



**Association of Professional
Flight Attendants**

Representing the **Flight Attendants** of American Airlines

All Candidates Running for Base Officer Positions
Thursday, January 14, 2021

RE: Guidelines for Candidates for the 2021 Base Representative Election

Dear Candidate,

Congratulations! The APFA National Ballot Committee (NBC) has received your Willingness-to-Serve on announcing your candidacy in the 2021 Base Representative Election. You are receiving this letter because you are running opposed for the position of Base President or Base Vice President. To ensure equal treatment of all candidates and to ensure compliance with federal laws, we are providing you with the following information. Please read it carefully.

The following is covered in this letter:

1. Communication
2. Election timeline
3. Information Regarding APFA Policy Manual & Constitutional Election References
4. Rules for Campaigning
5. American Airlines Campaign Guidelines
6. Campaigning on Airport Property
7. Candidate Email Campaign
8. Candidate Campaign Mailing by U.S. Mail
9. Inspection/Use of Membership List
10. Observing the Ballot Count

1. Communication

The NBC is committed to maintaining clear and open communications throughout the 2021 Base Elections. Please continue to email all questions or concerns directly to the NBC at ballot@apfa.org. It is vital that you get accurate information regarding elections. The NBC utilizes many resources, including the APFA Constitution, Policy Manual, Labor-Management Reporting and Disclosure Act (LMRDA) guidelines, and APFA Legal, if necessary, when researching questions. While the NBC aims to give immediate responses, some questions require research before getting a factual answer back to you.

Please contact the NBC immediately if you have any concerns throughout the course of the election. Our mission is to ensure we have a fair and equal election.

2. Election Timeline

2021 Base Representative Election Timeline		
December 15, 2020	10:00 am CT	Electronic Willingness-to-Serve posted
January 14, 2021	10:00 am CT	Willingness-to-Serve due
January 14, 2021	4:00 pm CT	Candidate Forum
February 3, 2021		Ballots mailed to membership
March 5, 2021	10:00 am CT	Ballots collected at post office Ballot count to follow at: Aloft 1301 Chisholm Trail Euless, TX 76039

1004 West Euless Blvd · Euless, Texas 76040

Tel: (817) 540-0108 · Fax: (817) 540-2077 · www.apfa.org

3. Information Regarding APFA Policy Manual & Constitutional Election References

The 2021 Base Representative Elections are run by the APFA National Ballot Committee (NBC) in accordance with the APFA Constitution, APFA Policy Manual, and the Labor-Management Reporting and Disclosure Act (LMRDA). We recommend you review the following documents, as they will provide you with detailed information regarding the base representation positions as well as the procedures the NBC follows during elections:

- [APFA Constitution Article III – Government of APFA](#)
- [APFA Constitution Article VI – Nominations & Elections](#)
- [APFA Policy Manual Section 14 – National Balloting Committee \(NBC\) / Voting Procedures](#)

A copy of both the APFA Constitution and Policy Manual is available to all members on the APFA website apfa.org/departments/secretary.

4. Rules for Campaigning

Federal law provides that candidates must be given an equal opportunity to campaign. Each candidate also has a duty to campaign within the rules. Please remember that we are all here to work for the membership and not against each other. We ask that all candidates help to ensure that this election process is conducted properly and not jeopardized by illegal campaigning. Below are some important guidelines.

Use of APFA funds and property

It is important that you be aware of legal prohibitions on the use of APFA funds during the election. Section 401(g) of the LMRDA prohibits the use of employer and union funds to promote one candidate over another. This prohibition applies not only to cash expenditures but also to the use of union and employer equipment, facilities, and supplies. The prohibition on the use of union and employer funds applies to any union and any employer, not just the union conducting the election or the employer of the union's members—in other words, not just to APFA or American Airlines.

The Department of Labor is clear that if you already hold a union office, just because you are running as a candidate, you are still permitted to maintain your job responsibilities. With that in mind, a union representative may not use his or her union position or funds to further their candidacy or the candidacy of another.

So that APFA or American Airlines are not seen as promoting the candidacy of one candidate over another, the following are STRICTLY PROHIBITED:

- Campaigning on time paid for by the union (APFA) or employer (AA)
- Use of union/employer-owned or leased equipment, such as phones, laptops, fax and copy machines for campaign-related activities
- Use of union supplies such as stamps, paper, and envelopes
- Use of union employees to prepare campaign literature while on union time
- Use of the union letterhead
- Use of union/employer facilities, unless provided to all candidates on an equal basis
- Use of the APFA logo per APFA Policy Manual Section 12.K

Campaigning During Union Business

So, there is no confusion that you are campaigning on your own time, the Department of Labor has suggested that current Union representatives use vacation or days off for campaigning and the ballot count. If you are going to campaign on workdays, please make sure that you are not doing so on work time and that your Replicon calendar shows you were campaigning on time off.

During the course of APFA business, if you are asked a question regarding the 2021 Base Representative Election, we recommend you ask the individual to contact the NBC via email at ballot@apfa.org. You should not initiate such discussion or engage in extended discussions even when initiated by others. The best rule of thumb is to try to avoid any conduct that could be viewed later as campaigning on union time.

Campaigning on a Layover

Candidates and their supporters who are on a layover earning per diem only may campaign from the time the hotel limo arrives at the hotel until pickup to return to the airport.

5. American Airlines Campaign Guidelines

American Airlines has a set of guidelines for any candidate who wishes to campaign in Flight Service Operations (sign in area, crew room, crew lounge). Please be advised, these are the company's rules, and if you have an issue with a member of management, please contact the NBC immediately at ballot@apfa.org.

Campaigning in AA Flight Service Operations

Please review the attached guidelines regarding campaigning provided by American Airlines.

Campaigning in Uniform

Should you wish to campaign in your American Airlines Flight Attendant uniform, you may review the Flight Service uniform guidelines by following this link:

https://aafightservice.aa.com/private/templates/temp_generic.asp?content_id=41117&display=&slDs=

6. Campaigning on Airport Property

Every Airport has specific rules for individuals to campaign on private airport property. If you choose to campaign on airport property (other than Flight Service Operations), it is the responsibility of each candidate to contact the Airport Management Office, learn the rules and obtain a permit, if necessary, prior to campaigning. If you have any further questions, please contact the NBC at ballot@apfa.org.

7. Candidate Email Campaign

A candidate may choose to send campaign materials via email to members at their base. To request an email blast, please submit an Email Blast Request Form on the APFA website under the Elections page. The NBC will send your candidate email campaign on your behalf to all members in your base who have an email address on file. Candidates may contact the NBC for more information about the email addresses on file with APFA.

There will be a charge of \$40.00 per email campaign. Payment must be received by the Dues Department before work on your email will begin. Please allow at least two (2) business days for the NBC to process your request. You will then be sent a completed email campaign for you to approve or make suggestions for any changes you would like made. Once completed, the email will then be returned to you for final approval before it is sent out to the membership at your base. All communications regarding the approval of candidate campaign emails will be done via email. **The NBC will not censor or change campaign literature submitted for email blasts.** A statement will appear in the footer of all candidate campaign emails explaining the APFA does not endorse any candidates, and the campaign email is sent in its original format.

Although each candidate has the right to distribute campaign literature without censorship, you should be aware of laws regarding slander, libel, and an individual's right to privacy. Violations of this sort are not only serious but also create a negative light that reflects on all APFA members. Please conduct yourself in a responsible manner while campaigning to ensure the integrity of the election.

8. Candidate Campaign Mailing by U.S. Mail

Any candidate may make campaign mailings to APFA members by U.S. mail. For more information regarding this option, please contact the NBC at ballot@apfa.org.

9. Inspection/Use of Membership Lists

Each Candidate is entitled to inspect (not copy) the membership list once within thirty (30) days prior to the election. An NBC member must be present at any such inspection. Please contact the NBC at ballot@apfa.org to make an appointment, allowing no less than five (5) days' notice.

Each candidate is entitled to inspect (not copy) the membership list and a list of the voting members from the previous National Officer election once within forty-five (45) days prior to the mailing or electronic availability of ballots. An NBC member must be present at any such inspection. Please contact the NBC at ballot@apfa.org to make an appointment, allowing no less than five (5) days' notice.

The use of union communications and publications, including official APFA Facebook and other social media pages or groups, to promote one candidate over another is prohibited. Member information obtained in the course of your union job responsibilities is for official APFA business only. You are prohibited from using any phone number, email or residential address, and social media account or list you obtained while performing union business to campaign. Should you wish to start a Facebook or other social media page or group and member list to promote your candidacy or the candidacy of another, you must start the page or group and member list from scratch.

10. Observing the Ballot Count

Observers are permitted and encouraged to attend APFA elections. A candidate is limited to a total of three (3) Official Observers at any ballot count. Official Observers may be the candidate and two (2) or three (3) designees. Observers must be active members in good standing. Candidates desiring Official Observers at the ballot count must notify the NBC of their potential Official Observers at ballot@apfa.org no later than twenty-four (24) hours prior to the ballot count.

During the ballot count and by request only, the NBC will escort a candidate or designee into the sterile ballot count area to observe a specific procedure and answer any questions regarding the process. Please contact the NBC Chairperson or any member of the NBC to arrange an escort.

After the ballot count concludes and the NBC certifies the election, the results will be announced by the NBC via the APFA Hotline.

Special notice for the ballot count: in an effort to ensure the safety of all those in attendance, you will be required to wear a face-covering at the ballot count. All other CDC recommended guidelines, as well as state/local ordinances, will be followed.

If you have any questions, please email the National Ballot Committee at ballot@apfa.org.

In Solidarity,



Peter Kent
APFA National Ballot Committee Chair
ballot@apfa.org

Solicitation and Campaign Guidelines

- Solicitation (one on one) is permitted on Company property during non-work time (breaks and lunch time) no matter where it occurs. “Non-work time” means that both the employee who is conducting one on one solicitation and the one(s) who are listening are on break. And, of course, it can’t be harassing or otherwise objectionable.
- If you receive complaints that solicitation (one on one) is disruptive, please advise the employee and ask for him/her to refrain from interfering with the rest of those in the break area.
- If materials are being distributed (one on one), that can only happen during non-work time AND in non-working areas. “Non-working areas” are break rooms and other places where employees don’t actually perform work.
- Employees (or Union Representatives) are not permitted to conduct meetings or set up tables in the crewroom.
- Third parties, i.e., anyone that is not an AA flight attendant, are not allowed in the crew rooms to solicit or communicate with our employees.
- On bulletin boards and in other places, campaign literature (or any other materials not approved for posting) can be removed if the Company has a consistent practice of removing other employee materials that are posted there. But, even if a bulletin board is considered a “Company bulletin board”, if employees are allowed to post other stuff (e.g., “Car for Sale”, Girl Scout cookies sale sign-up, etc.), the campaign material must be allowed there as well.
- With regard to campaigning or petitions, it is important that members of management remain neutral and not take sides. Violations to our policies should be consistently addressed with all employees.
- Only business-related materials disseminated by the Company are to be distributed in employee mailboxes provided by the Company. Employees are not permitted to use the Company mail files for their personal distribution.
- Flight Attendants may not wear any pins, buttons, emblems, ribbons, or stickers on the flight attendant uniform which are not approved under flight attendant uniform regulations.