

PROCEDURES FOR MAILING/EMAILING OF CAMPAIGN LITERATURE

1. Each candidate shall be permitted a reasonable opportunity, equal to that of any other candidate, to have literature mailed, via the US Postal Service, to all or part of the membership, at the candidate's expense. Each candidate is entitled to a reasonable number of mailings, whether or not any other candidate makes such request(s). Requests for mailing shall be made to the Elections Committee at least five (5) days before the desired mailing date. The mail list will be transmitted by the Elections Committee to the mailer designated by the Elections Committee.

2. Each candidate shall also be permitted to send up to five e-mails, no more than one in any week, to all or part of the membership for whom the Local Union maintains e-mail addresses, at the candidate's expense. Requests for e-mailing shall be made to the Elections Committee at least five (5) days before the desired e-mailing date. The e-mail list will be transmitted by the Elections Committee to the vendor designated by the Elections Committee.

3. Each candidate shall also be permitted to do up to two phone blasts, no more than one in any week, to all or part of the membership for whom the Local Union maintains phone numbers, at the candidate's expense. Requests for the above shall be made to the Elections Committee at least five (5) days before the desired phone blast. The list of phone numbers will be transmitted by the Elections Committee to the vendor designated by the Elections Committee

4. All written requests will be honored in the order received.

5. Arrangements will be made by the Elections Committee with a professional mailer to handle the mailing of campaign literature, and a vendor qualified to handle the mass transmission of e-mails and phone calls.

6. All costs for the mailing or e-mailing of campaign literature will be borne solely by the candidate. Costs associated with the mailings include, but are not limited to:

- a. Address labels, materials, and labor
- b. Postage
- c. Fees as determined by the outside mailer/e-mailer.

7. The outside mailer chosen shall be one prepared to provide candidates with either bulk rate or first class service at the candidate's expense. Once the Elections Committee is contacted by the candidate regarding the volume of the mailing,

the vendor will inform the candidate of the estimated cost of the mailing. Cost will vary according to volume. Payment by cashier's check or cash must be made upon delivery of the campaign materials to the mailer. No personal checks will be accepted by the mailer.