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RICHARD W. MARK  
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TO: All IBT, GCC, BLET, and BMWED Entities

FROM: Richard W. Mark  
Election Supervisor

RE: Manual for Conducting Local Union Delegate Elections

DATE: July 7, 2010

Please find enclosed a manual for conducting local delegate elections. This manual has been revised and updated from earlier editions and reflects changes in the Rules for the 2010–2011 IBT International Union Delegate and Officer Election (“*Rules*”). The *Rules* provide that the Election Supervisor is responsible for supervising these delegate elections. This manual outlines the procedures the *Rules* require and provides a step-by-step guide through the election process. The whole process aims to ensure that the election of International Officers, from delegate elections through the final referendum ballot, is fair, honest, open and informed.

This manual starts at the point you have posted the plan summary. If you have not yet submitted your plan and need help in preparing it, call the Office of the Election Supervisor in Washington, D.C. (877-317-2011) to create an account for completing and submitting your plan through the OES on-line system. Any local that is planning on having delegate elections in the fall of 2010 should have submitted its local union plan by June 30, 2010. All other locals that will have delegate elections in the winter of 2010 or the spring of 2011 must submit local union plans by September 30, 2010.

At the back of the cover page of this manual is a list of the Election Supervisor’s Regional Directors and the areas they cover. Contact your Regional Director if you have questions about this manual or if you need any other election related assistance.

This manual supplements, but does not replace, the *Rules*. If there is a conflict between the two documents, the *Rules* control.