

## NATCA Campaign Guidance for Union Officer Elections

Federal law strictly prohibits the use of union and employer funds to promote the candidacy of any person in a union officer election. The purpose of this and other rules regarding union elections, as contained in the Labor-Management Reporting and Disclosure Act (LMRDA) and federal regulations, is to ensure fair elections.

The prohibition against the use of union and employer funds covers both direct and indirect expenditures. Examples of indirect expenditures include: campaigning on time paid for by the union or employer; use of union/employer-owned equipment, such as telephones and copiers; use of union or employer supplies, such as paper or envelopes; use of union letterhead; and use of union or employer facilities for campaign purposes.

It is important to note that this prohibition applies to **any** union and **any** employer, not just the union conducting the election or the employer of the union's members. So, a candidate's receipt of free campaign posters made by a friend's sign company would constitute a violation.

Union funds **may** be used to pay for expenses related to the conduct of the election (for example, the mailing of election notices and costs related to balloting).

If you are a candidate for a NATCA national or local office, the following guidance applies:

### Candidacy Announcements/Candidate Campaigning/National Convention

- Candidacy announcements and candidate campaigning may not occur in the Convention Hall at the union's national convention; however, shirts and buttons worn by a candidate's supporters are permitted in the Convention Hall.
- Candidates may make a declaration of their candidacy for union office at dinners or social events held outside the Convention Hall during the union's national convention; campaigning for union office by a candidate (e.g., discussion by the candidate of their platform, solicitation of support by the candidate, etc.) should only occur after the conclusion of any official union business at those dinners or social events.

### Campaigning by Current Union Officers

- Campaigning by current national or local officers that is incidental to union business is permitted. Under this limited exception, a union officer may conduct campaign activities while on union business, even if travel to that event is paid for by the union. However, the event must be necessary for conduct of union business, in that it would have been required with or without the election. In addition, campaign activities connected with the trip or other union business must take place outside of working hours (i.e., before or after the official union business is performed).

### Distribution of Campaign Literature by Mail

- On or after January 1 of an election year for national office, candidates for national office may make a request to the National Election Committee for the home mailing addresses of the members eligible to vote in the election for which they are a candidate in order to facilitate the distribution of campaign literature. **Requests for members' home mailing addresses must be submitted by email to [electionsubmissions@natcad.org](mailto:electionsubmissions@natcad.org).**
- Candidates for local office may make their request to their local election committee.
- Candidates will be required to fill out a form acknowledging that any mailing addresses received from NATCA may only be used for campaign purposes during the current election period and will be destroyed at the conclusion of the election.

### Distribution of Campaign Literature by Email

- Candidates for national office may make a request to the National Election Committee for the email addresses of the members eligible to vote in the election for which they are a candidate in order to facilitate the distribution of campaign literature. **Requests for members' email addresses must be submitted by email to [electionsubmissions@natcad.org](mailto:electionsubmissions@natcad.org).**
- Candidates for local office may make their request to their local election committee.
- Candidates for national office will not receive email addresses of the members eligible to vote in the election for which they are a candidate until the close of the nomination acceptance period.
- Candidates for national office who wish to distribute campaign literature to members by email on or after January 1 of an election year for national office and prior to the close of the nomination acceptance period may submit the literature to the National Election Committee for email distribution by the National Office. **Candidates' campaign literature must be submitted by email to [electionsubmissions@natcad.org](mailto:electionsubmissions@natcad.org).** The National Office will email the campaign literature provided by the candidate to the members in the candidate's election on the candidate's behalf. The National Office will send a maximum of four messages per candidate until the close of the nomination acceptance period. The text of candidate literature distributed by the National Office may not exceed 200 words. The campaign literature may include one logo, but no other items may be embedded in the email. The candidate may provide links to other content as part of the 200-word text submissions.
- Candidates will be required to fill out a form acknowledging that any email addresses received from NATCA may only be used for campaign purposes during the current election cycle and will be destroyed at the conclusion of the election.

- Campaign-related emails may not be sent by candidates and/or their campaigns from NATCA-issued email addresses (e.g., natcad.org, natca.org, natca.net, and natca.com email addresses); however, campaign-related emails may be sent to NATCA-issued email addresses.
- All campaign-related emails must include an opt-out option. The NEC strongly recommends that candidates use an email marketing service provider with a built-in opt-out option (e.g., Constant Contact or Mailchimp) to send campaign-related emails, although campaign-related emails sent from a personal email address (e.g., gmail.com) that includes instructions on how to opt out of future emails are permissible.

#### Use of NATCA Logo, Property, and Resources

- Candidates may not use NATCA-owned or licensed listservs and/or collaborative software for campaign-related messaging.
- Candidates may not use a NATCA membership database to obtain email addresses for campaign purposes. NATCA membership databases are a union asset.
- Candidates may not use the NATCA logo on any campaign materials. Candidates may, however, use “National Air Traffic Controllers Association” or “NATCA” to describe the office for which they are campaigning.
- Candidates may not post anything related to their campaign on the NATCA Facebook page or other NATCA-owned social media, with the exception that once per election cycle each candidate may make a single post announcing their candidacy for office and list their campaign web site.
- Candidates may not use NATCA or FAA-issued copiers, computers, cell phones, or other materials for campaign purposes.

If you have any questions regarding this guidance, please contact the National Election Committee via email at [nec@natca.net](mailto:nec@natca.net) or General Counsel Marguerite Graf at [mgraf@natca.org](mailto:mgraf@natca.org).