

2017 POPA ELECTION RULES

1. Only members in good standing may vote. This means your FY2017 dues have been paid or you are currently on the payroll deduction program as of 5:00PM (ET) July 31, 2017.
2. Members of the bargaining unit who wish to vote in the Election must have submitted a signed dues deduction form to POPA by 5:00PM (ET) July 31, 2017. The employee should keep a photocopy of their dues form in the event of a challenge or any question regarding their eligibility to vote.
3. The election shall be conducted by secret ballot.
4. A ballot will be mailed to the last known address of each dues-paying member. The accuracy of the mailing address is the responsibility of the member. Confirmation of your current address or change-of-address requests can be submitted through our website www.popa.org.
5. All dues-paying members may vote for Officers but may only vote for Area Delegates from their own organizational area (e.g. Chemical, Mechanical, Electrical or Designs & Others).
6. Avoid making any extraneous marks, signatures, initials, etc. on the ballot or return envelopes which could serve as a personal identifier. Such marks may nullify your ballot.
7. Ballots marked with more than the maximum number of votes permitted will be nullified.
8. Members are permitted to run both as an Area Delegate and as an Officer, however, they may be elected to only one position. If a candidate runs for more than one position and is elected to more than one position, the candidate must elect which position to serve in.
9. Election of Officers shall be by a plurality of the vote. Election of Delegates shall be by a plurality of the vote where election of Delegates within each organizational area shall be determined by ranking the candidates by the number of votes received and choosing a sufficient number of the highest vote getters to equal the number of vacancies in the organizational area.
10. The candidates for Officers and Area Delegates will appear on the ballots in randomly selected order with an asterisk (*) denoting an incumbent.
11. Write-In candidates are permitted. A Write-In candidate for an Officer must receive at least fifteen (15) votes to be eligible for election. A Write-In candidate for an Area Delegate must receive at least five (5) votes to be eligible for election.
12. Any candidate may appoint an observer for the election. Candidates may serve as their own observer or appoint an observer who is a member in good standing of the Association. The observer may observe the counting of the ballots but shall in no way interfere with the balloting and ballot-counting procedures or with the individuals carrying out the ballot-counting procedures. An observer shall not handle any of the ballots. No observer shall be left unattended with the election ballots.

For additional rules or guidelines please see the popa.org website.

Notice of POPA Election

It is time once again for POPA members in good standing to elect Officers and Area Delegates for the Patent Office Professional Association. Nominations for Officer or Delegate positions will open on September 8, 2017. Nominating petitions will be available on www.popa.org. The deadline for the nominating petitions is September 27, 2017 at 5:00PM (ET) and must be submitted to an Election Committee member or POPA Secretary Gerry Ewoldt. On October 18, 2017, information will be mailed to members about voting on-line with the option of voting by mail. On November 15, 2017 at 5:00PM (ET), internet voting will close and mailed ballots must have been received.

(See back for additional POPA Election Rules)

Mark Osele
2017 Election Chairman

For more information, contact a member of the
Election Committee:

Mark Osele	REM 7D19	571-272-1235
David Fox	REM 2C09	571-272-0795
Ryan Barrett	JEF 5D39	571-270-3311

Patent Office
Professional
Association

For further POPA Election information and updates go to www.popa.org. Please help us update our mailing list by providing any address changes and a non-USPTO email address. Please submit your changes through our website www.popa.org. Thank you.

Patent Office
Professional
Association
Box 25287, Alexandria, VA 22313

Union Member Rights and Officer
Responsibilities under the Civil
Service Reform Act

The standards of conduct provisions of the Civil Service Reform Act of 1978 (CSRA), among other statutes, guarantee certain rights to dues-paying members of unions representing Federal employees and impose certain responsibilities on officers of these unions to ensure union democracy, financial integrity, and transparency. The Office of Labor-Management Standards (OLMS) is the Federal agency with primary authority to enforce many standards of conduct provisions. If you need additional information or suspect a violation of these rights or responsibilities, please contact OLMS at 1-866-4-USA-DOL. You should also refer to 29 CFR 457.1 - 459.5 and POPA's constitution and standing rules (www.popa.org) for information on union procedures, timelines, and remedies.

Union Member Rights

Bill of Rights – Union members have:

- Equal rights to participate in union activities
- Freedom of speech and assembly
- Voice in setting rates of dues, fees, and assessments
- Protection of the right to sue
- Safeguards against improper discipline

Collective Bargaining Agreements – Union members (and certain nonunion employees) have the right to receive or inspect copies of collective bargaining agreements.

Constitutions, Bylaws, and Reports – Unions are required to file an initial information report (Form LM-1), copies of constitutions and bylaws, and an annual financial report (Form LM-2/3/4) with OLMS. Unions must make these documents available to members and permit members for just cause to examine the records necessary to verify the financial reports. The documents are public information and copies of reports are available from OLMS and on the internet at www.union-reports.dol.gov. In general, a union member has the burden of establishing "just cause."

Officer Elections – Union members have the right to:

- Nominate candidates for office
- Run for office
- Cast a secret ballot
- Protest the conduct of an election

Officer Removal – Local union members have the right to adequate procedure for the removal of an elected officer guilty of serious misconduct.

Protection for Exercising CSRA Rights – A union or any of its officials may not fine, expel or otherwise discipline a member for exercising any CSRA right.

Prohibition Against Violence – No one may use or threaten to use force or violence to interfere with a union member in the exercise of his or her CSRA rights.

Union Officer Responsibilities

Financial Safeguards – Union officers have a duty to manage the funds and property of the union solely for the benefit of the union and its members in accordance with the union's constitution and bylaws. The union must provide accounting and financial controls necessary to assure fiscal integrity.

Prohibition of Conflicts of Interest – A union officer or employee may not (1) have any monetary or personal interest or (2) engage in any business or financial transaction that would conflict with his or her fiduciary obligation to the union.

Bonding – Union officers or employees who handle union funds or property must be bonded to provide protection against losses if their union has property and annual financial receipts that exceed \$5,000.

Labor Organization Reports – Union officers must:

- File an initial information report (Form LM-1) and annual financial reports (Forms LM 2/3/4) with OLMS.
- Retain the records necessary to verify the reports for at least five years.

Officer Elections – Unions must:

- Hold elections of officers of local unions by secret ballot at least every three years.
- Conduct regular elections in accordance with their constitution and bylaws and preserve all records for one year.
- Mail a notice of election to every member at least 15 days prior to the election.
- Comply with a candidate's request to distribute campaign material at the candidate's expense.
- Not use union funds or resources to promote any candidate (nor may employer funds or resources be used).
- Permit candidates to have election observers.

Restrictions on Holding Office – A person convicted of certain crimes may not serve as a union officer, employee, or other representative of a union for up to 13 years.

Loans – A union may not have outstanding loans to any one officer or employee that in total exceed \$2,000 at any time.