



**UNITED  
TRANSPORTATION  
UNION**

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**HOW TO HOLD  
DELEGATE, ALTERNATE DELEGATE  
AND LOCAL COMMITTEE OF ADJUSTMENT  
ELECTIONS AND  
GENERAL CHAIRPERSON MAIL REFERENDUMS**

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**2010**

Outlined herein are several tips for conducting elections that meet the requirements of the Labor Management Reporting and Disclosure Act (LMRDA) and the UTU Constitution that will be useful in insuring the legality of elections:

### MAIL BALLOT ELECTIONS

1. Develop a schedule for each step of the election, including ballot printing, mailing, receipt, and counting, which allows adequate time for each procedure.
2. In selecting a meeting date for an election, make certain that the meeting date for tabulation of elections conducted via mail ballot does not fall on a Federal holiday when the post office would be closed.
3. Arrange with the U. S. Postal Service for a special post office box for receipt and storage of voted ballots so that all mail sent to a box will only be released at a specified time on the election date to members of the election committee (tellers). Do not use the union's regular post office box for the election if regular mail is normally routed there. In situations where the postmaster will not retain the key or combination to the election post office box, the Local President should appoint the tellers prior to the mailing of the ballots and they should determine who among them will retain the box key or combination. The key or combination should be placed in a sealed envelope and each teller signing his name across the sealed edge of the envelope.
4. Check the ballots carefully before and after printing to ensure that all candidates are listed, each candidate's name is spelled correctly and all instructions and other aspects of the ballot are accurate.
5. Safeguard and be able to account for all ballots printed. The number of ballots printed minus the number issued to members must equal the unused ballots on hand at the end of the election. When the local prepares its ballots by means other than an outside printer, a record should be made of the number of ballots prepared and all candidates so advised.
6. Update the membership address list to the extent possible to ensure that ballots are mailed to all members eligible to vote.
7. Inform all candidates of the date, time and place for the preparation and mailing of the ballots and of their right to have an observer present.
8. Mail a ballot to each member at least 15 days before the date when the voted ballots must be returned to the post office box. This will comply with the LMRDA requirements that a notice of election be mailed to all members not less than 15 days prior to the election.
9. Do not include campaign literature of any type in the ballot package.

10. When issuing duplicate ballots, mark the ballot return envelope "Duplicate." If both the original and duplicate envelopes are returned, void the original unopened. Record on eligibility list all duplicate ballots issued.
11. Pick up ballots from the post office box at the scheduled date and time. Do not attempt to gain access to the ballots prior to that time for any reason. Any ballots received at the box after that time must be voided. It is a good idea to question the post office to ascertain if there is an overflow of the box being held outside the box.
12. Permit each candidate to have an observer at the pickup of the ballots and their delivery to the counting site.
13. Conduct the ballot tally promptly after pickup, permitting at least one observer for each candidate to watch the entire proceedings. If for some reason there is a delay from the time the ballots are picked up and they are tabulated, the tellers must remain together with the ballots.
14. Verify that all returned ballots are from eligible voters before opening the outer envelopes. Mark voters' name off a voters' eligibility list to ensure that no member casts more than one ballot.
15. Remove the sealed inner envelopes containing the ballots from the outer envelopes and mix them thoroughly before they are opened and the ballots removed and counted. This process will ensure the ballot secrecy.
16. Publish or post the results of the election. Preserve ballots and all other election records and materials for at least one year.

### **POLLING AT A LOCAL MEETING**

1. Schedule voting hours to ensure that all members have an opportunity to vote. Open the polls promptly. Allow all members who are waiting in line at the scheduled closing time to vote.
2. Ensure that adequate information is available at the polling site to verify voter eligibility, such as the union's financial records of members' dues paying status or an eligible voters' list drawn up from those financial records under the supervision of the election committee.
3. Require voters to identify themselves to the election committee through use of union cards, driver's licenses, or similar documents.
4. Ensure that each member can vote only once by crossing out names on the voter eligibility list, or other means.

5. Safeguard all blank ballots. At the end of the election be able to account for all ballots prepared for the election.
6. Provide voters a place to mark their ballots in complete privacy, preferably voting booths. Ensure that voters do, in fact, cast secret ballots.
7. Provide a ballot box in which members place voted ballots and safeguard it throughout the election.
8. Maintain order at the polls at all times and direct voters into and out of the polls in an organized manner.
9. Forbid all campaigning at the polls. Do not permit oral campaigning, distribution of campaign literature, or signs in the polling area. Check the polling area and voting booths periodically to ensure that members have not left campaign material lying around.
10. Prohibit loitering in the polling place. Direct members to leave the polling area as soon as they cast their ballots.
11. Permit each candidate to have at least one observer at the polls and at the counting of the ballots.
12. Preserve ballots and all other election records for at least one year.

## ELECTION PLANNER AND CHECKLIST

This Planner and Checklist is designed to help the local officers plan for an election and schedule significant activities associated with conducting officer elections. The time projections noted meet the UTU Constitution requirements of Article 57.

It is important to consider holidays and weekends when setting your election schedule.

<u>DATE</u>	<u>ACTIVITY</u>
_____	<b><u>Update members' addresses</u></b> – (8 weeks prior to election).
_____	<b><u>Nomination notice</u></b> – (Post at least 10 days prior to nomination meeting). Notice should advise that nominations filed by petition must be delivered to the Local Secretary prior to the nomination meeting, or presented at the nomination meeting when nominations are taken. Also, the nomination notice should advise that prospective candidates will be allowed, once prior to the election, to inspect a list of names and addresses of the membership.
_____	<b><u>Arrangements for post office box</u></b>
_____	<b><u>Nomination meeting</u></b> – Appointment of tellers.
_____	<b><u>Contact candidates</u></b> – (As soon as possible after close of nominations). Accept withdrawals, and advise the candidates of their right to inspect membership list.
_____	<b><u>Printing of ballots</u></b>
_____	<b><u>Preparing and mailing ballots</u></b> – (Mail at least 15 days prior to election date). Advise candidates of the time and date this will occur in order that they or their observer may be present.
_____	<b><u>Election date</u></b>

## SPECIAL NOTICE

To Members of UTU Local No. \_\_\_\_\_ Date \_\_\_\_\_

You are hereby notified that a meeting will be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ .M., for the purpose of:

**NOMINATION OF OFFICERS** (*Nominations may be made by petition or from the floor of the nomination meeting. Petitions must be delivered to the Local Secretary prior to the nomination meeting or presented at the meeting.*)

**ELECTION OF OFFICERS**

CHAIRPERSON, GCA

VICE PRESIDENT

TRUSTEES

LOCAL COMMITTEE OF ADJ.

SECRETARY

LEGIS. REP.

CP    VCP    SEC

TREASURER

ALT. LEGIS. REP.

PRESIDENT

SECRETARY/TREASURER

DELEGATE

COLLECTOR

ALT. DELEGATE

Prospective candidates will be allowed, once, prior to the election, to inspect a list of names and addresses of the membership.

Mark "X" in each box that this meeting covers.  
UTU-M-57 Printed by UTU Print Shop.

\_\_\_\_\_  
Secretary

***united transportation union***

*Post Card*

PLACE  
STAMP  
HERE



# UNITED TRANSPORTATION UNION



## NOTICE



**ATTENTION: MEMBERS OF UTU LOCAL \_\_\_\_\_**

**2010 ELECTIONS OF  
DELEGATE, ALTERNATE DELEGATE,  
LOCAL COMMITTEES OF ADJUSTMENT**

Under the provisions of Article 57 of the UTU Constitution, elections of Delegates, Alternate Delegates and Local Committees of Adjustment will be held by all UTU Locals in November 2010.

Nominations to fill the above offices will be conducted at the regular meeting of Local \_\_\_\_\_ to be held \_\_\_\_\_  
*(DATE AND TIME)*

at \_\_\_\_\_  
*(LOCATION AND ADDRESS OF LOCAL MEETING)*

Nominations may be made from the floor at the nomination meeting. Nominations do not require a second. You may self-nominate.

Where nominations are made by nominating petition, at least five (5) members eligible to vote shall sign the petition. Petitions must be delivered to the Local Secretary prior to the nomination meeting or presented at the meeting.



# UNITED TRANSPORTATION UNION



## NOTICE



**ATTENTION: MEMBERS OF UTU LOCAL \_\_\_\_\_**

**2010 ELECTIONS OF  
DELEGATE, ALTERNATE DELEGATE,  
LOCAL COMMITTEES OF ADJUSTMENT,  
GENERAL CHAIRPERSON REFERENDUM**

Under the provisions of Article 57 of the UTU Constitution, elections of Delegates, Alternate Delegates and Local Committees of Adjustment will be held by all UTU Locals in November 2010. Also, under provisions of Article 82, on properties where General Chairpersons are elected by referendum, such elections will be held in November 2010.

Nominations to fill the above offices will be conducted at the regular meeting of Local \_\_\_\_\_ to be held \_\_\_\_\_

*(DATE AND TIME)*

at \_\_\_\_\_

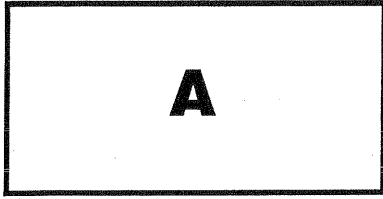
*(LOCATION AND ADDRESS OF LOCAL MEETING)*

Nominations may be made from the floor at the nomination meeting. Nominations do not require a second. You may self-nominate.

Where nominations are made by nominating petition, at least five (5) members eligible to vote shall sign the petition. Petitions must be delivered to the Local Secretary prior to the nomination meeting or presented at the meeting.

# LOCAL ELECTION INSTRUCTIONS

## 1. Secret Ballot "A" Envelope



3 5/8" x 6 1/2" (No. 6 1/2 envelope)

The secret ballot envelope, printed with a "A" on it, will be used to enclose the marked ballot. Advise members not to place any identifying mark or information on this envelope.

## 2. Ballot Return Envelope

From: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Local: _____	
<b>BALLOT</b>	SECRETARY LOCAL NO 300 C/O POSTMASTER P O BOX 0000 ANYTOWN USA 00000-0000

3 7/8" x 8 7/8" (No. 9 envelope)

This envelope will be used by the voter to return the Secret Ballot "A" Envelope with the marked ballot sealed inside. It should be pre-addressed to the post office box for returned voted ballots and contain space for the voter to print his or her name and address in the upper left corner. If a voter identification number has been assigned (which corresponds to the voter's number on the eligibility list), it should appear in the lower left corner of this envelope.

## 3. "Ballot Enclosed" Envelope

SECRETARY LOCAL NO 300 C/O POSTMASTER P O BOX 0000 ANYTOWN USA 00000-0000	<b>BALLOT ENCLOSED</b>	JOHN DOE 14600 DETROIT AVE ANYTOWN USA 00000-0000
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4 1/8" x 9 1/2" (No. 10 envelope)

This large envelope will be used to mail all the ballot items to each member. The return address should be the same post office box address on the Ballot Return envelope so the undelivered ballot packages are returned to the post office box.

From \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Local No. \_\_\_\_\_

Secretary:  
Place  
Stamp  
Here

# BALLOT

SECRETARY LOCAL NO 3000  
C/O POSTMASTER  
P O BOX 0000  
ANYTOWN 00000-0000

SECRETARY LOCAL NO 3000  
C/O POSTMASTER  
P O BOX 0000  
ANYTOWN 00000-0000

Secretary:  
Place  
Stamp  
Here

**IMPORTANT:  
BALLOT ENCLOSED**

JOHN DOE  
14600 DETROIT RD  
ANYTOWN USA 00000-0000

## **VOTING INSTRUCTIONS**

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### **Instructions for voting by mail:**

The voter will make a mark in the square of his/her choice, fold, and place the ballot in the envelope marked 'A' and seal.

Place sealed envelope 'A' in envelope marked 'Ballot' and seal.

Place name and address in upper left-hand corner of envelope marked 'Ballot' and mail.

Do not place any mark of identification on the ballot or the envelope marked 'A' that would destroy the secrecy of the ballot.

# UNITED TRANSPORTATION UNION

OFFICIAL BALLOT Local \_\_\_\_\_

Election of officers will be conducted at the meeting to be held on \_\_\_\_\_ at \_\_\_\_\_ o'clock, a.m./p.m.

In order for your vote to be tabulated, it must be deposited in the designated post office box before \_\_\_\_\_ o'clock, a.m./p.m., on \_\_\_\_\_.

## FOR PRESIDENT (Vote for one)

- (Insert name of candidate)
- (Insert name of candidate)

## FOR VICE PRESIDENT (Vote for one)

- (Insert name of candidate)
- (Insert name of candidate)

## FOR SECRETARY-TREASURER (Vote for one)

- (Insert name of candidate)
- (Insert name of candidate)

## FOR BOARD OF TRUSTEES (Vote for three)

- (Insert name of candidate)
- (Insert name of candidate)
- (Insert name of candidate)

## SAMPLE

### SPECIAL NOTES:

This sample is provided as a guide to assist Locals in preparing ballots.

You must arrange to prepare your ballots. We regret we cannot have them printed for you. You may, however, cut out the sample ballot on the perforated line and use this actual ballot size by inserting your information at the places now indicated "(Insert name of candidate)".

All other permanent vacancies that your Local will fill in this election may be included on this ballot, except that separate ballots must be prepared for Local Committee vacancies in Locals having more than one Local Committee.

## **FAQs: Electing More Than One Vice Local Chairperson for a Committee**

**Q:** “We currently have more than one Vice Local Chairperson at each of the Local Committees of Adjustment (LCAs). What is the proper procedure for electing multiple Vice Local Chairpersons? And then, how do you determine who is First Vice Local Chairperson?”

**A:** The proper procedure for electing multiple Vice Local Chairpersons involves approaching the ballot according to well-defined positions. In other words, nominations would be taken for First Vice Local Chair, for Second Vice Local Chair, etc., and the ballot would reflect that the voter is choosing from among candidates to fill a particular slot. (To illustrate, the ballot would give you a choice of candidates for “First Vice Local Chair, LCA-XYZ,” a choice of candidates for “Second Vice Local Chair, LCA-XYZ,” etc., and instructions on the ballot above each section would read: “Vote for one.”)

With this procedure, the choice of First or Second Vice Local Chairperson has been made by the members of the Local Committee of Adjustment, satisfying the following provision of Article 81, found at lines 37-40: “When more than one Vice Chairperson is elected to a Local Committee of Adjustment, the Local Committee shall designate the Vice Chairperson who shall act as required by this paragraph.”

### **Conducting a Run-Off Election**

As in any other election, the possibility of needing a run-off remains, especially where numerous candidates are seeking a position, because a candidate needs a majority of votes for election to the position. Instructions for conducting a run-off election are included in lines 71-86 of Article 57 of the UTU Constitution. Those lines read:

“The candidate receiving a majority of the votes cast for a given office shall be declared elected. If no one (1) of the candidates for a given office receives a majority of the votes cast, another ballot shall be submitted to all eligible voters upon which shall appear only the names of the two (2) candidates receiving the highest numbers of votes cast for that office. If any number of the candidates for a given office are tied for the highest number of the votes cast, another ballot shall be submitted to all eligible voters upon which shall appear only the names of the candidates receiving the highest number of votes cast for that office. If one (1) candidate receives the highest number but that number does not constitute a majority of the votes cast for a given office and any number of candidates are tied for the second highest number of votes cast, another ballot shall be submitted to all eligible voters upon which shall appear only the name of the candidate receiving the highest number and the names of the candidates receiving the second highest number of the votes cast for that office.”

## **How Many Positions Can a Candidate Seek?**

**Q:** “If a Local Chairperson position is up for election, and three people run for the office, can they run for Vice Local Chairperson as well?”

**A:** Candidates can run for as many positions as they want, as long as they are eligible and properly nominated. As an extreme example, a candidate can run for Delegate AND Local Chairperson AND First Vice Local Chair AND Second Vice Local Chairperson AND for LCA Secretary. However, there are certain positions which cannot be held simultaneously.

Restrictions on holding multiple Local Officer positions are outlined in Article 56 of the UTU Constitution, as follows:

“The elective officers of a Local shall consist of a President, Vice President, Secretary and Treasurer, and a Board of Trustees consisting of three (3) members. By action of a Local, the office of Secretary and Treasurer may be separated and elections held to fill each office. A Local having fifty (50) or more members may create the office of Collector....No member may fill more than one (1) of these elective offices at the same time.”

Further, as noted in Special Circular No. 28, it has been ruled that a member may not serve on more than one Local Committee at the same time.

During the tabulation, if a particular person running for more than one position is found to have won one of the slots, that candidate is removed from all subsequent races in which that candidate’s name appears if his election to that second position poses a conflict with the UTU Constitution. For example, someone elected Local Chairperson cannot then also be elected Vice Local Chairperson. Likewise, someone elected Vice President cannot also be subsequently elected as a Trustee. However, a candidate elected Vice Local Chairperson can remain a viable candidate for the position of Delegate, as there is no conflict in holding both offices.

Where a conflict might exist and a winning candidate’s name is withdrawn from races to be subsequently tabulated, various effects manifest themselves:

-- In a two-candidate race involving a candidate who already won a position in a previously tabulated contest (and is thus removed from a subsequent race), this can result in the remaining candidate winning by acclamation because the opposition has been removed from the ticket;

-- and in a race involving three or more candidates, where one of the candidates is removed from consideration because he/she has won a position that would conflict with a position in a race yet to be tabulated, this can mean fewer total votes will be counted in the subsequently tabulated race (i.e., votes cast for the candidate who won a conflicting

position in an earlier-tabulated race are now set aside and not considered part of the total number of votes cast in a subsequent race), and the majority needed for one of the remaining candidates to win is now mathematically altered.

### **Local Chairperson Vacancies**

It also should be noted the position of Vice Local Chair differs from the positions of Vice President, Alternate Delegate or Alternate Legislative Representative in a crucial way:

When a Local President resigns, retires, dies, or otherwise permanently vacates the office, the Vice President steps up to fill the office for the rest of the term, until the next scheduled election, and a vacancy is thus created in the position of Vice President, which must be filled by an election at the soonest opportunity. (In general, if the next scheduled election for the office exceeds four months, a special election must be held.) Similarly, if the Delegate resigns, the Alternate Delegate becomes Delegate for the remainder of the existing term and a vacancy exists at Alternate Delegate. Likewise, if the Legislative Representative resigns, the Alternate Legislative Representative becomes the Legislative Representative for the remainder of the existing term, and a vacancy exists at Alternate Delegate.

However, if a Local Chairperson's position is permanently vacated, the First Vice Local Chairperson steps into the role of Acting Local Chairperson on a temporary basis -- not for the remainder of the term. Article 81 calls for an election to be held to fill the vacant Local Chairperson position. After that special election, the Acting Local Chairperson steps back into his elected role as (First) Vice Local Chairperson. Of course, the Acting Local Chairperson can also run for the Local Chairperson position, and if he or she wins, then a vacancy is created in the office of Vice Local Chairperson.

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# UNITED TRANSPORTATION UNION

## Report of Elections

**NOTE:** Article 57, Lines 107-110: "Locals must, following each election of officers or succession to office, promptly notify the General Secretary and Treasurer, interested General Chairpersons, State and District Legislative Boards of the names and addresses of the new officers."

Mail to: **General Secretary & Treasurer, ATTN: Directory, United Transportation Union, 24950 Country Club Blvd., Ste. 340, North Olmsted, OH 44070-5333.**

Please include information as to time and place your Local holds its meeting **ONLY IF CHANGE IS REQUIRED IN DIRECTORY**, and also furnish any other corrections that are needed to be made in the current directory.

Local Number \_\_\_\_\_

Date \_\_\_\_\_

### President

### Vice President

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Secretary-Treasurer

### Secretary

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Treasurer**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Trustee**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Trustee**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Trustee**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Legislative Representative**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Alt. Legislative Representative**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Delegate**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Alternate Delegate**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Local Chairperson, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Vice Local Chair, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Vice Local Chair, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Secretary, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Local Chairperson, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Vice Local Chair, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Vice Local Chair, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Vice Local Chair, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Vice Local Chair, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Secretary, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Local Chairperson, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Vice Local Chair, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Secretary, LCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**General Chairperson, GCA-\_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Changes for Directory**

Please include information as to time and place your Local holds its meeting ONLY IF CHANGE IS REQUIRED IN DIRECTORY, and also furnish any other corrections that are needed to be made in the current directory.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_