

**ELECTION
SUPERVISOR
FORM 34**

**CERTIFICATION OF THIRD
PARTY ELECTION AGENCY**

TO: _____
(Name of LU, SF or GCA Officer)

(Title of LU, SF or GCA Officer)

IBT Local Union/General Committee/System Federation _____ (“the Local”)

This will confirm that I am the _____ of
(Title or Position)

(Name of Election Agency) (“the Agency”) and that I have the authority to
sign this certification on behalf of the Agency. I acknowledge that the Local has engaged the Agency to conduct an
election for delegates and alternate delegates to represent it at the 31st International Convention of the IBT (the “Delegate
Election”).

I acknowledge that the Local has provided me with copies of the following:

- Rules for the 2025-2026 IBT International Union Delegate and Officer Election (“Election Rules”);
- 2025-2026 Local Union Election Plan for the Local (“Plan”);
- 2025-2026 Plan Summary (“Plan Summary”);
- 2025-26 IBT Election Supervisor’s Manual for Conducting Local Union Delegate Elections (“Manual”).

I acknowledge that the Agency is responsible for the conduct of the Local’s Delegate Election nomination meeting. On
behalf of the Agency, I certify that the person conducting the meeting, whose name, mailing address and contact
information appear below, will be provided with copies of the Election Rules, Plan, Plan Summary and Manual, shall
have read and understood the foregoing and will conduct the nomination meeting in accordance with them.

Name of nominations meeting chair: _____

Telephone: _____ Email: _____

I acknowledge that I have read and understand the Election Rules, the Plan and the Manual and further certify that the
Agency will conduct the Local’s Delegate Election in strict accordance with the Election Rules and the Plan, following
the guidelines and procedures set forth in the Manual, this Certification and the three pages attached to this Certification,
specifically:

- Election Supervisor Form 34A, THIRD PARTY ELECTION AGENCY WORKSHEET; and
- Election Supervisor Form 34B, STATEMENT REGARDING ELECTION MATERIALS.

I further certify that, within ten (10) days from the conclusion of the Delegate Election, I will secure all of the records and
materials pertaining to the Delegate Election, including all ballots, whether marked or unmarked, valid, challenged or
voided and all records kept in both analog or digital format (the “Delegate Election Materials”) and transmit the Delegate
Election Materials, accompanied by a completed and signed copy of Election Supervisor Form 34B to the Office of the
IBT Election Supervisor for preservation pursuant to the Labor-Management Reporting and Disclosure Act.

I declare under penalty of perjury that the foregoing is true and correct.

Signature: _____ Date: _____

Please send a copy of this completed form to the Office of the Election Supervisor for the IBT, 1750 K Street, NW,
Suite 200, Washington, DC 20006 or electionsupervisor@ibtvote.org

THIRD PARTY ELECTION AGENCY WORKSHEET

CENTRALIZED MAILOUT -- ENHANCED SCHEDULE

If ballots are to be mailed from a centralized location that is more than 100 miles or more from the offices of the Local Union, the minimum period between the ballot mailing date and the count date is to be increased according to the following schedule:

- 100-249 miles: minimum 26 days
- 250-500 miles: minimum 28 days
- Over 500 miles: minimum 30 days

NOMINATION MEETING – NOTICE. Not less than 7 days before the date of the mailing of the notice of nominating meeting (first nomination meeting, for local unions having multiple meetings), the OES is to be provided with a copy of the draft notice for review and approval. OES prior approval of the nomination notice is required before mailing or publication.

NOTICES TO CANDIDATES/CREDENTIALLED OBSERVERS/SLATE REPRESENTATIVES.

Post Nominations Meeting. Not more than 5 days from the conclusion of the nomination meeting, all candidates and slate representatives¹ are to be provided written notice of the following election-related information and observable² events:

- The name and contact information of the Agency representative responsible for the day-to-day conduct of the election – name/ mailing address/telephone/email address
- The Post Office where voted ballots are to be received and kept until the date of the ballot count. (Include address and any applicable parking or access restrictions.)
- The Post Office where ballot mail returned as undeliverable is to be picked up for member mailing address correction/processing. (Include address and any applicable parking or access restrictions.)
- Date, time and location of the lottery to determine the order of placement of candidate names on the ballot. (Include applicable parking or access restrictions, if any.)
- Date, time and location for candidates and designated observers to inspect (but not copy) the membership mailing list. (Include applicable parking or access restrictions.)
- List of dates and times (as set out in the LUEP) for:
 - collection of ballot mail returned as undeliverable and
 - mailing of ballot envelopes with corrected member address information or as requested by individual L.U. members

¹ Each candidate on a slate shall be considered to be represented by each and every other candidate on the slate and by any and all observers designated by that slate or any candidate on the slate.

² Designated observers must be members of the local union. However, in the event that the post office used to collect ballot mail, the plant where ballots are to be printed or the place where returned mail is to be processed is located 25 miles or more from the offices of the local, a candidate may designate any member of the IBT as the candidate's observer or representative, whether or not the designee is a member of the local union.

Prior to Ballot Printing. Not less than 7 days before ballot printing, all candidates and slate representatives² are to be provided:

- a proof of the ballot for review before final printing and
- written notice of the date, time and location of the printing of ballots. Include applicable parking or access restrictions, if any.

During the Balloting Period. On or before the close of business on each Friday during the period between the ballot mailing date and the count date, upon written request by any candidate or slate representative, the Agency shall provide the requesting candidate or slate representative with a written report of:

- the number of ballot envelopes returned as undeliverable (RAUs);
- the number of RAUs with corrected address information remailed;
- the number of requests for ballots received from members; and
- the number of ballot packages mailed to requesting members

during the preceding week. The report is not to include any information identifying a member. A copy of each weekly report will be provided to the Office of the Election Supervisor.

LOGIC AND ACCURACY TESTING

Preliminary Test -- OES. Approximately 7 days prior to the ballot count date, upon request of the Office of the Election Supervisor (OES), a preliminary test of the logic and accuracy of the vote counting system shall be performed in the presence of a representative of the OES. The date, time and location of the test shall be as agreed by the Agency and OES, conducted either remotely or in person, as appropriate. The preliminary logic and accuracy test shall occur not less than seven days prior to the date of the ballot count date.

Count Day Test – Local Union/Candidates/Observers. On the day of the ballot count, a logic and accuracy test shall be performed in the presence of the Local Union Election Committee or Executive Board and candidates or observers/slate representatives. This test will be performed immediately before beginning the ballot count.

Office of the Election Supervisor *for the*
International Brotherhood of Teamsters
1750 K Street, NW, Suite 200
Washington, D.C. 20006
844-428-8683 Toll Free
ElectionSupervisor@IBTvote.org
www.ibtvote.org

STATEMENT REGARDING ELECTION MATERIALS

_____, state as follows:

1. I am a representative of _____ (the "Agency"), an independent contractor engaged by IBT/BLET/BMWED _____ (the "Local Union") to conduct the election of delegates and alternate delegates to represent the Local Union at the June, 2026 International Brotherhood of Teamster's convention (the "Delegate Election").
2. I am authorized by the Agency to sign this statement.
3. I participated in the conduct of the Delegate Election and attended the ballot count, including, but not limited to the packing of the following election materials for shipment or transfer to the IBT Election Supervisor or his authorized representative:

<input type="checkbox"/> All ballots -- voted, challenged, blank, unused, spoiled or voided	<input type="checkbox"/> All undelivered ballot packages returned by the U.S. Postal Service/Canada Post
<input type="checkbox"/> All tally sheets and certifications (including Form ES 13)	<input type="checkbox"/> All ballot printing & mailing certifications (including Form ES 20)
<input type="checkbox"/> All rosters and eligibility listings	<input type="checkbox"/> All envelopes – return and secret ballot
<input type="checkbox"/> All files, ledgers and records re: undeliverable ballot mail	<input type="checkbox"/> All files, ledgers and records re: requests for duplicate ballots

I certify that all of the checked items, records and materials listed above were **securely packed in _____ heavy duty file**
(Number of boxes)

storage boxes, with all perforations/hand carry slots and box lids completely sealed with clear packing tape. I supervised or observed as the representatives of candidates, the Local Union and/or the Agency whose names are printed or legibly written below placed their signatures over the packing tape seals using permanent, waterproof marker.

Name	Candidate	Agency	Local Union

I certify that all other materials, lists, files, rosters, ledgers, data files and folders and any other records related to the Delegate Election, including, but not limited to any item listed above but not included in the boxes packed in accordance with this statement will be packed in the manner described in this statement and delivered to the Office of the Election Supervisor or physically transferred to his authorized representative within ten days from the date of the Delegate Election ballot count.

I certify that none of the materials related to the Delegate Election, or any part thereof, have been provided to the Local Union, any candidate or representative of any candidate, except as provided for in the Local Union Election Plan, or will be retained, duplicated for, or disseminated to, any candidate or representative of any candidate, officer, employee or member of the Local Union.

Signature: _____

Phone Number: _____ Date: _____

