

***Congressional Research Employees Association***

IFPTE Local 75

Library of Congress ■ 101 Independence Ave., SE ■ CRS LM-412 ■ Washington, DC 20540-7999

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TO: All CREA Members

August 27, 2009

FROM: Bryan Sinuefield  
Secretary

SUBJECT: **Proposed Changes to the Constitution  
Election of CREA Officers and Governors of the Board**

In accordance with the provisions of Articles II and VII of the CREA Constitution, I hereby announce that an election of CREA Officers and Governors of the Board, as well as a vote on certain proposed changes to the CREA Constitution, will be held on Wednesday, September 30, 2009, and hereby establish the following rules and procedures for the election:

**Proposed Changes to the Constitution**

The Board has approved certain changes to the CREA Constitution. These changes are in the attachment, "Proposed Changes to CREA Constitution 2009." A discussion forum will be held before the election to answer any questions members may have.

**Positions to be Filled**

Executive Offices of President, Vice President for Policy and Dispute Settlement, Vice President for Training and Liaison, Treasurer, Secretary, and Governors of the Board (18).

**Nomination Procedures**

In order to be nominated for Executive Office, a petition of nomination signed by no fewer than fifty (50) CREA members (20% of the CREA membership) is required. To be nominated as Governor of the Board, a petition of nomination signed by not less than fifteen (15) CREA members, not more than ten (10) of whom are employed in any one division or office, is required. Members may sign as many petitions as they choose. Election committee members are available to assist in circulating petitions for those interested in having their names placed in nomination. Only nominated candidates can appear on the ballot; write-in candidates cannot be elected.

Any nominated candidate may submit, with the nominating petition, a statement of 100 words or less.

Membership lists are available in the CREA Office, LM-412, x7-7636.

**Deadline for Nominating Petitions**

All petitions of nomination must be submitted to the CREA office no later than COB, Friday, September 11, 2009.

**Notification to Membership of Candidates**

Immediately after the close of nominations, the Secretary will notify the membership by e-mail of the nominated candidates. Also, in accordance with 29 U.S. Code Section 481, the Secretary will mail a Notice of Election to each member not less than 15 days prior to the election at the member's last known address. *If CREA does not have your current address, please notify us immediately.*

## **Time and Place of the Election**

The Election will be held on Wednesday, September 30, 2009. The ballot box for casting votes will be located on the sixth floor of the Madison Building in front of the escalators. Official ballots will be provided for each qualified voter at the ballot box. Balloting will open at 7:30 a.m. and close promptly at 5 p.m. Members of CREA who are voting will be required to do so on non-duty time (e.g., before or after work, at lunchtime, or on break). The election results will be announced no later than Friday, October 9, 2009. Elected candidates will be sworn in at the annual membership meeting, Wednesday, October 14, 2009.

## **Voting Eligibility**

All dues-paying CREA members as of Monday, September 28, 2009, are eligible to vote in the election.

## **Absentee Ballots**

If a CREA member will not be able to vote on September 30, 2009, an absentee ballot can be obtained from the CREA office, LM-412, beginning Monday, September 14, 2009. Absentee ballots should be returned or postmarked no later than Monday, September 28, 2009. Mailed ballots should be addressed to: CREA Secretary, CRS LM-412, 101 Independence Ave., SE, Washington, DC 20540-7999. *Because of significant delays in receiving outside mail, hand delivery of absentee ballots is strongly recommended.*

## **Voting Instructions**

Officers are elected at-large. Each dues-paying member can vote for only one (1) candidate for each executive office. In the case of a tie, a runoff election will be held. Each dues-paying member can vote for four (4) candidates for Governor; however, not more than three (3) Governors can be elected from any one division or office. In the case of a tie, a runoff election will be held. Any office for which a candidate is not nominated will be filled in accordance with the CREA constitutional provisions of Article VII, Section 3.

Voting instructions will be included with the ballot that will be available at the polling place on Election Day.

## **Election Timetable**

**August 27, 2009.** Nominating petitions available; a printable petition is attached to this letter. Deadline by which individuals must be CREA members in order to sign petitions.

**September 11, 2009.** Deadline for submitting nominating petitions.

**September 14, 2009.** Absentee ballots available.

**September 28, 2009.** Deadline for personal delivery or postmark of absentee ballots; date by which membership is required for voting.

**September 30, 2009.** Election.

**October 14, 2009.** CREA Annual Meeting.

# PETITION of NOMINATION

For Candidates Seeking Election as Officers of the  
Congressional Research Employees Association (CREA)

We, the undersigned Members of CREA, do hereby nominate

(name) \_\_\_\_\_, member of CREA,

for (office) \_\_\_\_\_ of CREA,

in accordance with Article VII of the Constitution.

Name	Division	Name	Division
1.		26.	
2.		27.	
3.		28.	
4.		29.	
5.		30.	
6.		31.	
7.		32.	
8.		33.	
9.		34.	
10.		35.	
11.		36.	
12.		37.	
13.		38.	
14.		39.	
15.		40.	
16.		41.	
17.		42.	
18.		43.	
19.		44.	
20.		45.	
21.		46.	
22.		47.	
23.		48.	
24.		49.	
25.		50.	

Petition for officers shall be signed by not less than 20% of the members of the organization, as required by Article VII, Section 1, of the Constitution, which number has been set at fifty (50) signatures, based on membership established as of August 27, 2009. Petitions for Governor of the Board shall be signed by not less than fifteen (15) CREA members, not more than ten (10) of whom are employed in any one division or office.

**Petitions Must Be Returned to the CREA Office (LM-412)  
by COB, Friday, September 11, 2009.**

**Section 2: The Board of Governors**

- a. Shall establish procedures for the conduct of its meeting;
- b. Shall advise and instruct the President on collective bargaining issues;
- c. Shall advise and instruct the President on matters of policy and other activities related to employee/management relations;
- d. Shall recommend Amendments to the Constitution for consideration by the membership;
- e. Shall authorize the arbitration of grievances;
- f. Shall give its consent to Presidential appointments;
- g. Shall approve the annual budget of the Organization prior to the beginning of the new fiscal year;
- h. Shall authorize all non-budgeted expenditures, at their discretion;
- i. Shall propose to the Membership the amount and schedule of dues to be paid to the organization;
- j. Shall elect Officers in the case of vacancies as provided in Article VII;
- k. Shall call membership meetings for the purpose of removal as provided in Article IX and call other special membership meetings;
- l. Shall approve by majority vote of those present all memoranda of understanding or other agreements negotiated between the Association and the Library or CRS, that are not otherwise subject to ratification by the entire membership; ~~and~~
- m. Shall attempt to enlist bargaining unit employees as members of the Organization;
- ~~n. Shall establish a Financial Committee of three Board members among whose duties shall be a monthly reconciliation of the checking account and arranging (at least once every three years) for an independent financial audit or review. The Financial Committee shall report its findings on these matters to the Board.~~

**Proposed change:**

and

- n. Shall establish written policies to guide the investments of the Organization and provide appropriate oversight, independent of the Treasurer, to ensure fiduciary accountability.

**Section 5: The Treasurer**

- a. Shall maintain all financial records of the Organization;
- b. Shall receive, disburse and account for all monies belonging to the Organization;
- c. Shall make a written financial report at each annual meeting of the membership;
- ~~d. Shall deposit all monies of the Organization in federally insured institution or invest in financial instrument secured by obligations or guaranteed by the United States Government.~~
- e. Shall prepare a proposed annual budget for the Organization for presentation to the Board of Governors prior to the beginning of the fiscal year (which runs from October through September 30);

- f. Shall arrange for an independent, outside audit of the Organizations financial records at least every 3 years, beginning in FY2003;
- g. Shall make, annually or upon leaving the office for any reason, a correct written report to the Membership of all monies and financial records of the Organization for with the Treasurer had responsibility' and
- h. Shall deliver all financial records of the Organization to the successor of the office; and
- i. Shall attempt to enlist bargaining unit employees as members of the Organization.

**Proposed change:**

d. Shall act as custodian of all properties of the Organization in accordance with the written policy statement approved by the Board of Governors.

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The written policy statements approved by the CREA Board of Governors are as follows.

**CREA Investment Policy**

The Board of Governors directs the Treasurer, as custodian of all properties of the Organization, to deposit all monies of the Organization in a federally insured institution or invest in financial instruments secured by obligations of or guaranteed by the United States Government.

An Investment Committee shall advise and make recommendations to the Board or the Treasurer regarding investment instruments in keeping with this Investment Policy.

**CREA Fiduciary Accountability Policy**

A Financial Committee shall consist of one or more union members other than the Treasurer.

The Financial Committee shall reconcile the checking account monthly and arrange at least once every three years for an independent financial audit or review. The Financial Committee shall report its findings on these matters to the Board.