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**OFFICE OF THE ELECTION SUPERVISOR ADVISORY ON  
MINIMUM STANDARDS FOR CONVENTION DELEGATE FACILITIES**

The 30th International Convention of the International Brotherhood of Teamsters (the “Convention”) will meet and conduct business in a virtual format commencing on June 22, 2021 at 12:00 p.m. Eastern Daylight Time. The Official Convention Call, published in the Spring 2021 issue of *Teamster* (p. 36), announced certain procedures as necessary “accommodations” to the virtual Convention format and noted the possibility of additional adjustments as a consequence of this meeting format.

The Office of the Election Supervisor (“OES”) has developed procedures to conduct International Union officer candidate nominations in the virtual format, including the use of a secure, web-based system for delegates to cast secret ballot votes for nominating candidates to the referendum ballot. OES has released *Supplemental Election Supervisor Rules For the 30<sup>th</sup> International Convention* that address the schedule and basic procedures for floor nomination of International Union officer candidates, and the schedule for nomination ballot voting. This *Advisory* addresses minimum standards for facilities and equipment that delegates will use to participate in the virtual convention.

**I. LOCAL UNION RESPONSIBILITY**

To participate in the virtual convention, each delegate must have: 1) a secure internet connection; 2) equipment that will allow for viewing and participation in the Convention (*e.g.*, a desktop or laptop computer; a tablet, a smartphone); and 3) a location where the delegate may engage in Convention activity free from improper coercion, and may cast a nomination ballot in private. A delegate who has personal equipment adequate for participation in the Convention may use that equipment from the delegate’s residence. For delegates who do not have such access or equipment, each Local Union<sup>1</sup> is responsible for making facilities and equipment necessary to participate in the virtual convention available to delegates.

The Convention is official Union business. A Local Union may make its facilities and equipment available to delegates for participation in the Convention, so long as the offer is made available on equal terms to all delegates (and alternate delegates, if provided for in the Local

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<sup>1</sup> The term “Local Union” means all local union affiliates of the IBT (including the GCC) as well as General Committees of Adjustment of the BLET and System Federations of the BMWED. See Election Rules, Article II, Section 3(b).

Union Election Plan (hereafter, “paid-for alternate delegates”)). A Local Union may not require any delegate to travel in order to participate in the Convention. If a delegate or alternate delegate intends to participate from home, but lacks an internet connection or equipment adequate for that participation, the Local Union must work collaboratively with the delegate or alternate delegate to facilitate the individual’s participation.

Some Local Unions are having delegates and alternate delegates participate in the Convention delegates at an in-person group setting, whether at the local union hall or other meeting facility. Any such participation opportunity must be offered to delegates (and to paid-for alternate delegates) on a non-discriminatory basis.

## **II. STANDARDS FOR GROUP MEETINGS**

Any group meeting of Convention delegates is a session of the Convention itself and is subject to the rules governing organization and conduct of proceedings as if the delegates were present in-person in one location. IBT Rules for the 30th International Convention will apply to the conduct of all group meetings, as will the *Supplemental Election Supervisor Rules For the 30<sup>th</sup> International Convention*. Group meeting locations must be organized and conducted so that delegates are free to consider and act on matters as the IBT Constitution provides (Article III, Section 5(a)(4)), and to vote on nomination to the ballot by secret ballot vote cast in private and free from any coercion.

Delegates will be eligible to vote from a group meeting if the site meets the following minimum standards and is approved by OES. The IBT host or sponsor of the group meeting (whether a single entity or a group formed for the purpose of having the meeting) shall submit a meeting plan to OES not later than **May 14, 2021**. The meeting plan shall include at least the following:

- A. Host/Sponsor:** Identify the IBT entities that are the host/sponsor of the group meeting. Provide the name, telephone number, and email address of an individual at the Union principally responsible for organizing the group meeting. The identified individual will be responsible for host/sponsor and attendee compliance with controlling law and standards at the group meeting, including: the LMRDA; IBT Constitution; IBT Convention Rules; Election Rules; OES Guidance, and COVID-19 protocols.
- B. Participants:** Identify all Local Unions invited or expected to participate in the group meeting. State the total number of persons (delegates, alternate delegates, other union officers, support personnel, guests) invited or expected to participate in the group meeting.
- C. Address:** Provide the name and address of the proposed group meeting venue, including the name, telephone number, and email address of a contact person at the venue.

D. **Floor Plan:** Provide a floor plan for the group meeting that shows the following areas or features:

- delegate seating areas
- viewing areas open to alternate delegates and, if provided, to rank and file members
- large screen monitors, if any, provided for viewing the convention proceedings
- any dais or rostrum, including seating, if any, and a description of the participants who are to be seated in this area
- limited access voting room—entry restricted to voting delegates, OES staff, security personnel and candidate observers—and including the following:
  - size of voting area to be sufficient to accommodate voter seating areas not less than 10' apart, with a capacity for not less than 20% of the expected delegates to vote simultaneously. Voter seating must be arranged to insure secret balloting, so that no delegate's screen may be observed by another person while the delegate is voting.
  - seating for OES personnel, security personnel and candidate observers in locations providing control of the entrance/exit to the voting area and unrestricted view of all voting seating areas, all subject to the local authority or CDC COVID-19 distancing restrictions or guidelines.

E. **Internet Access:** The venue must be connected to the Internet by a secure, password-protected network with sufficient connectivity to permit live-streaming of Convention proceedings through multiple logins of the entire group of anticipated participants, and to permit simultaneous voting by delegates. The host/sponsor must provide for bandwidth at the venue sufficient to accommodate simultaneous login by the expected number of group meeting participants without significant deterioration in service speeds. The meeting plan must include a certification of sufficient, secure bandwidth for the group meeting.

F. **COVID-19 Compliance:** The group meeting location must comply with COVID-19-related requirements of the venue, local government, state government, and/or the federal government, in effect, whichever is most restrictive. Provide a summary of the applicable requirements and the host/sponsor's compliance plan.

### III. ORDER AT GROUP MEETINGS

The IBT may assign sergeants-at-arms to attend group settings. In addition, the Office of the Election Supervisor may assign OES staff to group settings to supervise secret ballot voting.

The Host/Sponsor shall arrange for security camera(s) to be placed in a position to record a broad view of the voting room entrance, the voting room exit, and the voting areas. The cameras shall be in active operation during the entire 90-minute voting period. A live video feed

from the voting area cameras shall be provided to OES, and the camera output shall be recorded. ZOOM videoconferencing or a similar service may be used for this purpose.

**During the Nomination Period (6/23/21)**

- OES staff and security personnel shall have access to all parts of the meeting room.
- Any nominations offered from the floor will be made from a designated location, either on the floor or from the rostrum.
- Other than the nominator, seconder, and accepting candidate, other delegates, alternate delegates, and guests in the meeting room shall remain at their assigned seats. OES staff and security personnel may facilitate microphone access by the nominator, seconder, or candidate.

**During the Voting Period (6/24/2021).**

- OES staff and security personnel—accompanied by OES staff—shall have access to all parts of the voting room; candidate and slate observers are required to remain in the location designated for observers and may raise questions/comments/challenges only with OES staff.
- The logic and accuracy testing of the OES voting system will be conducted before the start of voting; the test will be observable by videoconference.
- From the close of floor nominations through the close of the 90-minute voting period, campaigning is not permitted anywhere on the entire premises. Candidates and any candidate supporter wearing candidate/slate/campaign-related apparel or carrying candidate/slate/campaign signage or distributing candidate/slate/campaign-related materials are required to leave the premises. Candidates shall be provided with any passwords or PINS required to allow them to vote from outside the designated voting area.

Dated: April 26, 2021  
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