***

***RULING: In the event there are no eligible candidates available for nominations, the presiding officer may waive the eligibility requirements. However, if a candidate is nominated who meets the eligibility requirements, those candidates not meeting the requirements shall be ruled ineligible.***

(c) There shall be no deviation from the foregoing without prior approval of the International President.

## **6. ELIGIBILITY OF DELEGATES (Articles 2.3, 25.4.5)**

(a) No member shall be eligible to be a delegate of a Local Lodge who is:

(1) Not working or actively seeking to work within the jurisdiction of the International Brotherhood.

(2) Retired.

***RULING: A retired member, even though maintaining full membership, is not eligible for election to office or as a Convention delegate. Article 25.4.5.3 must be applied as to members holding supervisory positions.***

(3) Holding regularly or on a probationary basis a supervisory position with authority to hire, promote, discharge, discipline or otherwise effect changes in the status of employees or effectively recommend such action. This article shall not be interpreted to include members who intermittently or at irregular intervals are employed as general foremen, foremen, or assistant foremen covered by a collective bargaining agreement.

(4) Maintaining membership in another labor organization.

(5) Employed at an occupation not represented by the Brotherhood.

(6) An apprentice or construction trainee.

(b) There shall be no deviation from the foregoing without prior approval of the International President.

## **7. DELEGATE NOMINATION OBJECTIONS (Articles 2.4, 25.5)**

Objections to nominations based on eligibility shall be ruled on by the Local Lodge President or presiding officer at the nomination meeting, subject to ruling and appeal as further outlined in Article 25.5.

## **8. ELIGIBILITY TO NOMINATE AND VOTE (Articles 2.4, 25.6, 27.2.1)**

A member, to be entitled to nominate a candidate or to vote in any Local Lodge election, must have been in good standing in such Local Lodge for at least two (2) months immediately prior to such date of nominations and/or elections as recorded in the office of the International Secretary-Treasurer. Every member in good standing shall have equal rights to nominate and vote for delegates except as provided in Articles 25.6 and 27.2.1.

## **9. ELECTION (Articles 2.4, 25.7.1)**

(a) The election of delegates to the International Convention shall be conducted by secret ballot, unless chosen as delegates by virtue of their office, as provided in the Constitution or in approved By-Laws.

(b) MAIL BALLOTS: Where conditions warrant, the International President may direct a mail ballot which shall be conducted in accordance with instructions issued by him. If it is determined by an action of the membership that a mail ballot shall be used, such request shall be made to the International President and, if approved, shall be conducted in accordance with the instructions issued by him. (Procedure enclosed)

(c) ABSENTEE BALLOTS: Absentee ballots for members unable to attend the election meeting may be used upon request in writing by the members to the Secretary-Treasurer of the Lodge, if received not later than twenty (20) days in advance of the election. (Procedure enclosed)

## **10. OBSERVERS (Articles 2.4, 25.7.2)**

Each candidate shall have the right to have an observer (who must be a member of the Local Lodge) at each step of the election process.

***RULING: No remuneration is to be paid from Local Lodge funds to any observers.***

## **11. ELECTION COMMITTEE (Articles 2.4, 25.7.3 and 25.7.4)**

(a) The President or presiding officer shall, at the nomination meeting following close of nominations, appoint an Election Committee, not to exceed seven (7) impartial members.

(b) The members of the Election Committee shall select a Chairman.

(c) The Election Committee shall make all arrangements for and conduct the election. The members of the Election Committee shall act as tellers and shall conduct the election in a just and impartial manner.

(d) Each Local Lodge Secretary-Treasurer shall prepare, on the basis of the records available, a list of eligible voters for the Election Committee.

(e) After the counting of the ballots, the Election Committee shall certify the results and conduct of the election on a form furnished by the International Secretary-Treasurer.

***RULING: If there are members whose eligibility is in doubt, the Election Committee should allow them to vote. Those members may then be challenged in accordance with Article 25.8.***

## **12. ELECTION CHALLENGES AND OBJECTIONS (Articles 2.4, 25.8)**

Challenges to the eligibility of any voter shall be done prior to voting or prior to a mail/absentee ballot being removed from its return envelope. Objections to the conduct and/or validity of the election shall be filed with the Election Committee, as outlined in Articles 25.8.1 and 25.8.2.

## **13. USE OF LODGE FUNDS (Articles 2.4, 25.10)**

(a) No funds of the Lodge may be used to promote the candidacy of any member.

(b) Funds of the Local Lodge may be used for issuance of notices, factual statements of issues not involving candidates, and other expenses necessary for the holding of an election.

(c) A candidate shall not accept any contributions from employers, either directly or indirectly, in support of his/her bid for election.

## **14. CAMPAIGN (Articles 2.4, 23.7.5, 23.7.6, 25.11)**

(a) All candidates must receive equal treatment as to procedure and use of facilities.

(b) All reasonable requests of any candidate to distribute campaign literature, by mail or otherwise, at the candidate's expense, to members in good standing shall be honored subject to Article 25.10 and 25.11.

(c) Every bona fide candidate shall have the right, once within thirty (30) calendar days prior to the election to inspect, but not copy, a list containing the names and last known addresses of all members of the Lodge who are covered by an agreement requiring membership in the Lodge as a condition of employment.

***RULING: A candidate's campaign material shall be mailed irrespective of the nature or content of said material.***

## **15. PRESERVATION OF ELECTION RECORDS (Article 25.12)**

The Chairman of the Election Committee shall turn over ballots and all other records pertaining to the election to the Local Lodge Secretary-Treasurer, who shall preserve the same for a period of one (1) year.

**NOTICE OF NOMINATION AND ELECTION OF DELEGATES  
TO THE THIRTY-FOURTH CONSOLIDATED CONVENTION**

Nomination of candidates for Local Lodge \_\_\_\_\_ delegate(s) to the July 2021 Thirty-Fourth Consolidated Convention of the International Brotherhood of Boilermakers, will be held on:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Members nominated must be present to accept the nomination unless prevented by official union duties, sickness or some other unavoidable circumstances; provided, that in the case of such absence, the member desiring to be nominated shall notify the Local Lodge in writing prior to the convening of the special nominating meeting that he is familiar with and in compliance with all eligibility requirements and will accept if nominated.

As provided in our International Constitution, any member who has paid dues through January 2021 is in good standing and eligible to nominate and run for convention delegate (unless otherwise prohibited). Nominators and candidates should refer to Articles 2 and 25 of the International Constitution for other eligibility requirements.

**ELECTION OF CONVENTION DELEGATES**

The election of convention delegates for Local Lodge \_\_\_\_\_ will be conducted by secret ballot at the date, time and place indicated below:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Any member who has paid through February 2021 will be eligible to vote. Candidates who are not elected as delegates will be alternates with the non-elected candidate who receives the greatest number of votes being the first alternate. The remaining candidates will be ranked in the order of their votes.

\_\_\_\_\_  
Local Lodge Pres., BM/ST, or Sec.-Treas.

## **MAIL BALLOT PROCEDURE – 2021**

1. In cases where a Local Lodge has territorial jurisdiction outside the immediate area of the city or town in which it holds its regular meetings, election of Local Lodge officers specified in the Constitution and Delegates to the International Brotherhood Convention may be by mail ballot in accordance with these procedures prescribed by the International President.

2. (a) All ballots shall be mailed at least ten (10) days prior to the prescribed deadline for the return of completed ballots to the Election Committee. A ballot shall be mailed to the last known address of the member eligible to vote along with an unmarked manila envelope and an envelope pre-addressed to the Local Lodge Election Committee. The pre-addressed envelope shall bear the name, register number and return address of the prospective voter. Members shall be instructed to seal the completed ballot in the unmarked manila envelope and mail it in the pre-addressed envelope, within the prescribed time.

(b) The election ballot envelope mailed to the eligible member must show the return address of the designated Post Office Box under supervision of the Election Committee. In no instance should such unclaimed, returned election material be returned to any other location or address including and specifically the Union office.

(c) If it is more practical and would give greater assurance that out-of-town members would receive ballots, it is permissible to mail the ballots and pre-addressed envelopes to the job steward or shop steward, along with a list for each member to sign upon receiving his/her ballot. The steward should be instructed to send such signed list to the Chairman of the Local Lodge Election Committee. Under no circumstances should the job steward or shop steward have anything to do with the ballots after the members have received them. He/she should specifically not pick up the ballots after the members have voted. Each individual voting member must place the completed ballot in the mail.

3. The designated observer of a candidate or the candidate shall be permitted to observe the mailing of the ballots and the tabulation of the returned ballots if proper request is made to the Local Lodge Election Committee. (No remuneration is to be paid from the Local Lodge Treasury for any member serving as an observer.)

4. The returned ballots must be checked off the voting list by the Local Lodge Election Committee before being opened. The unmarked manila envelopes must then be removed from the return envelopes and placed in the ballot box. All challenges of returned ballots must be made before the ballot has been removed from the return envelope and placed in the ballot box.

5. All ballots which can be identified with the voter are void. Ballots which are returned undelivered to the Local Lodge Election Committee shall be kept along with all other records pertaining to the election for a period of one (1) year. (Article 25.12)

6. When mail ballots are used, the election notice referred to in Article 25.3 of the Constitution shall advise the date when mail ballots will be mailed and the deadline for their return.



## **ABSENTEE BALLOT PROCEDURE** **(FOR USE ONLY WITH SECRET** **BALLOT ELECTION)**

1. Absentee Ballots for members unable to attend the regular or special election meeting may be used upon request in writing to the Secretary-Treasurer of the Local Lodge, received twenty (20) days in advance of the election. The Secretary-Treasurer shall present these written requests to the Local Lodge Election Committee.

2. (a) All absentee ballots shall be mailed at least ten (10) days prior to the prescribed deadline for the return of completed ballots to the Election Committee. An absentee ballot shall be mailed to the last known address of the member eligible to vote along with an unmarked manila envelope and an envelope pre-addressed to the Local Lodge Election Committee. The pre-addressed envelope shall bear the name, register number and return address of the prospective voter. Members shall be instructed to seal the completed absentee ballot in the unmarked manila envelope and mail it in the pre-addressed envelope, within the prescribed time.

(b) The absentee ballot envelope mailed to the eligible member must show the return address of the designated Post Office Box under supervision of the Election Committee. In no instance, should such unclaimed, returned election material be returned to any other location or address including and specifically the Union office.

(c) No absentee ballots may be distributed in any manner other than that prescribed above.

3. The designated observer of a candidate or the candidate shall be permitted to observe the mailing and the tabulation of the absentee ballots if proper request is made to the Local Lodge Election Committee. (No remuneration is to be paid from the Local Lodge Treasury for any member serving as an observer.)

4. The returned absentee ballots must be checked off the voting list by the Local Lodge Election Committee before being opened. The

unmarked manila envelopes must then be removed from the return envelopes and placed in the ballot box. All challenges of returned absentee ballots must be made before the ballot has been removed from the return envelope and placed in the ballot box.

5. All absentee ballots which can be identified with the voter are void. Absentee ballots which are returned undelivered to the Local Lodge Election Committee shall be kept along with all other records pertaining to the election for a period of one (1) year. (Article 25.12)

6. When absentee ballots are used, the election notice referred to in Article 25.3 of the Constitution shall advise the date by when absentee ballots must be requested and the deadline for their return.

ALL MAIL OR ABSENTEE BALLOT

