

GAO Employee Association Interim Council Rules

(Adopted Dec 2007 through January 2009)

Introduction.....	2
I. Transition Provisions	2
II. Conducting Meetings	3
A. Guidelines on Timing of Meetings.....	3
B. Quorum	3
C. Open Meetings and Forum.....	3
D. Minutes.....	4
E. Electronic Voting.....	4
1. E-mail Vote Requirements Under Other Than Emergency Decisions.....	4
2. Requirements for an Emergency E-mail Vote.....	5
F. Prioritizing Agenda Content for Regular IC Meetings	5
III. Filling Vacancies.....	6
A. Introduction	6
B. Selection of Vacant At-Large Seats	6
C. Selection of Vacant Seats Representing Teams, Field Offices and PDP Constituents	7
IV. Committees	8
A. General Committee Provisions.....	8
1. Guidelines for Interim Council Committees.....	8
2. Elections of Committee Chairs and Co-Chairs	8
3. Selection of Committee Members and Filling of Vacancies.....	8
B. Specific Committees and Work Groups	9
1. African American Performance Assessment Group	9
2. Collective Bargaining	9
3. Communications	10
4. Diversity Working Group	11
5. Elections.....	11
6. Finance.....	12
7. Legislative	13
8. Membership.....	13
9. Performance Management.....	14
10. Rules	14
V. Election Policies and Procedures.....	15
A. Mail In Voting.....	15
B. Campaign General Rules.....	15
C. Campaign Dos and Don'ts.....	16
D. Campaign Question and Answers.....	17
VI. Miscellaneous	18
A. Number of Local	18
B. Membership Drive Slogans and Materials.....	18
C. Press Policy	18
D. Sharing Information Among IC Members	18
E. Tracking Time Charges	18
F. Privacy of Membership Data	18
G. Designation of Union Rep for Office of Compliance Health & Safety Inspection	19
H. Spending Threshold, Check Signing, and Monthly Financial Reports.....	19
I. Identification of Official Website.....	20

Introduction

The Interim Council passed numerous rules and guidelines for its operations. Included here are those that have continued relevance as the Assembly takes office. Rules no longer having relevance include provision for the constitution committee and the grievance contract committee which went out of business when the constitution and interim agreement were ratified.

As a reminder, all rules, policies, procedures or committees from the IC not included in the constitution will end on March 27th 2009 at 8pm or whenever the Assembly modifies or repeals them.

Some of the rules are included in the minutes of the Interim Council as archived on the GAO Employee Organization's (GEO) website, www.gaoanalysts.org. Other rules, including the creation of some of the committees, predate either the Interim Council or the recording of minutes. For example, the legislative committee and African American Performance Assessment Group were identified prior to the creation of the Interim Council. The Interim Council grandfathered in all existing committees shortly after taking office.

I. Transition Provisions

Following the ratification of the Constitution,

- 1) the constitution committee will dissolve and
- 2) any committee seat held by a member of the bargaining unit who is not a member of the union will become vacant,
 - a) such vacancies will be filled by the Interim Council (IC) or Assembly according to established procedure.
 - b) There will be a two week grace period following the announcement of the ratification of the constitution for committee members to sign up for union membership and confirm their membership status before this rule is enforced.

All rules, policies, and procedures adopted by the IC will remain in effect and all committees established by the IC will continue in existence following the ratification of the Constitution except as follows.

- 1) Any rules, policies or procedures that conflict with the Constitution will end immediately upon ratification of the constitution.
- 2) All rules, policies, procedures or committees from the IC not included in the constitution will end on March 27th 2009 at 8pm or whenever the Assembly modifies or repeals them.
- 3) The Election and Grievance and Dispute Resolution Committees will be appointed in accordance with the Constitution, at which point in time, the corresponding committees established by the IC will dissolve.
- 4) The Assembly may choose to adopt any or all rules, policies, procedures or committees not in conflict with the constitution either indefinitely or for a limited term and thereby extend them past the March 27th deadline.
- 5) On the March 27th deadline, any committee seat held by a member of the former IC who is not a member of the Assembly will become vacant, unless that individual is confirmed in their position by the Assembly.

II. Conducting Meetings

A. Guidelines on Timing of Meetings

1. The appropriate length of time for IC meetings is no more than 90 minutes (one and a half hours).
2. If the agenda for the next scheduled IC meeting incorporates a length of time greater than 90 minutes (one and a half hours):
 - a) The proposed length of time should be approved at the beginning of the affected meeting, and:
 - b) All attempts should be made to notify the IC of the proposed length of time no later than 48 hours (two days) before the affected meeting, or no later than 24 hours (one day) before the affected meeting if the agenda includes items of urgent business for consideration by the IC.
3. The subcommittee proposes that IC meetings should be regularly scheduled for Wednesdays at 3:30 PM ET (12:30 PM PT) in order to:
 - a) Set a more consistent schedule for IC meetings, and:
 - b) Accommodate the scheduling concerns of the IC representatives, including those in the Eastern and Pacific time zones.
4. Exceptions can be made by the IC.

B. Quorum

1. A quorum of the Interim Council (IC) or any committee is such a number as must be present in order that business can be transacted. A quorum of the IC or any committee shall be defined as conditions where:
 - a) For IC members: a simple majority (more than one-half) of current IC members is present, either at the site of the meeting or via teleconference.
 - b) For full committee meetings: a simple majority (more than one-half) of current voting committee members is present, either at the site of the meeting or via teleconference
2. In the absence of a quorum, measures should be taken and a reasonable amount of time should be allowed to establish a quorum.

C. Open Meetings and Forum

1. For each IC meeting the first 15 minutes maximum should be designated as Open Forum where and bargaining unit member can provide input and feedback to the IC. No decisions will be made by the IC during Open Forum.
 - a) The IC Agenda, and any attachments, will be either sent to all bargaining unit members by email or will be posted on the GAO Union website.
 - b) Bargaining unit members will be asked to introduce themselves and identify their team or unit.
 - c) Bargaining unit members who cannot attend can submit questions or comments to the chair, vice chair, or secretary. The chair will then raise the issues during the Open Forum or during the council's business as appropriate. Bargaining unit members who attend in person or by telephone will be given priority to present during Open Forum.
 - d) Minutes will be taken during Open Forum.
2. In order to make sure we can accommodate bargaining unit members and ensure that they have time to speak, as a courtesy, we strongly encourage bargaining unit members who want to participate in Open Forum to advise the chair of the IC to that effect.

- Depending on the number of people participating in Open Forum, the chair of the IC at his discretion can limit the time people have to speak.
3. Because of the limited number of lines available for people to call into the meeting, and because these lines have been reserved for IC field representatives, field office bargaining unit members will be encouraged to attend Open Forum as part of a group in a single room that includes their representative.
 4. After all interested bargaining unit members have had a chance to speak and the chair has read any comments sent to him/her, or after 15 minutes, whichever comes first, the IC begins conducting its business.
 - Bargaining unit members can choose to remain and observe or else choose to leave.
 5. Personal time must be used for attending the IC meetings.
 6. In the event of an executive (closed) session, the chair will specifically ask all participants who are not members of the IC to depart and those listening in on the phone to hang up. A different telephone number shall be used for executive sessions.

D. Minutes

The minutes of each IC meeting will include a list of those present/absent.

E. Electronic Voting

Guiding Principles

- While it is preferable for the IC to vote on a proposal as part of a meeting during which ideas can also be exchanged, voting by e-mail may be necessary.
- Rules are necessary to ensure IC members have a reasonable chance to vote thus ensuring that the vote represents the IC's collective will, and
- E-mail votes are not necessary for the review of draft communications provided that the IC has agreed to the policies or position contained therein.

1. E-mail Vote Requirements Under Other Than Emergency Decisions

- a) Three conditions must be met before the IC permits an e-mail vote:
 - i) The decision to be made should be time sensitive, particularly with collective bargaining with management,
 - ii) Discussions have been previously held during meetings when IC members have been assembled, and
 - iii) The IC agreed during the meeting time that an e-mail vote should be held
- b) to be e-mailed and the IC Chair will work with this person(s) to prepare the motion for dissemination. The ballot shall include the option for members to vote "yes," "no," or abstain. The Chair or the Chair's designee will send the e-mail containing the motion to the IC.
- c) To ensure that the results of an e-mail vote is representative of IC members,
 - i) The e-mail with the motion and voting deadline shall be e-mailed to both the home e-mail and work e-mail addresses of each IC member, unless an IC member does not provide the Secretary an home e-mail address.
 - ii) The header of the e-mail should include in bold: E-mail Vote and a short description of the subject to be voted on.
 - iii) IC members shall have at least three calendar days to decide, unless the IC specifically decides otherwise.

- iv) For an e-mail vote to be considered valid more than half of IC members (filled positions only) must participate in the e-mail vote. A simple majority of those voting “yes” is sufficient to pass the motion.
- d) The Secretary, Chair, and/or Vice-Chair, depending on availability, shall record the vote for each category of response separately and the ballots are to be verified by a second IC member. The Secretary, at the next IC meeting, shall present as an addendum to the agenda, a record of how people voted and the name of the person who verified the ballots.

2. Requirements for an Emergency E-mail Vote

- a) In cases of emergency vote, the IC Chair may call for an e-mail vote without regard to #1 above after making a good faith effort to consult with officers and relevant committee chairs. In this case (2) and (3) will apply, except that:
 - i) the Chair may shorten the voting period to a minimum of 24 hours.
 - ii) passage of the motion will require that a simple majority of current IC members in favor of the motion and
 - iii) the header of the e-mail must include in bold: Emergency E-mail vote followed by a brief description of the subject matter
- b) In addition, the first section of the e-mail must explain the nature of the “emergency”

F. Prioritizing Agenda Content for Regular IC Meetings

Background: There are topics that are expected to come before the Interim Council that will demand more of the IC’s time and consideration than an ordinary 15 – 20 minute agenda item. These topics include the proposed constitution outline among others. The goal of this proposal is to allow IC meetings to provide appropriate time and consideration for topics that are related to our primary mission (establishing a constitution, membership structure, bargaining, etc.) and to allow a focus on those topics when appropriate. A related goal of this proposal is to accomplish the mission of the IC without requiring meetings more frequently than once per week, unless absolutely necessary.

1. IC meetings will continue to be held weekly, on Wednesdays, from 3:30 – 5:00 EST.
2. Some IC meetings will be in the current format, with a series of announcements, action items, and other relevant business of the IC.
3. Some IC meetings will be entirely devoted to a particular topic, such as a section of the proposed constitution outline, to allow time for IC consideration and deliberation.
4. For those IC meetings devoted to a particular topic, the following “housekeeping” agenda items will remain in place: attendance, open forum (if guests attend), approval of prior minutes, and any critical announcements from the chair.
5. Other action items that arise will be deferred to the next regular IC meeting that is held. Announcements may be handled by email as appropriate.
6. The chair and vice-chair will make decisions about which meetings are regular and which meetings are dedicated to a particular topic in consultation with the other officers and the committee chairs.
7. The first IC meeting dedicated to a topic will be on June 25 and will begin discussions on the proposed constitution outline.

III. Filling Vacancies

A. Introduction

Vacancies for at-large Interim Council seats are to be filled by a vote of the Interim Council, while vacancies for Interim Council seats representing teams, field offices, and PDP staff be filled by a vote of the respective constituencies of the bargaining unit.

As a result, below are two sets of parallel procedures, one for each type of vacancy.

B. Selection of Vacant At-Large Seats

1. The IC representative intending on vacating their seat must formally announce their resignation to the whole IC and to IFPTE via e-mail, and give an effective date for their resignation.
2. The IC will designate volunteer(s) from the bargaining unit to help administer the election. The IC will designate a member to be a liaison with the designated volunteer(s).
3. The Communication Committee will e-mail an “election” announcement to the bargaining unit regarding the vacant seat and the date it is available to be filled. The announcement can also ask for applicants for those seats from the defined constituencies, and for those applicants to e-mail their name, brief biographical information and their qualifications for the vacated seat. The deadline for submitting applicants is six business days after the announcement of the vacancy by the Communication Committee.
 - a) The announcement will indicate that people will only nominate themselves for vacant seats.
 - b) Applicants will submit their applications to the designated election volunteer(s).
 - c) The announcement will indicate that submitting an application confirms an applicant’s willingness to serve in the IC, if elected.
4. The designated election volunteer(s) will e-mail an announcement to the bargaining unit, within two business days of the deadline for submissions, of the number of applicants for a vacated seat. Upon request, the designated election volunteer(s) will provide names of those who already submitted applications.
5. If there is only one applicant for the position, they are seated without an election.
6. The designated election volunteer(s) will arrange a Q&A session at which IC members will ask applicants questions about their qualifications before the deadline for voting.
7. IFPTE will send out ballots to the IC as soon as possible after the receipt of the slate for the vacant seat. Ballots are due five business days after the slate is sent out to the IC.
8. Following the end of voting, IFPTE will then count the ballots and announce the results as soon as possible; the designated election volunteer(s) will contact the applicants of the election results, and then inform the bargaining unit.
9. When only two applicants are running and have a tie vote, then a random drawing would be conducted between the aforementioned applicants to determine who fills the vacant seat. When three or more applicants are running and the votes for first place are tied, a run-off election will be held for the aforementioned applicants.
10. If the seat remains vacant, then the first person to apply for the seat will open a one (1) week window where IFPTE will notify the affected bargaining unit stating that one person has been self-nominated, and others have one week to run for the position. If no one else runs for this position, the first person is seated.
11. The recommended schedule for special elections is as follows, beginning with the Monday following the announcement of the vacancy of the IC seat:
 - a) First Monday: Send out announcement for applications
 - b) First Wednesday: Send out reminder for applications
 - c) First Friday: Application deadline; slate and information from applicants sent to IC members
 - d) Next Tuesday/Wednesday: Conduct Q&A session for IC members
 - e) Next Friday: Ballots due to IFPTE

C. Selection of Vacant Seats Representing Teams, Field Offices and PDP Constituents

1. The IC representative intending on vacating their seat must formally announce their resignation to the whole IC and to IFPTE via e-mail, and give an effective date for their resignation.
2. The IC will designate volunteer(s) from the bargaining unit to help administer the election. The IC will designate a member to be a liaison with the designated volunteer(s).
3. The Communication Committee will e-mail an “election” announcement to applicable members of the bargaining unit regarding the vacant seat and the date it is available to be filled. The announcement can also ask for applicants for those seats from the defined constituencies, and for those applicants to e-mail their name, brief biographical information and their qualifications for the vacated seat. The deadline for submitting applicants is six business days after the announcement of the vacancy by the Communication Committee. Announcements for a Band I vacancy will be mailed to everyone, not just Band I staff.
 - a) The announcement will indicate that people will only nominate themselves for vacant seats.
 - b) Applicants will submit their applications to the designated election volunteer(s).
 - c) The announcement will indicate that submitting an application confirms an applicant’s willingness to serve in the IC, if elected.
4. The designated election volunteer(s) will e-mail an announcement to applicable members of the bargaining unit, within two business days of the deadline for submissions, of the number of applicants for a vacated seat. Upon request, the designated election volunteer(s) will provide names of those who already submitted applications.
5. If there is only one applicant for the position, they are seated without an election.
6. The designated election volunteer(s) will arrange a Q&A session at which applicable members of the bargaining unit will ask applicants questions about their qualifications before the deadline for voting.
7. IFPTE will send out ballots to applicable bargaining unit members as soon as possible after the receipt of the slate for the vacant seat. Ballots are due five business days after the slate is sent out to the IC.
8. Following the end of voting, IFPTE will then count the ballots and announce the results as soon as possible; the designated election volunteer(s) will contact the applicants of the election results, and then inform applicable bargaining unit members.
9. When only two applicants are running and have a tie vote, then a random drawing would be conducted between the aforementioned applicants to determine who fills the vacant seat. When three or more applicants are running and the votes for first place are tied, a run-off election will be held for the aforementioned applicants.
10. If the seat remains vacant, then the first person to apply for the seat will open a one (1) week window where IFPTE will notify the affected bargaining unit stating that one person has been self-nominated, and others have one week to run for the position. If no one else runs for this position, the first person is seated.
11. The recommended schedule for special elections is as follows, beginning with the Monday following the announcement of the vacancy of the IC seat:
 - a) First Monday: Send out announcement for applications
 - b) First Wednesday: Send out reminder for applications
 - c) First Friday: Application deadline; slate and information from applicants sent to applicable bargaining unit members
 - d) Next Tuesday/Wednesday: Conduct Q&A session for applicable bargaining unit members
 - e) Next Friday: Ballots due to IFPTE

IV. Committees

A. General Committee Provisions

1. Guidelines for Interim Council Committees

- a) The Council will, on an individual basis, determine the size of each committee and whether each committee will have non-IC bargaining unit members.
- b) The Council will choose the members of committees (both IC members and bargaining unit members). When the number of applicants exceeds the number of committee openings, applicants will be asked to submit a brief summary of why they would like to join or their qualifications, to allow council members to make an informed choice. If a committee is opened to non-IC bargaining unit members the openings will be posted in the Communique at least one-week before the deadline for applications.
- c) Each committee will select a Chair, and may select one or two co-chairs. The Chair of each committee should be an IC member, unless the Council decides otherwise.
- d) Each committee may, at its discretion, create subgroups.
- e) To the extent possible, the time and place of each full and sub-committee meeting should be provided in advance, unless the Council decides otherwise.
- f) Each committee will record the minutes of its full committee meetings and post them to the website, unless the Council decides otherwise.

2. Elections of Committee Chairs and Co-Chairs

- a) The point person for organizing a committee will call the committee members together for a 'get-acquainted' session.
- b) During the session, the committee members will agree on an election schedule.
- c) After the initial meeting, the point person will e-mail all members asking for nominations or self-nominations for chair (as provided in the previously adopted guidelines, the chair must be an Interim Council member). The point person will allow at least three business days for filing of candidacies.
- d) If, at the end of the period for nominations, there is only one candidate for chair, he or she will automatically be seated as chair. Otherwise, the point person will at the end of this period, request the candidates for statements not to exceed 200 words. Two business days afterward, the point person will send out a "secret" ballot by e-mail, with instructions for voting and the candidate statements. The point person will allow at least three business days for return of ballots, with a weekend intervening, and will then count the ballots. The Vice Chair of the Interim Council shall verify the count. Neither the point person nor the Vice Chair may reveal the votes of individual committee members; however, the point person shall keep a record of the vote.
- e) In terms of election results and subsequent actions:
The person receiving a majority of votes cast will be elected chair; if no person receives a majority on the ballot, the point person will send out a runoff ballot listing the two persons receiving the most votes, which must be returned within two business days.
- f) The committee shall be empowered to nominate and elect additional officers and/or positions in the future for the committee.
- g) When the Election Committee is constituted, it will assume the above functions (i.e. serve as "point persons" for such elections as listed in rules #2 and #4).

3. Selection of Committee Members and Filling of Vacancies

Volunteers will serve as a point person to facilitate the selection of committee members. Such volunteers would be independent and would not serve on the committee they're helping to fill. They would

- a) announce a request for applications to fill the committees, either to the bargaining unit or the IC, depending on the committee;
- b) collect the applications;
- c) facilitate the selection process by the IC; and d) convene the first meeting of the committee. (Note: this process will be consistent with the guidelines for committees approved at a previous IC meeting.)

B. Specific Committees and Work Groups

1. African American Performance Assessment Group

The committee was formed before the Interim Council was established to represent the union in the implementation phase of the Ivy Planning Group study of disparities in performance appraisals between African American Analyst staff Caucasian Analyst staff.

2. Collective Bargaining

a) Areas of Responsibility

- i) Representing the Interim Council and bargaining unit members in negotiations with GAO management regarding negotiated agreements (i.e. interim agreements, master bargaining agreement).
- ii) Drafting union proposals for a collective bargaining agreement (except for grievance procedures, which is the responsibility of the Grievance-Contract Committee).
- iii) Following up on matters previously negotiated between the union and GAO management in cooperation with other committees and the IC.
- iv) Conducting, collecting and coordinating the research, data collection and analyses needed to prepare informed proposals and conduct effective negotiations with GAO management.
- v) Coordinating data and information requests for GAO management on behalf of itself, other committees and IC members, and the IC as a whole.
- vi) Preparing comments on proposed GAO regulations and proposals affecting the bargaining unit and communicating such comments to the IC.
- vii) This committee and the Communications Committee will choose a liaison to coordinate between them.

b) Composition

The committee shall have a total of seven (7) voting members, comprised entirely of IC members, whose seats would filled by approval (via election) from the IC, except for the Council Chair who will be an ex-officio voting member of the committee.

The composition of the membership shall be:

- i) Three (3) members located in headquarters (except for PDP IC members),
- ii) Two (2) members located in field offices (except for PDP IC members), and,
- iii) One (1) member representing PDP staff
- iv) One (1) ex-officio voting member (i.e. the Council Chair).
- v) The committee shall also include the chair of the Grievance-Contract Committee (or his or her designee) and representatives from IFPTE as non-voting ex-officio advisory members. The vice-chair of the interim council may also attend but not have voting rights.

c) Subcommittees

- i) The committee will have a subcommittee that would help the committee:
 - Conduct, collect and coordinate needed research, data collection and analyses on behalf of the committee, and, o Coordinate data and information requests for GAO management on behalf of the committee, other committees and IC members, and the IC as a whole.
- ii) The committee may create additional subcommittees at their discretion.
- iii) The committee may select bargaining unit members (IC or non-IC members) to staff any subcommittee on an as-needed basis.
- iv) Subcommittees may elect chairs and co-chairs from among their respective memberships; however, at least one voting committee member must serve on any subcommittee.

d) Leadership

- i) The committee shall elect a chair from its membership, and elect co-chairs at their discretion.

e) Useful Skills

- Committee members should be knowledgeable of the various subject matters to be addressed by the committee during its mandate.
- Subcommittee members should have sufficient knowledge of specific subjects as determined by the committee.

f) Mandate

The committee mandate would continue until it is renewed or replaced by the governing body under the new constitution.

3. Communications

a) Areas of Responsibility:

- i) Coordinate the IC's communication strategy
- ii) Publish newsletters/e-mails from the IC, particularly for time-sensitive information
- iii) Publish the Communiqué, particularly to address subjects that require more time and research.
- iv) Website development and support, proposing content.
- v) Other matters (e.g., development of letterheads, business cards, logos, etc.)
- vi) Coordinates and provides support to other committees needing communication assistance.
- vii) Provide editorial services, e.g., for testimony.

b) Composition: Total of 11 voting members, at least 6 from the Interim Council.

- i) Editor/Coordinator of Direct IC transmissions (E/C must be an IC member, although if a subcommittee is formed, it may be co-chaired by a non-IC member)
- ii) Editor/Coordinator of the Communiqué (E/C must be an IC member, although if a subcommittee is formed, it may be co-chaired by a non-IC member)
- iii) Website Coordinator (E/C must be an IC member, although if a subcommittee is formed, it may be co-chaired by a non-IC member)
- iv) Six at large members, several of whom should act as liaisons, if not be members of, the committees for which they are providing support.

c) Subcommittees:

The committee may create subcommittees and select bargaining unit members to fill such subcommittees on an as-needed basis. The Communiqué could be developed by its own subcommittee and designated communication committee members could serve as its reviewers. Matters of dispute could be raised to the full committee, and then to the full IC, if needed.

d) Leadership

- i) Chair from Interim Council, members to elect their own Chair
- ii) Subcommittees may have either a chair, who must be a member of the committee, or co-chairs, at least one of which must be a voting member of the full committee.

e) Useful Skills:

Willingness to work with other committees

f) Mandate

The committee mandate would continue until it is renewed or replaced by the governing body under the new constitution

g) Fact Checking:

The Communications Committee will check and verify all communication facts for external publication with the liaisons of the appropriate committee(s) of jurisdiction prior to publication; and when notified by such committee(s) of any major error or misstatements shall publish corrections and/or clarifications within one business day of such notification unless otherwise decided.

4. Diversity Working Group

Comprised of all IC diversity representatives and other interested IC members. The purpose is to respond to agency initiatives on diversity, as needed and to coordinate union diversity initiatives.

5. Elections

a) Areas of Responsibility:

- i) Administering internal elections for membership on IC committees, committee chairs, and vacant IC seats under rules and procedures set forth by the IC.
- ii) Gathering names of candidates for such positions, obtaining and disseminating candidate statements, and collecting and counting votes and disseminating results.
- iii) Administering the referendum on the ratification of the constitution, any other bargaining unit or membership referendums, and the first elections for officers and permanent council under the constitution.
- iv) For all elections, ensuring that all eligible voters have received an opportunity to vote and that all votes are fairly and legally cast and accounted.
- v) Obtaining assistance from, and informing, the IC as needed on issues under the scope of the committee

b) Composition:

- i) Total of five voting members from the bargaining unit, at least one of whom must work in a field office.

- ii) No more than two voting members may be from the same team or field office.
- iii) No committee member may be a member of the IC, nor may any member be a candidate for office, or campaign for any candidate, in any election
- iv) The committee will be filled by volunteers. Each volunteer will submit a statement to be circulated to the interim council. Afterwards, each member of the IC will be asked to vote yes or no to the following for each volunteer, 'Is [name of person] acceptable for service on the Elections Committee?' If less than a majority of those voting vote yes for any volunteer, that volunteer will be removed from further consideration. If after the voting, there are still more volunteers than slots in accordance with the guidelines above, these slots will be filled by random drawing. *[Note: The Rules Committee believed that the regular process we use for committee elections would, in the case of this committee, risk politicization and conflict of interest. However, a pure random selection process creates the possibility that a person who might create problems for the committee and the union might become a committee member. The following procedure is intended to deal with both these concerns.]*
- v) The IC secretary and Rules Committee chair will serve jointly as point persons for the selection process of the Election Committee.

c) Leadership:

The chair will be derived from among the voting members; if more than one person volunteers to be chair, then the chair will be elected by the membership at a meeting where all members must be present.

d) Mandate:

The committee's mandate would end following the first election of the officers and permanent council under the constitution, unless otherwise requested by the permanent council.

6. Finance

a) Areas of Responsibility:

- i) Work with Treasurer on management of union funds
- ii) Work on establishing an accounting system for the union
- iii) Review requests for expenditures of union funds and make recommendations to the Interim Council
- iv) Work with Membership Committee on matters concerning union dues and related issues
- v) Prepare union budget, including budget analyses and options, for review by Interim Council

b) Composition:

Total of nine voting members, five from the Interim Council (four elected with the Treasurer serving ex-officio) and four elected from the Bargaining Unit by the Interim Council using the existing election procedures.

c) Leadership:

Chair from among the Interim Council members as per Council rules; co-chairs and subcommittees at Committee discretion

d) Useful Qualifications:

- i) Experience or training in accounting or finance desirable

- ii) Experience as a corporate or club treasurer or finance committee member especially useful

e) Mandate:

The committee will continue until dissolved or superseded by the permanent Council following elections under the Constitution

7. Legislative

Created and staffed prior to the establishment of the Interim Council. No rules were passed by the IC relative to its specific functioning except those rules that apply to all committees such as open meetings.

8. Membership

a) Duties and Responsibilities (Purpose):

To inform bargaining unit members about the benefits of union membership and promote joining the union.

Sub-Objectives:

- i) Assist the IFPTE in the development GAO union membership materials
- ii) Develop recruitment/membership strategies/themes
- iii) Help to establish a union membership/recruitment structure in all Teams and Field Offices
- iv) This committee and the Communications Committee will choose a liaison to coordinate between them.
- v) Prepare plan of campaign for a membership drive, for submission to the IC for approval. Prepare materials (video, pamphlets, webpage, voicemail, etc.) for use in the membership drive with IC approval. Take lead in disseminating materials and planning and holding events, working with IC members and with IFPTE. Participate in the signup process together with the IC and IFPTE.

b) Composition and Leadership:

Maximum of nine members, up to four from Interim Council and remainder from bargaining unit. Chair from IC, one or two co-chairs either from IC or bargaining unit.

c) Possible Subcommittees:

To be determined by committee.

d) Useful Skills:

Sales and marketing skills. Organizing experience in clubs, community groups, or labor organizations.

e) Mandate:

Committee will continue until it is removed or replaced by the governing body under the new constitution.

9. Performance Management

a) Purpose:

- i) Participate as a “stakeholder” in GAO sessions regarding the methodology for evaluating and the evaluation of the current performance management system.
- ii) Make a recommendation to the Interim Council on how to *effectively* participate in management’s evaluation. The method will then be voted on by the Interim Council.
- iii) Throughout the evaluation process, monitor its progress, including administration of surveys, focus groups, and other data collection, and inform the IC of developments.
- iv) Obtain independent feedback from Interim Council and bargaining unit members regarding their perspectives on the current performance management system, how the system should be changed, if at all, and any changes recommended by management.
- v) Develop an Interim Council /bargaining unit position paper on GAO’s performance management system, including suggested changes to that system, which would be subject to Interim Council review.

b) Composition:

- i) Open to all Interim Council members, with the understanding that Interim Council members who are not also on the Bargaining Committee are encouraged to participate in the Committee on Performance Management as these two projects will proceed during the same timeframe and will require a substantial commitment of time.
- ii) Non-Interim Council members will be allowed to participate on the committee but will not have a vote.
- iii) The Interim Council Chair (or in his/her absence the Interim Council co-chair) will be a member of this committee
- iv) Due to some immediate actions with GAO management, interested members would need to notify Scott Borre by Friday, May 16th at 8:00 PM EDT (5:00 PM PDT).

c) Leadership:

- i) The committee shall elect a chair from its membership in accordance with IC rules.
- ii) The committee shall be empowered to elect co-chairs, points of contact with management, and form subcommittees as needed.

d) Mandate

The committee mandate would continue until (whichever comes first):

- i) The IC deems that the work of the committee has been completed, or,
- ii) The committee is renewed or replaced by the governing body under the new constitution.

10. Rules

Rules Committee was created prior to the keeping of IC minutes. The purpose of the committee is to propose rules to the Interim Council for the conduct of business.

V. Election Policies and Procedures

A. Mail In Voting

1. The announcement for the election will be at least 14 calendar days in advance of online voting would encourage BU Members or Union Members to use online voting. However, those who are reticent about online voting would be given instructions to request a mail in ballot.
2. Prospective mail in voters would request a ballot by e-mail or by a phone call from a designated member of the elections committee.
3. Requests for ballots would be accepted in the 14 calendar days before online voting begins. No requests after online voting begins would be honored.
4. Mail in ballots will be identical to the screen for online voting, however, there would be a unique identification code somewhere on the ballot to prevent phony ballots from being submitted. The code will not be associated with the person receiving the ballot, nor will the voter be required to affix any identifying information on the ballot.
5. The committee would send a ballot and a return envelope to the requesting individual. On the return envelope, both the address and return address would have the IFPTE address. The union will pay for the outgoing postage but the voter would need to affix a stamp on the return envelope.
6. The committee would notify the IFPTE to terminate the requestor's eligibility from online voting.
7. Return envelopes must be postmarked no later than last date of online voting. Once ballots are received, committee members would count the ballots and tally the results.

B. Campaign General Rules

1. **Resources:** Candidates and their supporters cannot use GAO resource or work time to campaign.
2. **Campaigning:** Candidates may begin officially campaigning immediately upon filing with the election committee.
3. **Access to Voter Information:** Membership is confidential, so candidates and their supporters will not have access to the emails or personal contact information of union members. Candidates and their supporters should assume everyone in the Bargaining Unit is a voting union member. However, candidates have a right to view the list of union members. To do so, they should contact the Secretary. This right to view the membership list does not include the right to copy and is limited to once within the 30 days before the election.
4. **Disputes/Contesting:** The Election Committee will handle all disputes during a campaign and they must be provided in writing to the chair of that Committee. An appeal of the Election Committee's decision can be made, in writing, to Gregory J. Junemann, the President of the International Federation of Professional and Technical Engineers (IFPTE), at (202) 239-4880. Further, a candidate may appeal IFPTE's decision to GAO's Personnel Appeals Board.
5. **Contacting Voters:** Candidates and their supporters can make initial contact with employees within the Bargaining Unit in order to campaign/solicit votes, but discussion should not take place over a GAO phone line or email or interfere with normal GAO work.

Example: If a candidate or supporter at HQ contacts a friend in a field office by using their own personal cell phone to talk about the upcoming elections, the candidate or the supporter should first ask if they have time to talk. If so, then both need to exchange personal contact information in order to continue their discussion so as not involve GAO resources.

6. **Contacting Candidates/Supporters:** Anyone within the Bargaining Unit can contact candidates and their supporters to gain information or opinions as long as it does not interfere with normal GAO work activities, and the discussion does not take place over a GAO phone line or email account.
 - a. Example 1: If an employee in the Bargaining Unit calls a candidate on a GAO phone to ask what they would like to negotiate with GAO management in a future contract, the candidate should ask or provide a personal email or phone line to continue the discussion.
 - b. Example 2: If an employee in the Bargaining Unit emails a supporter of a candidate to ask how they will vote or recommendations on candidates using his or her GAO account, the supporter should provide a personal email or phone line to continue the discussion.
7. **Right of Candidate to Have an Observer:** Any candidate may be permitted to have an observer at the counting of the ballots. A request for having an observer see the results that are used to certify the election must be made of the chair of the Election Committee. The chair of the Election Committee and IFPTE staff will determine the time and place that candidates' observers may view the results.

C. Campaign Dos and Don'ts

Candidates and their supporters CAN campaign in the following ways:

1. Post flyers in areas where flyers are normally posted on GAO property (e.g., break rooms)
2. Hand out campaign material (e.g., flyers) to employees within the Bargaining Unit (i.e., members and non-members) entering or leaving GAO property, as well as employees going to or returning from lunch as long as it does not interfere with normal GAO work activities.
3. Talk to employees within the Bargaining Unit in person (one-on-one and/or in groups) to solicit votes, as long as it does not interfere with normal GAO work activities.

Example: A candidate holds a brown bag during lunch time for his or her campaign.
4. Make calls from a personal phone to an employees' personal phone, as long as it does not interfere with normal GAO work activities.

Example: A candidate or supporter uses their own cell phone to call someone's personal cell in the field they personally know to see if they can help solicit votes by talking to folks or posting flyers in that location.
5. Send email from a personal account to an employee's personal email account as long as it does not interfere with normal GAO work activities or violate the rules below

Example: A candidate or supporter sends an email using his or her own personal account to someone's personal email account in the field they know to help solicit votes.
6. Candidates may request that the Union distribute campaign materials to relevant Union members, at their own expense. Candidates who plan to request the Union to distribute campaign materials must provide materials ready for U.S. mail delivery with postage affixed. The union can use one of two methods to distribute the material:
 - a. the Secretary, in coordination with the Election Committee, can print labels and mail to relevant Union Members, or
 - b. Use an online mailing service that the Election Committee deems appropriate to safeguard membership information.
 - c. Cost to the candidate, in addition to the materials and the postage, would include the cost of the labels, and the reasonable cost of labor needed to affix the labels and mail the literature, or an online mailing service if used.

- d. Following the election, the secretary will file a report that will be available to all members that will show the cost incurred for distributing campaign materials.

Candidates and their supporters **CANNOT** campaign in the following ways:

- a) Use GAO resources to campaign, such as GAO email, phones, and copiers.
- b) Campaign while charging time to GAO or campaign in a way that interferes with others carrying out their regular work duties.
- c) Post flyers on GAO property in a manner that obstructs the view of other posted flyers/announcements.
- d) Remove the flyers of another candidate or their supporters.
- e) Post flyers in areas not designated for flyers by GAO, such as stairwells, doors to a stairwell, entrance/exit doors to GAO property, and bathroom doors.
- f) Send emails from either a GAO or personal email account to the GAO email accounts of union members or bargaining unit staff.

D. Campaign Question and Answers

- a) How can I campaign when I don't have access to personal information of union members?
 - i) Membership status is confidential, so assume everyone in the Bargaining Unit is a member.
 - ii) The Election Committee will send out a Voter's Guide before the election with your statement of interest to the whole Bargaining Unit. In that statement you can provide your contact information, as well as website URL.
 - iii) For a fee, you can request that the Union send printed campaign materials to relevant Union members.
- b) How can I contact voting members in the field if I'm a candidate in HQ or vice versa?
 - i) You can request that the Union send printed campaign materials to relevant Union members at your expense.
 - ii) You can use your network of supporters in field offices, contacted via personal telephone or email, to help solicit votes on your behalf.
 - iii) The Election Committee will send out a Voter's Guide before the election with your statement of interest to the whole Bargaining Unit. In that statement you can provide your contact information, as well a website URL.
- c) Can candidates or their supporters post or solicit a slate of candidates?

Yes, candidates or their supporters can campaign for a slate of candidates.
- d) Can candidates or their supporters post negative ads about other candidates?
 - i) Yes, but the material cannot violate our Union's Constitution (e.g., negative statements toward someone's race, religion, gender, or sexual orientation) or GAO's code of conduct.
 - If a complaint is filed with the Election Committee, they will determine if the campaign material in question violates the rules mentioned above. If a determination is made, the candidate(s) or supporters responsible for the material in violation will be directed to remove the material at once.
 - If the violation in the candidate's campaign flyer, website, or other material is particularly egregious, the Election Committee has the authority to revoke the candidate's eligibility to seek office.

VI. Miscellaneous

A. Number of Local

The union will use local number 1921 as the official number referring to the year GAO was founded.

B. Membership Drive Slogans and Materials

The IC approved a list membership drive slogans for use in the 2008 GAO Employees Organization IFPTE Local 1921 membership drive.

C. Press Policy

Council members should not talk to the press unless designated by the Council.

D. Sharing Information Among IC Members

To promote the ability of IC members to represent their constituencies and maximize the availability of information, IC members, IC officers and IC committees should promptly forward to all IC members and/or committees of jurisdiction all correspondence pertaining to the IC, including correspondence from GAO management and IFPTE, and/or other external parties unless a particular correspondence is of such a sensitive nature that only a brief description of the subject matter can be sent out.

E. Tracking Time Charges

IC/Assembly members, including officers or their designees (i.e., non Assembly/IC members) must use a Record of Official Time for Representational Activities to track their time used on representational duties throughout the month. Each person using a representational job code shall fill out this timesheet as they charge the time code throughout the month. The Treasurer shall undertake any activities deemed necessary to monitor time used. If more than 350 hours are used in any one month, the Treasurer will notify the Chair and any necessary actions will be taken. The finance committee will submit a report on time usage no less than quarterly to the IC.

F. Privacy of Membership Data

1. Membership Privacy Principles

- a) Membership status is confidential. We must respect the right of our members to control who knows their membership status. None of us should ever volunteer the membership status of any members without their consent. Exceptions will be made on a need-to-know basis only.
- b) Union officials and committee members will take responsibility to safeguard whatever data they collect on their own or receive from the membership database.

2. Database Access Guidelines

- a) Only Ken Stockbridge, Chris Langford and IFPTE will have full access to the membership database to safeguard the privacy of our members. Ken and Chris have full access in order to update member information or enter new applications. IFPTE has access for their own records with regard to per capita taxes (IFPTE fee per member).
- b) The Election Committee, Secretary, and Treasurer will have access to the database on a need-to-know basis only. For example, the Election Committee will need information in order to conduct the Officers election in early December

since only members can vote and run for office. Another example, the Treasurer will need to know who selected to pay by personal check to ensure they are up-to-date on their dues, and the Secretary will need the names to send out special emails regarding union meetings, conferences, training, and coming elections and other notices.

- c) Upon request, each representative can receive the names and percentage of members within their constituency. Representatives will not have access to another representative's constituency's numbers and names, unless they are an at-large representative (see below). For example, the IAT IC representative will not have access to PI union members and vice versa.
- d) At-large diversity representatives will have access to only names of members who have selected to receive notices from a particular diversity representative. If a member selected two or more diversity representatives, then each diversity representative will get the individual's name, but neither representative will know member's other diversity selections. For example, if a member selected African American and Older Employee representation, then the African American Representative and the Older Employees Representatives will get the name of the member, but neither representative will know they have the same member.
- e) Ken, Chris, or the Secretary will report to the full council only the total number of members and the percentage of members compared to the total bargaining unit. We will not report to the full council names of individual members or numbers and percentages of particular constituencies.

3. Membership Status Responsibility

- a) Keep membership status confidential. Election union officials, as well as committee members, will not share the names of members or their personal information unless they have received permission from the member. We understand there will be times that membership status could be deduced, but please avoid confirming membership status. For example, if a union official is organizing a membership drive within their team/field, most likely they assign supporters to talk to non-members for the purpose of signing up as union members.
- b) View everyone within your constituency as a potential union member. Union officials, as well as committee members, will not say disparaging things to others about individuals who have not decided to join our union. We need avoid an "us" vs. "them" mentality.
- c) Avoid writing down and sharing names of members. For example, if a union official or committee member decides to send out an email to members, they must use the Blind Copy (BC) or a similar feature to ensure others cannot determine the membership status of others.

G. Designation of Union Rep for Office of Compliance Health & Safety Inspection

Lise Levie will be the union liaison for the Architect of the Capital's Office of Compliance health and safety inspection.

H. Spending Threshold, Check Signing, and Monthly Financial Reports

To facilitate the IC's ability to conduct business and pay necessary expenses in an efficient manner, the officers will be allowed to pay expenses of \$100 or less without prior approval of the full IC. Controls will still exist over these expenditures as every check will require the signature of two officers and receipts will be maintained for all expenses, for periodic audits and/or review of the Finance Committee. In addition, the treasurer will provide monthly income and expenditure reports to the IC.

I. Identification of Official Website

The Communications Committee will review the content on gaoanalysts.org and gaounion.net in order to update and develop gaoanalysts.org as our official website. We will refer to this website as our official website. Finally, when the GAO Employees Organization is able to, we will take over payment for the web services.