

## POSTINGS AND DECLARATIONS CHECK LIST

	POSTING	DECLARATION	RULES CITATION	DATE COMPLETED
1	<b>Notice of Submission of Local Union Plan</b> – Form 2 - <i>Within 5 days of election plan submission by local.</i>	Within 3 days of posting.	Article II, Section 4(e)	
2	<b>Local Union Plan Summary</b> – Comes with approved Local Union Plan - <i>Within 7 Days after receipt of plan summary from Election Supervisor.</i>	Within 3 days of posting.	Article II, Section 4(g)(h)	
3	<b>Nomination Notice</b> – Form 7 - <i>At least 21 days before the Nomination Meeting.</i>	Within 3 days of posting.	Article II, Section 5(d)	
4	<b>Nominations Results</b> – Form 37 - <i>Within five days after the Nomination Meeting.*</i>	Within 3 days of posting.	Article II, Section 6(a)(b)	
5	<i>In the event a nominee is found ineligible, a revised list of candidates is required.*</i>	Within 3 days of posting.	Article II, Section 6(c)	
6	<b>Notice of Election</b> – Form 11 <i>At least 24 days prior to the deadline for return of ballots.</i>	Within 3 days of posting.	Article II, Section 7(d)	
7	<b>Tally Sheet</b> – Form 13 - <i>Within 7 days of the Ballot Count.</i>	Within 3 days of posting.	Article II, Section 12(b)	
8	<b>International Union Officer Election Notice</b> – <i>As prepared by the Election Supervisor - 60 Days prior to the International Officer's Election Ballot Count.</i>	Within 3 days of posting.	Article IV, Section 2	

All Forms are available under the "Official Forms" tab at [www.ibtvote.org](http://www.ibtvote.org)

\* If the nominations are uncontested, you need to specify that since the candidates are unopposed the election scheduled for (X) date is cancelled.