



2024 WGAE  
Nominations and  
Election Policy for  
Officers and Council  
Members

The 2024 Nominations and Election of WGAE Officers and WGAE Council members shall be governed by the Nominations and Election Policy (the “Election Policy”) which is approved by the WGAE Council, the WGAE Constitution and Bylaws and applicable federal law.

The WGAE Council is the governing body of the WGAE consisting of 20 Council members, twelve (12) Film/TV/Streaming Council members, five (5) Online Media Council members and three (3) Broadcast/Cable/Streaming News Council members) plus five (5) officers, President, Secretary-Treasurer and three (3) Vice Presidents from each work sector. All Council members serve for two (2) year terms.

The 2024 WGAE election will include the following open positions: Online Media Vice President, Broadcast/Cable/Streaming News Vice President, six (6) Film/TV/Streaming Council seats, two (2) Online Media Council seats and three (3) Broadcast/Streaming News Council members.

## I. Eligibility

### A. Who Can Nominate?

All members in good standing may nominate or self-nominate a candidate for President, Secretary-Treasurer. To be entitled to nominate or self-nominate a candidate for a work sector Vice President or work sector Council seats, a member must be in good standing and a member of the sector for which they are nominating themselves or another candidate.

A member may be nominated for both an Officer and work sector Council seat and, if elected to both positions, their election as an Officer shall be effective and votes cast for the member as a work sector Council seat shall be eliminated from final balloting.

### B. Who Can Run for Council?

1. In order to be eligible to run for President or Secretary-Treasurer, a member must be in good standing for one (1) year prior to the election.
2. In order to be eligible to run for a Council seat, a member must be a member in good standing for the one (1) year prior to the election in the relevant work sector.
3. Any member holding a seat on Council that is not due to end in the current election cycle need not resign their seat in order to run for an Officer position in the current election.

## II. Nominations for Officer and Work Sector Council Seats

### A. Notice of Nominations and Elections

No later than June 3, 2024, the WGAE will mail or e-mail a Notice of Nominations and Election for Officers and Council Members (“Notice”) to each member at their last known mail or e-mail address and will post the Notice on the WGAE website.

B. Content of Notice

The Notice shall contain a list of the Council seats for which nominations are being accepted, the terms of office, the method of nomination, a summary of the eligibility requirements, the deadline for the submission of nominations, the election date, the nomination form, information on requesting a mail ballot and a summary of the role of the WGAE Council members and officers.

C. Who Can Be Nominated?

1. To be nominated for President or Secretary-Treasurer, a member must either self-nominate or be nominated by a member in good standing.
2. To be nominated for a work sector Vice President or work sector Council seat, a member must either self-nominate or be nominated by a member in good standing and be a member from that work sector.
2. Nomination forms must be accompanied by the member's name.

D. Nomination Submissions

To nominate, a member can either fill out the nomination form or send an e-mail to [elections@wgaeast.org](mailto:elections@wgaeast.org) no later than June 21, 2024.

E. Nominator and Nominee Certification

WGAE Staff will confirm that all nominators and nominees fulfill the above stated eligibility requirements.

F. Nominees Reception

The Nominees Reception will be held on June 25, 2024 at 6 pm via Zoom.

G. Acceptance of Nomination

1. All nominees must accept their nomination by notifying WGAE Staff no later than July 15, 2024 to appear as a candidate for the 2024 election.
2. All candidates must attend a mandatory meeting on either Tuesday, July 23, 2024 at 6pm via Zoom or Thursday, July 25, 2024 at 12 pm via Zoom.

H. Candidate Resource Network

1. Under the direction of the WGAE Council, WGAE staff will compile and disseminate a roster of willing current WGAE Council members not running for election in 2024 who will be available to answer questions from nominees regarding the election process and/or service on the WGAE Council. This roster will be available to consult with nominees until the deadline for acceptance of nominations.

### III. Campaigning and Access

#### A. Candidate Statements

1. A candidate statement and a photo (if supplied) will be e-mailed or mailed, if requested, to all eligible WGAE voters in the relevant work sector, posted on the WGAE website and placed on the election ballot in the order the candidates appear on the election ballot. In elections where the President and Secretary-Treasurer positions are open, the candidate statement and communications for these offices will be sent to all work sectors.
2. Each candidate may submit a statement.
3. Candidates are responsible for submitting the final typed statement to the WGAE Staff no later than August 15, 2024 via e-mail.
4. Candidate statements will be e-mailed to all WGAE members in good standing and in the relevant work sector on August 23, 2024.

#### B. Candidate Communications

1. WGAE will make available to all candidates the opportunity to send three (3) campaign communications by e-mail or via postcard to all members if running for President or Secretary-Treasurer or to all members within their work sector if running for VP work sector or Council seat who have provided the necessary address to the WGAE. The communications must identify the candidate and be in plain text or rich text format. The communications may not include attachments but may include links to websites. The subject line will read “WGAE Election Campaign Message.” All messages must be preceded by the following statement:

This e-mail/postcard is not an official communication from WGAE and has not been transmitted at WGAE expense.

WGAE is required by federal law to comply with all reasonable requests by candidates for union office to distribute campaign literature at the candidate’s expense. The preceding message has been prepared by the candidate. It has not been endorsed or reviewed by WGAE. The candidate has not been provided with your address and will not receive any responses.

2. If a candidate requests another candidate eblast message beyond these three (3) communications, each additional candidate communication will incur a \$100 administrative fee paid to WGAE by the candidate(s).
3. Postcards will be sent only to the candidate’s work sector (unless running for President or Secretary-Treasurer, in which case postcards will be sent to all members) and within four (4) business days of being received by WGAE Staff, and candidates must pay at

least the following rates below, which are subject to change based on WGAE membership numbers and postage rates:

Large 5 ½ X 9 ½ size postcards - Film/TV/Streaming Sector - \$2,834.24; Online Media Sector - \$1,479.68; Broadcast/Cable/Streaming News Sector - \$765

Small 4 X 6 Postcards - Film/TV/Streaming Sector - \$2,209.68; Online Media Sector - \$1,153.28; Broadcast/Cable/Streaming News Sector - \$596.25

4. Text for communications may be sent to WGAE Staff beginning August 22, 2024 and must be received by September 9, 2024 for postcards and September 16, 2024 for eblasts.

Communications will be sent to the membership beginning August 26, 2024 and ending September 13, 2024 for postcards and September 18, 2024 for eblasts, in the order in which they are received at WGAE.

5. WGAE sends no more than one (1) election-related eblast per day. An eblast may contain more than one (1) candidate's message or slate's message.
6. An eblast sent on behalf of a slate of candidates counts as one eblast for each member of that slate.
7. Eblast messages will be sent within two (2) business days of being received by WGAE Staff.
8. In an eblast, the header will read: WGAE Election Candidate Message: NAME OF CANDIDATE or WGAE Election Candidate Messages (with number of messages in parentheses): NAMES OF CANDIDATES.

#### C. General Rules Regarding Candidate Statements and Communications

1. All candidate statements and communications for work sector VPs and Council members will be sent only to that candidate's work sector. In elections where the President and Secretary-Treasurer positions are open, the candidate statements and communications for President and Secretary-Treasurer will be sent to all work sectors.
2. WGAE may not refuse to process or distribute any candidate's statement and communications on the basis of its content, nor may it edit any candidate's campaign literature.
3. There are no word limitations.
4. Candidates must include their name, work sector and position for which they are running at the top of the candidate statement, eblast or postcard.
5. To ensure uniformity, candidate communications will be listed in text form, including no graphics or emojis and published in the same font and size.

D. Inspection of Membership Lists

On July 22, 2024, all candidates will receive a Right to Inspection letter. The letter will inform each candidate that they have the right, on one (1) occasion during the thirty (30) days before the ballot count, to inspect, but not copy, a list containing the names and last known addresses of WGAE members within their work sector (or all WGAE members for candidates running for President and Secretary-Treasurer). Candidates inspecting the list must maintain the confidentiality of all personal and address information regarding members. WGAE shall not discriminate in favor of or against any Candidate with respect to the membership list.

E. Freedom to Exercise Political Rights

Subject to the limitations set forth in Article IV below, members retain the right to participate in campaign activities, including the right to run for office (if they meet the eligibility requirements set forth above), to openly support or oppose any candidate, to aid or campaign for any candidate, and to voice any comments in support of or opposition to any candidate.

F. Election Website

1. The Council Election Page will go live when all nominations are announced to members. The Council Election Page will be located on WGAEast.org; all candidates will be listed. The Council Election Page will display candidates by the seat for which they are running (i.e. President, Secretary-Treasurer, Sector Vice President, Sector Council). Candidates will be listed in ballot order, determined pursuant to Section V(D)(2) of this policy, along with their photo.
2. Each candidate will have their own individual landing page linked from their profile on the Council election landing page. Each individual candidate page may include a photo of the candidate, a candidate statement and a list of the endorsements from Guild members.

G. Endorsers

1. Process for Endorsements
  - (a) WGAE Member Endorsements
    - (i) WGAE members who wish to endorse candidates in the Election may do so through the Secure Endorsement Webpage hosted on the WGAE website. The Secure Endorsement Webpage will require members to log-in using their WGAEast.org website credentials.
    - (ii) Candidates will be provided with a link to the Secure Endorsement Webpage upon accepting their nomination. Candidates may share the provided link to collect endorsements from WGAE members.
    - (iii) There will be a button on each candidate's landing page that links to the Secure Endorsement Webpage.

- (iv) WGAE members may also follow the process set forth for WGAW endorsers in section G(1)(b), set forth below.
  - (b) Candidates who want to include endorsements from WGAW members must copy [elections@wgaeast.org](mailto:elections@wgaeast.org) on an email with the WGAW member confirming their endorsement. WGAE Staff will update candidate's list of endorsements on Mondays.
  - (c) Endorsers will be listed in alphabetical order by last name.
2. Review of Endorsers:
- (a) Candidates are responsible for reviewing their list of endorsements to ensure that they accept the endorsement. Candidates should periodically review their individual candidate page and advise WGAE staff to remove an endorsement by emailing [elections@wgaeast.org](mailto:elections@wgaeast.org). Staff will remove the endorsement as soon as practicable during normal business hours.
  - (b) At any time, any candidate may ask WGAE staff to remove an endorsement from their individual candidate page by emailing [elections@wgaeast.org](mailto:elections@wgaeast.org). Staff will remove the endorsement as soon as practicable during normal business hours.
3. Candidates who wish to include an endorsement message on their candidate page should:
- (a) Have their endorsers follow the process for endorsement contained in paragraph 1.
  - (b) Ask their endorser to email the endorsement message to [elections@wgaeast.org](mailto:elections@wgaeast.org), copying the candidate.
  - (c) Election staff will update the individual candidate page as soon as practicable during normal business hours.

#### IV. Union and Employer Protocols

##### A. Union Funds, Resources, Personnel and Facilities

1. Except as provided in Article III, no WGAE funds, resources, personnel or facilities may be used to promote the candidacy of any person, and candidates may not receive any contributions or other resources from WGAE given to promote their candidacies. This prohibition includes a ban on monetary contributions and the use of the union's stationery, equipment, facilities, personnel or other resources to promote a candidate. The following are

examples of the type of union funds, resources, personnel and facilities that are strictly prohibited:

- (a) Use of the union's offices for campaign purposes;
- (b) Use of the union's office equipment such as telephones, computers, and photocopy machines for campaign purposes;
- (c) Use of the union's stationery for campaign purposes;
- (d) Use of the union's logo and/or name for campaign purposes if such use would reasonably be construed as an endorsement by the union, provided that the use of the union's logo or name in the name of any slate of candidates is prohibited;
- (e) Use of the union's publications, website, Facebook Page, Instagram, Slacks or social media accounts for campaign purposes; or
- (f) Use of membership contact information acquired while a WGAE Officer or member of Council or any WGAE Committees (including Negotiating Committees) for campaign purposes.

- 2. It is also a violation of WGAE policy for any member to use any WGAE platform or communications resource to communicate about the election in any form, including get-out-the-vote messages, as well as to campaign for WGAE Council or on behalf of any candidate or against any candidate using those resources, except as otherwise contemplated in this Policy. Any member who violates these rules may be subject to discipline per Article X of the WGAE constitution.

#### B. Employer Resources, Personnel and Facilities

No employer funds, resources, personnel or facilities may be used to promote the candidacy of any person, and candidates may not receive any employer contributions or resources given to promote their candidacies. This prohibition includes a ban on monetary contributions and the use of an employer's stationery, equipment, facilities, personnel, paid worktime or other resources to promote a candidate.

### V. 2024 WGAE Council Election

#### A. Election Supervision

WGAE has retained eBallot, an independent election firm, to supervise the tabulation of the election ballots per the WGAE's Constitution and Bylaws, this Election Policy, and applicable federal law.



B. The Election Committee

An Election Committee will be created according to the WGAE Constitution and By-Laws and WGAE Council Resolution(s). The members of the Election Committee will be appended to this document as Appendix A.

The Election Committee will adjudicate issues that arise during the election and determine any pre- or post-election protests. A quorum of three (3) members of the Election Committee is required for any Election Committee decision.

No member of the Election Committee may concurrently serve on or run for a seat on Council.

C. Election Mechanics

1. The Election. The 2024 election will be for the following positions: Online Media Vice President, Broadcast/Cable/Streaming News Vice President, six (6) TV/Film/Streaming seats, two (2) Online Media Council seats and three (3) Broadcast/Cable/Streaming News Council members.

Members in good standing, IN EACH SECTOR, are eligible to vote only for the Vice President and/or Council members ONLY within their own work sector.

2. Mailing of Ballot Information. All members in good standing will receive information about the election and their election code mailed by a third party, bonded vendor via USPS on August 23, 2024.
3. Voting. Voting begins on August 27, 2024 at 12 am EST. All members in good standing will be sent an e-mail notifying them of such. Members may reach out to eBallot to receive missing or lost election voting codes.
4. Mail Ballots. Members may request a mail ballot by contacting WGAE Staff by September 10, 2024. All ballots must be received by 4 pm on September 19, 2024 to be counted in the election.
5. Observers. Each candidate has the right to be present and/or designate an observer who must be a WGAE member in good standing to observe the tallying of ballots.

D. Election Ballot

1. Official Ballot. All ballots shall be designated as the official 2024 WGAE Council Ballot. Members in good standing will only receive a ballot for the Vice President or Council members within their work sector.
2. Order of Placement. The placement of a candidate's name on the ballot for each position shall be determined by a neutral selection method. Ballot placement shall be determined on July 18, 2024.
3. Write-in Votes. Write-in votes are permitted.

4. Voter Intent. Any ballot marked in a way as to reasonably indicate the intent of the voter will be counted. All decisions on voter intent will be made by the Election Committee.
5. Over-votes. If a member votes for more candidates than the number of open seats on mail ballots, the member's votes for the position for which the member over-voted will be invalidated.

E. Ballot Count

1. The Count. The ballots will be tabulated by eBallot on September 19, 2024 at 5 pm at the WGAE office.
2. In Person Voting. Members in good standing may vote in person on September 19, 2024 at 4:30 pm at the WGAE office.
3. Voter eligibility. Voter eligibility will be determined prior to the opening and counting of the ballots. Members may challenge the eligibility of a voter by identifying the voter and clearly specifying the basis for the objection before any ballots are opened. All decisions on voter eligibility will be made by the Election Committee.
4. Challenged Ballots. If ballots are challenged based on the eligibility of the voter, or for any other reason, the ballots will be segregated and counted only if they could affect the outcome of the election.
5. Multiple Ballots. If a member submits both an on-line ballot and a mail ballot, the on-line ballot will be counted.
6. Plurality Vote. Candidates shall be elected by a plurality of votes.
7. Tie vote. In the event of a tie vote for any elected office, there shall be a membership run-off election to decide the winner of that office.

F. Election Results Notification

Upon completion of the vote count, the results will be certified in writing by eBallot. All candidates will be notified of the election results as soon as practicable. Public release of the names of those who were elected shall be posted on the WGAE website as soon as practicable.

G. Effective Date

All elected candidates shall assume their offices and positions immediately upon their election.

## VI. Eligibility Challenges and Post-Election Protests

### A. Election Protests

1. Any protest regarding an alleged violation of the Election Policy, the WGAE Constitution and Bylaws, or applicable federal election law must be filed in writing with the Election Committee, c/o elections@wgaeast.org, no later than fifteen (15) days after count.
2. The protest shall set forth with reasonable specificity the nature of the alleged violation, the facts underlying it, and how it may have affected the outcome of the election.
3. The Election Committee shall consider all facts it deems appropriate to resolve an election protest.
4. The Election Committee shall render its decision within forty-five (45) days following the date of the election.
5. The Election Committee's decisions shall be final and binding. Elections challenged by a member are presumed valid unless and until the same or another candidate is elected in a rerun election.

The 2024 Policy is approved by Council and is applicable only to the 2024 WGAE Election.

Appendix A

Election Committee

Kyle Bradstreet

Hallie Haglund

David Lumb

Sue McCann