

Boilermakers'
LEAP

*Legislative
Education
Action
Program*



Published in 2013

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Fighting for our union's right to exist

Safe working conditions, better wages, and a voice in the workplace. These were some of the primary reasons our union was formed more than 130 years ago. Throughout our history, labor achieved other major goals such as medical insurance and the ability to retire with dignity.

Perhaps one or more of these union advantages played a part in your decision to become a Boilermaker.

But today these advantages and your future as a union member are under attack and at risk. The fundamental threat is to the basic rights of workers to organize, stand up for their future, and have a respected voice in their workplace — freedoms to which all workers should be entitled.

Our opponents are targeting our very right to exist. The hypocrisy of their arguments defies logic. The same candidates that tout freedom of speech do not want you to have a voice in the workplace. Exercise your freedom of assembly, but not if you want a union. You can carry a gun, but not a union card. The same defenders of states' rights are proponents of federal Right-to-Work (for less) legislation. They give corporate incentives to off-shore jobs but cut off unemployment benefits. The insincerity of their beliefs is only exceeded by the deceit of their words and the greed of their actions.

Fight back by viewing their records, their positions, and the effect those can have on your ability to provide for your family as a union Boilermaker. It is what we as a union do before we support or recommend a candidate. Look to your elected local union leaders for information you can trust regarding their experiences with area legislators or politicians. Our agenda is you and the economic well-being of your family. **THIS IS A TIME FOR ALL BOILERMAKERS — ALL WORKERS — TO STICK TOGETHER. THESE ARE OUR JOBS, OUR FAMILIES, AND OUR FUTURE!**

With your help, we can elect labor-friendly representatives, and state and local leaders seeking solutions to our problems.

Thank you for helping to build and protect our great union.



Newton B. Jones
International President

A handwritten signature in black ink that reads "Newton B. Jones". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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What is LEAP?



LEAP is the Brotherhood's Legislative Education Action Program — a member-driven effort organized at the local lodge level, guided by the LEAP Executive Committee, and administered by the DGA.

Legislative

LEAP provides tools Boilermakers can use to generate change in the legislative process.

Education

LEAP educates Boilermakers about pending legislation concerning labor and work-related issues.

Action

LEAP offers the ability to quickly connect with legislators through its website, including a quick-search directory of senators and representatives.

Program

LEAP, through inclusion, builds local lodge solidarity. Strong, active local lodges are better able to negotiate good contracts for their members and are better able to influence legislators in passing laws that aid union organizing. The more workers organize, the stronger we all become.

LEAP's Objectives

LEAP'S primary goal is to ensure jobs and job security through political and legislative action. We accomplish this goal by achieving the following objectives:

- Establish effective, functioning LEAP committees in all U.S. local lodges;
- Increase voter registration and mobilize members to vote;
- Educate and motivate members on the issues;
- Participate in state AFL-CIO meetings and events;
- Advise elected officials on legislative issues;
- Attend events for candidates and elected officials;
- Mobilize political resources from voluntary contributions made by Boilermaker members to the Campaign Assistance Fund (CAF);
- Support the Legislative Education Fund (LEF) by contributing from the local lodge general treasury at least 25 cents per member per month.

The Boilermakers union supports pro-worker candidates regardless of party affiliation. Members should be involved in both parties so that unions can build on common ground for the benefit of all workers.

LEAP's Structure

LEAP has three primary building blocks: the LEAP Executive Committee, the Department of Government Affairs, and the local lodge LEAP committee.

LEAP Executive Committee

At the International level, LEAP policies are formulated by an Executive Committee consisting of the International President (chair of the committee), the International Secretary-Treasurer (secretary-treasurer of the committee), and International Vice Presidents in the United States (committee members).

The establishing statement of LEAP declares that Executive Committee members must ensure that each local lodge in their section establishes an effective LEAP committee and that **bylaws of all local lodges in the United States must provide for a LEAP committee.**

The Department of Government Affairs

The legislative education and political activism work of LEAP is organized and administered through the DGA, which provides support to local lodge LEAP committees.

The Local Lodge LEAP Committee

COMMITTEE SIZE

To determine what size committee your local needs, consider how many members you have, what activities you will be engaging in, and when and how often you will conduct these activities. The committee will recruit volunteers to help with major projects such as voter registration drives and leafleting, which the committee itself plans, executes, and oversees.

THE ROLE OF THE LOCAL LODGE LEAP CHAIRMAN

LEAP committees should be headed by a chairperson appointed by the local lodge leader. The LEAP chairman is the key person to determine whether the lodge's LEAP network is effective.

The LEAP chairman should work with the local lodge leader to recruit and train at least four percent of the membership to serve on the LEAP committee. The LEAP chairman should also work with the local lodge leader to replace committee members who fail to do their job.

The LEAP chairman should make sure that committee members get all LEAP alerts, action calls, and other information needed to do their job, and that this information is distributed to and discussed with the membership. The chairman should also make sure committee members have the materials and information needed to carry out any action, for example, stamps or writing materials, phone numbers, fax numbers, and email addresses of elected officials.

The LEAP chairman should keep a proper record of each action and report the results of each action to the local lodge leader and the DGA.

The LEAP chairman should report all changes in LEAP committee members (names, email addresses, fax numbers, phone numbers, and addresses) to the DGA. Keeping all information — especially email — up-to-date is very important. Accurate email addresses for each committee member should be reported to the DGA so each member receives LEAP email alerts. If communications are not being received on a regular basis, then something is wrong, and you should contact the DGA.

The LEAP chairman should personally participate in all actions. A LEAP chairman who does not participate cannot expect anyone else to.

MEET REGULARLY

The committee should establish regular meeting dates to review its activities and plan for future activities. The committee should consider whether finances of the lodge are needed to achieve planned goals. If they are, a member of the committee should present the budget to the executive board of the local lodge. The executive board will then make a recommendation to the membership.

LEAP committees should work with the local lodge's respective state AFL-CIO Committee on Political Education (COPE) and attend meetings (see AFL-CIO State Contacts, Appendix 1).

It is LEAP's goal to train local committee members in member-driven education, communication, and action. Each local lodge should elect one or more LEAP committee members to attend the annual LEAP conference in Washington, D.C. The committee should present attendee recommendations to the executive board of the lodge. The executive board will consider the lodge's finances and make a recommendation to the membership.

For additional training at your lodge, contact your International Rep or the DGA.

REPORT ON YOUR PROGRESS

At each local lodge meeting, the LEAP committee should make a progress report on its activities, upcoming projects, legislative developments, fund raising, and correspondence. The LEAP committee should also inform the membership of current legislative events, such as an upcoming vote or an upcoming election.



Committees are encouraged to distribute to all active and retired members, on a regular basis, a publication outlining current legislative developments and their impact on your members.

Legislative information can be obtained from the LEAP website (www.boilermakers.org — under the Resources tab, click Political Action/LEAP), and the AFL-CIO website (www.aflcio.org).

Committees should arrange for elected officials or other experts to speak to the lodge on subjects of local importance.



FOR ASSISTANCE, CONTACT THE DEPARTMENT OF GOVERNMENT AFFAIRS



FEDERAL EMPLOYEES AND THE HATCH ACT

The Hatch Act applies some restrictions on political activities of federal employees.

Federal employees must be off the clock, out of uniform, out of government vehicles, and away from the workplace to engage in political activities.

Federal employees can contribute to or raise money for the Boilermakers' Campaign Assistance Fund. But federal employees cannot solicit or accept contributions to any other political committee, although they can contribute to them from their own funds.

Retirees, spouses, and family members are not bound by the Hatch Act.



One-on-One Communication



Why One-on-One?

People generally respond more favorably when someone they know takes the time to talk to them. Instead of just posting a notice on the bulletin board, set up a communication system in your local lodge so each member is contacted personally. This way, your members will hear first hand what needs to be said, and they'll have a chance to voice their opinion as well. Local lodge LEAP committee members making the contact will know immediately if members are ready to make a commitment to an idea or activity, plus it will give them a chance to pass on any membership concerns to local lodge officers and/or the DGA.



ONE-ON-ONE BENEFITS

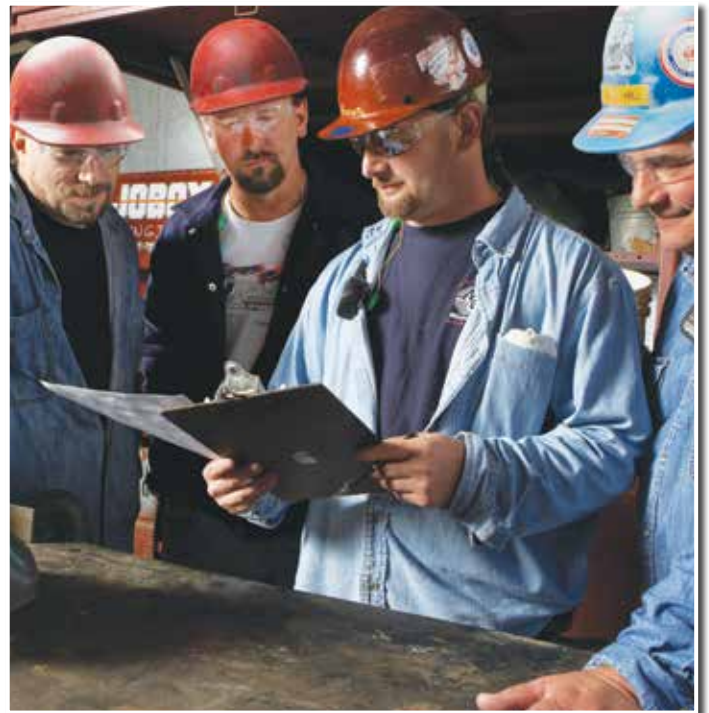
One-on-one contact lets members know that you respect their opinions and need their help. Concern and respect build the solid support leaders need as they face tough problems or difficult negotiations. One-on-one contact can affect management's attitude, as well, as they see more involvement and support among the workers. Public officials may gain new respect for the union, too, when they start hearing from the members.

Getting Started

MAP YOUR WORKPLACE(S)

The first step to making one-on-one contact is setting up a plan so that everyone is reached. Make a diagram of the work sites in your local lodge. This will help you determine how many LEAP committee members will be needed in each area. Before recruiting new committee members, talk to people who work at each site to help determine who would make good candidates for the committee.

Include in the diagram how many people work in each area and the number of shifts. List the name of the LEAP chairman, then the name of each committee member, followed by names of workers assigned to each committee person. Designate whether or not each worker is a union member. (See sample worksite map on the following page.)



SAMPLE LAYOUT OF LOCAL LODGE LEAP WORKSITE MAP

Shop/Dept: ABC SHOP # Shifts & Workers: Two shifts of 16 workers each

LEAP Chairman: John Union

LEAP Committee Mbr: John Organizer

Contact List:	Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)

LEAP Committee Mbr: Jane Organizer

Contact List:	Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)

LEAP Committee Mbr: Joe Organizer

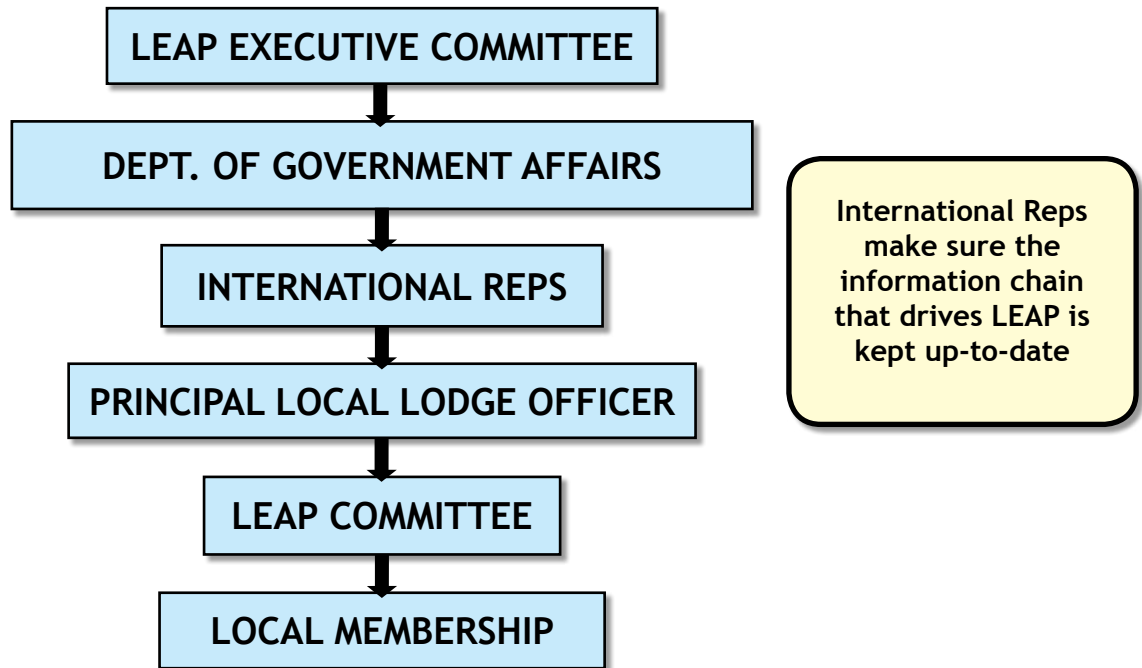
Contact List:	Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)

LEAP Committee Mbr: Jill Organizer

Contact List:	Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)
_____ (Worker's Name)	_____ Yes or No
_____ (Worker's Name)	_____ (Circle Union Affiliation)

INFORMATION FLOW CHART

The DGA distributes LEAP alerts, action calls, and flyers directly to local lodges by email. Each principal local lodge officer then gives this information to their LEAP committee for distribution to the membership.



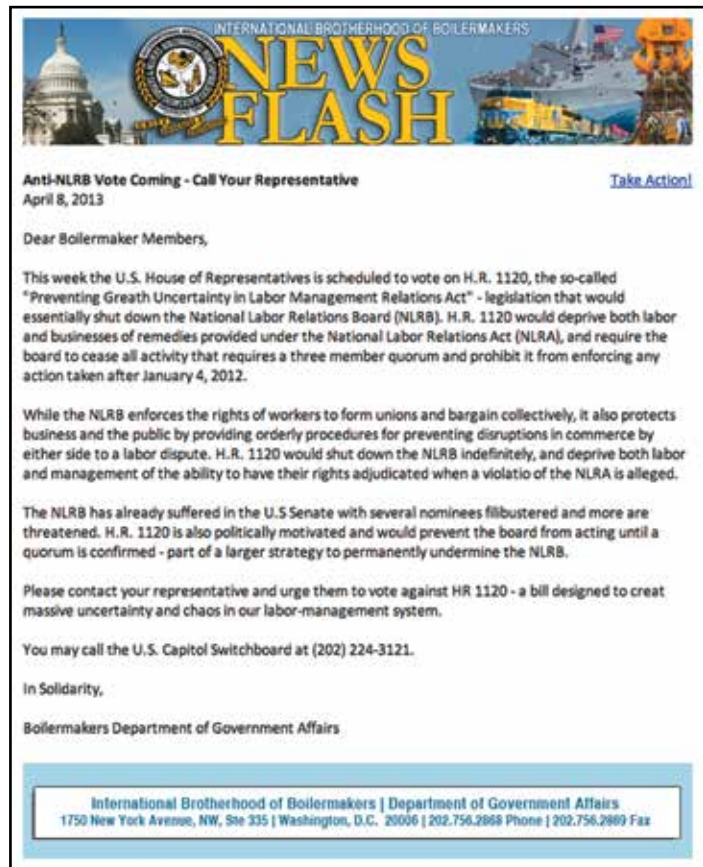
LEAP InfoAlerts



When appropriate, the DGA will email local lodges a "LEAP InfoAlert" on relevant issues and legislation.

These InfoAlerts should be distributed to the membership by the LEAP committee. LEAP committee members should discuss this information one-on-one with as many people as possible. *Do not just post InfoAlerts on bulletin boards.* One-on-one contact is critical to the success of LEAP.

InfoAlerts educate members on how proposed legislation will affect them and prepares them for an "ActionCall."



LEAP ActionCall

Timeliness is important. Legislators won't wait for us — some will even try to move legislation without our knowledge or input. Don't give them that opportunity. Engage in action immediately! The LEAP committee is directly responsible for tracking its action activity and reporting to the DGA.

Why Track Performance?

- To see which local lodges are educating their members.
- To be effective, our representatives in Washington, D.C., need to know how much action is going on in the districts.
- To be able to easily identify a strong, active local lodge when a need arises in a specific area or congressional district.

Instructions for ActionCalls

ActionCalls will include specific instructions for members to follow.

The instructions may ask members to make a phone call or send an email or fax to their elected official. Sample language will be provided, and the LEAP committee should assist members when necessary.



WORKING THROUGH PEOPLE'S OBJECTIONS

Before making one-on-one contact, it may be helpful for the LEAP committee to review objection scenarios that workers may present. The committee members may be more effective in their one-on-one contacts if they have first brainstormed together some effective answers to some possible “Yeah-Buts.”

HOW TO DEAL WITH THE “YEAH-BUTS”

1. *Yeah-But, what has all this got to do with me? I already belong to a union.* Many of the problems we encounter in the workplace have legislative solutions. For instance, weak labor laws affect all workers. If labor law makes it difficult, and, in many cases, almost impossible for workers to organize, it will affect all of us by undermining unions. The law should facilitate organizing and bargaining, not limit it.
2. *Yeah-But, why bother? The government never listens.* Business groups lobby to destroy labor legislation, and the government listens. It is important for workers to speak up if we are to be heard. It is not enough for just union leaders to voice an opinion; elected officials need to hear from the membership as well. We can make a difference together.
3. *Yeah-But, what's wrong with Congress voting on laws such as Right to Work? It would be democratic.* Bill names can be misleading. The business community lobbied for these anti-union laws so that our voice in the workplace would be silenced. That is why all union members must participate in the legislative process. Workers must protect their rights to be heard.
4. *Yeah-But, unions mean higher wages and better working conditions, and that will scare businesses from investing here to create new jobs.* Smart employers know that a stable and skilled workforce is essential to their business, and they are willing to pay fair wages. Greedy employers will only create low-wage, unattractive jobs that won't support a family.

THE THREE F'S

Give members a chance to state their objection to participating in the action. Let them know that you understand *how they feel*. Let them know that *you felt that way once* until a friend explained the *facts* to you.

Example: A member says, “I don't want to get involved in LEAP.”

You say, “I know how you feel. At one time I felt the same way, but I found that getting involved does make a difference. We have been successful in stopping a number of anti-worker bills and must stay vigilant to resist new anti-worker initiatives as they are introduced.

All of us working together and speaking out on unfair issues give workers a stronger voice. A strong union voice also creates more opportunities to negotiate better contracts for all members.”

WRITING LETTERS CAN BE THIS EASY

SPECIAL NOTE: Due to heightened security, it is recommended that you do not mail a letter to your senator or representative. Instead, please send correspondence via email or fax.

(date)

Dear Senator (or Representative) _____:

(name)

Please vote No on _____. Thank you.

(specify legislation)

Sincerely Yours,

(your name)

(your address)

Always state the action you are requesting in the beginning of your letter.

Follow the sample messages included on the ActionCall.

Send notes and letters via fax or email. *Do not mail.* You can send free faxes and emails from the Boilermakers' website (www.boilermakers.org) by clicking on "Resources" then "Political Action" and then "Elected Officials."

LEAP FEEDBACK REPORT

The "LEAP Feedback Report" is sent to participating local lodges once an ActionCall is completed.

Feedback Reports explain the results of LEAP efforts and actions. They let members know how their legislators voted on certain issues and whether or not they supported our position.

The LEAP committee should distribute this information to the members of your local lodge.

IDEAS AND TIPS FOR LEAP COMMITTEES

- Post worksite leaflets on the back of restroom doors.
- Pass a cell phone around so members can make calls to their legislators immediately.
- Have pens, paper, information, and a LEAP committee member in the break room so members can readily write their notes and turn them in to a LEAP committee member.
- Notify LEAP committee members by email, phone, or meeting when an ActionCall comes out.
- During a phone action, keep a sign-up sheet near the area phone that members can sign as they make their calls.
- Assign a specific list of worker names to each LEAP committee member to contact and check-off as notes are written and calls are made.
- Hold a local union competition such as the LEAP committee member who collects the most notes gets a T-shirt or the unit or department that produces the highest percentage gets pizza.
- Have a local union “Dial-In” number with current LEAP messages.
- Keep an email database to stay in touch with members.
- Reach out to the community and family members.
- Publicize worker victories in a letter to the editor of your community newspaper.
- Find opportunities to meet with people — for example, the local union picnic. Take information, pens, and paper with you so members can write notes or letters there.
- Be positive. Thank those who participate.
- Be sure to give a LEAP report during your local union meeting and highlight LEAP in your local union newsletter and on bulletin boards.
- Keep LEAP committee members motivated. Give them opportunities to attend functions where they can meet with other union members, hear motivational speakers, and share ideas.
- Give LEAP committee members recognition. Listen and respond to their needs, because they are crucial to success.
- Invite an elected official to your union meeting to discuss a current legislative issue.
- Build a working relationship with your DGA.
- Post LEAP information on your local union website.
- Use Facebook or other social media to spread the word about political involvement.



COMMON PROBLEMS

We try to give as much lead time as possible when issuing an ActionCall, but legislators sometimes try to move their agendas quickly to avoid pressure from constituents. It is imperative that we have our teams in place and ready to function without any lead time.

My local lodge participated in an action but didn't get credit for it.

Your LEAP chairman needs to report participation levels to the DGA. Don't rely on someone else to do it.

No one will write letters.

Lead by example. There should always be action from the LEAP committee and the local lodge officers. Some action is better than none. Be positive. If you approach a member as if you expect them to participate — they usually will. And make it simple. A short note from a member will be effective.

LEAP committee members aren't doing their job.

The local lodge LEAP chairman should discuss all problems with their principal local lodge officer. Maybe they just need some motivation or more training. LEAP committee members should be replaced if they continually refuse to act.

Directions on the ActionCall weren't clear.

If you have questions, call the DGA, give your feedback, and explain your problem.

We haven't been receiving emails.

Call the DGA and check to make sure that your proper email address is in the database. Remember to report all changes.

Our LEAP committee should be producing more.

Invite your International Rep to assess the situation and meet with the principal local lodge officer and LEAP committee. It may be time to restructure.

Attendance at the union meeting was low, so I didn't get many letters.

That's why we try to get the letters and notes written in the workplace. Take the time to talk to members one-on-one. They may still be interested — even if they don't attend the meetings.

I can't do everything.

That's why the LEAP committee structure is so important. Build a LEAP committee, teach them to function, get the structure in place, and then compliment them when they produce. Involve the local lodge's stewards, business agents, and retirees. Your job will get easier. A good leader will delegate jobs to responsible people.

We don't have time to write letters on the job.

Have LEAP committee members assist those who don't have the time. Try to do it at breaks or before or after work if necessary.

My company frowns on activities such as this and does not permit us to do it.

You have to be careful, but when you are on break or at lunch and away from the working area you should be able to function without company interference. If not, consult with your International Rep for help and advice. Also hold gate meetings and find members at the local hangout. There is always a way to make things happen.

LEAP committee members quit or move to a different department.

Always keep on the lookout for new activists to add to the LEAP committee. There is no limit to the number of LEAP committee members, and the more new, young members we can get involved the better we will be.

I post all of the LEAP information, but members don't read it.

The success of this program relies upon members reaching out and holding one-on-one conversations with each other, not posting information on a board somewhere.

THE DO'S AND DON'TS OF GOOD COMMUNICATION

DO

- Ask questions
- Be honest
- Get information
- Challenge
- Find common ground
- Be sincere
- Educate
- Communicate a vision
- Challenge
- Get a commitment

DON'T

- Talk too much
- Lie
- Assume
- Argue
- Debate
- Be phony
- Scare
- Sell
- Beg
- Make promises



COMMON QUESTIONS

Why should we care about legislation?

Legislation can dramatically strengthen or weaken our union. Laws on overtime, health care, labor law, pensions, and other workplace issues affect workers in a direct and concrete way. It can be the difference between living with dignity or living in utter poverty.

Where do I report address, email, or fax number changes?

To the DGA or your International Rep.

Why can't we just sign form letters?

A handwritten note carries more weight than a form letter.

Why do we sometimes have phone actions?

A bill might be voted on at the last minute, and a phone action is more timely than a written letter.

Is email as good as a fax?

A faxed letter is easier to track and has more impact when it begins to pile up in congressional offices. Emails are fine, but members need to report them to their LEAP committee so they receive credit for participating.

Why can't we just circulate petitions?

Members of Congress do not consider petitions as strongly as individual letters. The best use of a petition is the education that it provides to those who sign it.

Why is it so important to track the levels of performance?

To see where the strong, active local lodges are, and to know that members are being educated. Our lobbyists need to know which members of Congress are hearing from constituents.

Who do I call if my local lodge needs to be trained?

Your International Rep or the DGA.

Where do the LEAP ActionCalls come from?

The Boilermakers DGA.

How does LEAP benefit my local lodge?

It creates opportunities for more members to become activists, it educates members, it builds solidarity, and it creates a total communication network for the local lodge.

Why sign a letter with a complete address?

Members of Congress will take the letter more seriously if it comes from someone who votes in their district. If an address is included, the member of Congress will frequently reply.

How do we overcome our members' apathy?

Be patient. Don't give up. Explain the importance of their participation. Help them to understand that as members they are accountable for helping to build the organization that affords them the opportunity to have a voice in their workplace through collective bargaining. When they see that their involvement can make a difference, they will be more apt to get involved in this and other union activities.



CHAPTER 3 Voter Registration

Involvement in a winning campaign can strengthen your local — whether your candidate wins or loses.

Winning candidates always remember who helped them get elected. Even if your candidate loses, your members' hard work will be noticed and remembered by politicians in your area.

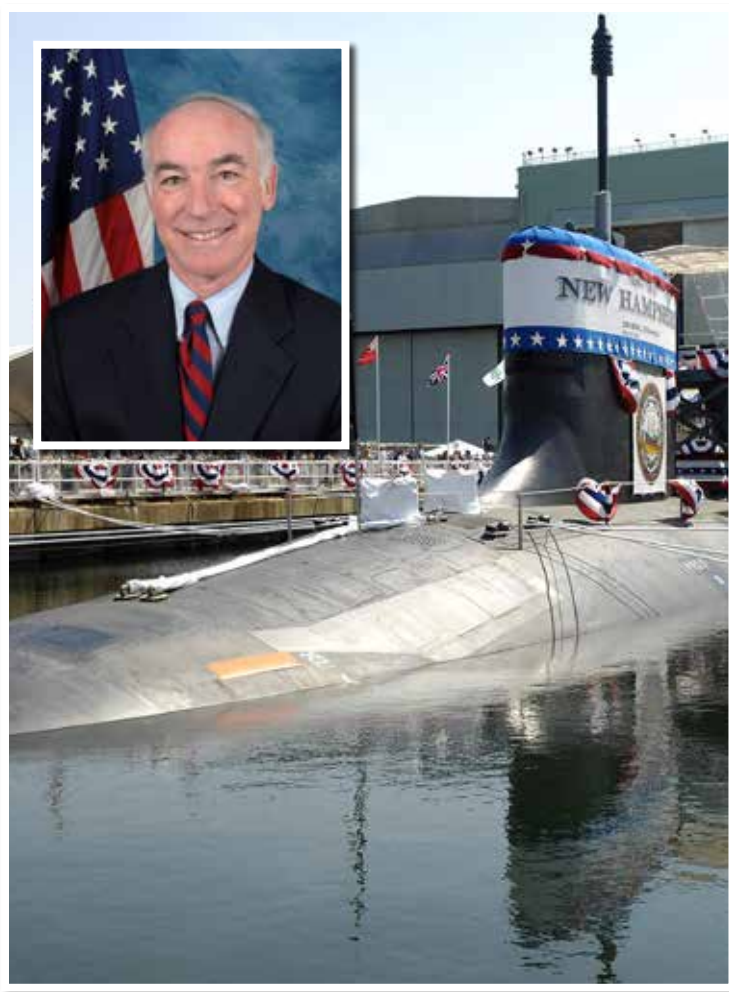
Your lodge can influence who makes the important decisions in your city, state, and region. Consider the example below.

Congressman Joe Courtney (D-2nd CT) was elected in 2006 with the closest margin of victory in the country — only 83 votes out of more than 240,000 cast. (Every vote does count!) Union members made the difference in this election. Now in his fourth term, Congressman Courtney has been a champion for Connecticut's working families, creating new jobs and new opportunities. He was named the Boilermakers' legislator of the year in 2010.

As a senior member of the Armed Services Committee, Rep. Courtney has worked to strengthen our nation's defense by leading the call for increased submarine production. To date, Courtney has secured more than \$500 million in funding for advanced procurement and production of a second submarine. When he arrived in Congress, Electric Boat was facing significant workforce reductions, and for the first time in 50 years was not actively designing the next generation of submarines.

Because of the funding secured by Courtney, the men and women of Electric Boat, in 2011, began building two submarines a year — the first time two subs have been built in a single year since the 1980's.

Courtney has also fought to secure critical support for the new design and engineering work for the replacement of the Ohio-class submarine, adding hundreds of jobs in southeastern Connecticut. This design and engineering work prompted Electric Boat to expand into the former Pfizer building in New London to accommodate its growing workforce.



Registering Members to Vote

There are 14 million union members, but only six million — less than half — are registered to vote. Imagine the number of pro-worker candidates we could get elected if we could get more union members registered.

Registering Boilermaker members and their families to vote is the most important function of the LEAP committee.

The first goal of the LEAP committee is to determine the percentage of registered members in your local lodge and pledge to increase that number by 10 percent. After accomplishing that goal, set a new one.

Contact the DGA for state-specific voter registration forms, registration deadlines and locations, and vote-by-mail and absentee voting instructions and forms.

Updating Membership Files

The only effective way to know who among your membership is registered to vote is to compare your membership list with your voter list. Voter lists are public records. The LEAP committee can get a voter registration list from the DGA or from their local election office, county office, or secretary of state's office. These lists should be updated at least once a year and a copy provided to the DGA. Otherwise, changes your lodge makes will not be reflected on the AFL-CIO's list, which is used by the DGA to determine strategic political action.

To determine who in your local lodge is not registered to vote, compare the voter registration lists to your membership files. Depending on the size of your membership, you may want to assume no one is registered and plan your registration drive accordingly.

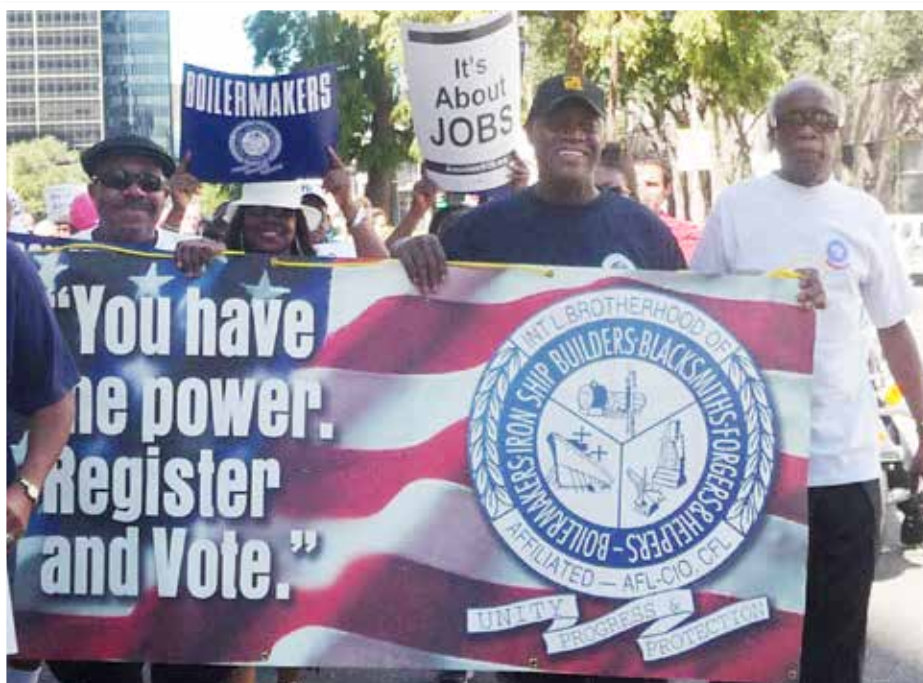
Keep your lists up to date with the following information: name, address, phone, email and voter registration status. Send any changes to the DGA. Remember, some members may be registered to vote, but for reasons explained under the following subhead, their names do not appear on the voter registration list.

WHY A VOTER'S NAME DOESN'T APPEAR ON YOUR LIST

- The member's name is listed differently with the local lodge than on the voter registration list. For example, Robert Jones may be listed as Bobby Jones.
- The voter's address is listed differently with the local lodge than on the voter registration list. For example, the voter has a P.O. box with the local but a street address listed on the voter registration list.
- The voter recently moved and has not updated his/her voter registration information.
- The voter was purged from the voter registration list. (Voters can be purged if they don't vote in as few as two elections.)
- The voter just assumed he was registered to vote.

HOW TO PERSUADE MEMBERS TO REGISTER TO VOTE

- Never accuse someone of not being registered; this can turn ugly real quick.
- Ask people to register or re-register to help the local reach its voter registration goal. (There is no penalty for re-registering.)
- Let the members know how they vote is a personal decision; you're not telling them how to vote.
- Offer incentives or prizes for the LEAP committee member registering the highest number of voters.



State	International	Local	Total Members	REG	% Reg	Phone REG	Phone UNREG	Party			Wet	% Wet	Women	Men	Retired
								D	R	I					
AK	AO	00000004	1	0	0	0	0	0	0	0	0	0	0	0	1
AK	AO	00000013	1	0	0	0	1	0	1	0	0	1	100	0	1
AK	AO	00000027	1	0	0	0	0	0	0	0	0	0	0	0	1
AK	AO	00000193	1	0	0	0	0	0	0	0	0	0	0	0	1
AK	AO	00000562	31	11	35	6	0	2	0	5	2	11	35	1	18
AK	AO	00009399	1	0	0	0	0	0	0	0	0	0	0	0	1
AK	AO	SUBTOTAL	35	11	31	6	1	2	1	5	2	12	33	1	35
AK		SUBTOTAL	35	11	31	6	1	2	1	5	2	12	33	1	35
AL	AO	00000003	1	0	0	0	0	0	0	0	0	0	0	0	1
AL	AO	00000004	3	0	0	0	0	0	0	0	0	0	0	0	3
AL	AO	00000006	0	0	0	0	0	0	0	0	0	0	0	0	0
AL	AO	00000013	0	0	0	0	0	0	0	0	0	0	0	0	0
AL	AO	00000014	0	0	0	0	0	0	0	0	0	1	50	0	2
AL	AO	00000015	0	0	0	0	0	0	0	0	0	0	0	1	19
AL	AO	00000021	7	3	71	2	0	0	0	0	0	4	37	1	6
AL	AO	00000037	2	0	0	0	0	0	0	0	0	0	0	0	2

Voter registration lists can be provided to the principal local lodge leader via email or hardcopy.

ASSEMBLING A VOTER-REGISTRATION TEAM

Once you know how many unregistered members you have, your LEAP committee should contact all of them. Make sure everyone on your LEAP committee is familiar with your state's voter-registration laws, including residency requirements, registration deadlines, and dates and locations for registering. Contact the DGA for this information.

REGISTERING VOTERS

Your team should begin making one-on-one contact with every member who is not registered to vote. Personal contact has been proven to be the most effective campaign tool. If appropriate, distribute mail-in registration cards when you contact unregistered members.

You can send a targeted mailing to members with voter registration forms for them and their families to fill out, or you can contact them by telephone.

Electronic voter registration is an option that can make voter registration even easier. The Boilermakers' LEAP website provides online voter registration information. (See Chapter 7: Desktop Lobbying.)

IMPORTANT!: Every state has laws that govern the voter registration process, sometimes including restrictions and other requirements about assisting persons to register. Familiarize yourself with these rules before undertaking a voter registration effort.

OVERCOMING EXCUSES: TRANSFORMING A "NO" INTO A REGISTERED VOTER

When people don't want to register to vote, it's often because they don't understand how voting can affect their lives. It's your job to find out why they don't want to register, and then help them see why it is important to register and vote.

FOUR SIMPLE STEPS

(see detailed sample on following page):

1. **Find out why he is saying "no."** Remember an excuse may hide a more basic reason. For example, he may say, "I really don't have time," when in fact, he really means, "I don't want to take the time to register because I don't believe voting matters."
2. **Agree with him.** Become his friend, not his opponent. Let him know that you heard what he said and that you share his concern.
3. **Use his reason to convince him.** Explain how his concern is really a reason he should register.
4. **Ask if you can help him fill out the registration form.** Let him know that you're a trained volunteer and can answer voter registration questions that he may have. Sometimes people are embarrassed about not understanding the voting process. Try and make him feel at ease.

THE FOUR-STEP TRANSFORMATION STRATEGY IN ACTION

LEAP COMMITTEE MEMBER:

"Hi, I'm concerned about Boilermaker jobs and benefits and am out here today registering members to vote. Would you like to register?"

MEMBER:

"Thanks anyway, but I don't want to register."

1. Find out why.

LEAP COMMITTEE MEMBER:

"Why not?"

MEMBER:

"Politicians are all alike. They don't do anything for us once they get elected."

2. Agree with him.

LEAP COMMITTEE MEMBER:

"Yeah, I know what you mean. Sometimes it seems like none of the politicians are working for you and me; they're just working for people who have a lot of money."

3. Use his reason to convince him.

LEAP COMMITTEE MEMBER:

"That's why I'm out here registering voters. I'm fed up with politicians getting away with that just because people like us aren't voting. You know, some elections were decided by just a few hundred votes or less."

4. Ask if you can help him fill out the voter registration form.

LEAP COMMITTEE MEMBER:

"It takes just a couple of minutes to fill out the form. Can I give you a hand?"

FOLLOWING ARE SOME more common excuses people give for not wanting to register, and sample responses you can give, using this four-step strategy.

Excuse: "I don't have time."

Your response: "I know you're busy. That's why we're out here, to save you the time of going down to the registrar's office. This way you won't have to give up your right to vote, and it will take less than two minutes. Can I help you fill out this form?"

Excuse: "My candidates always lose anyway."

Your response: "I know what you mean; this frustrates me, too. I found out that half our people didn't vote last time. That's hundreds of people more than it would take to win. So people like you and me

are getting together to register our union members and their families right here in town. Can I help you fill out this form?"

Excuse: "I think I'm already registered."

★**Note:** Lots of people think they are already registered, but have actually been taken off the registration rolls — usually because they moved. If someone tells you they have already registered, try this:

Your response: "That's great, but sometimes names get removed from the registration because people move, change their name, or haven't recently voted. It never hurts to register again."

Excuse: "I've been convicted of a crime."

★**Note:** Most people think that they can't vote if they've been convicted of a crime, but in many states convicted felons can vote. Ask your city/county election office about your state's laws in this regard, as these laws vary a great deal.

Excuse: "Whether or not I register and vote is my business . . . not the union's business. Unions shouldn't be involved in politics, anyway."

Your response: "I used to feel the same way. But now, when I see corporations and the rich pouring money into the campaigns of candidates who certainly aren't on labor's side, I think we have to do what we can to protect ourselves. There isn't anything that happens in government that doesn't affect us and our families, so we're involved whether we like it or not."

Excuse: "I don't want anybody telling me how to vote!"

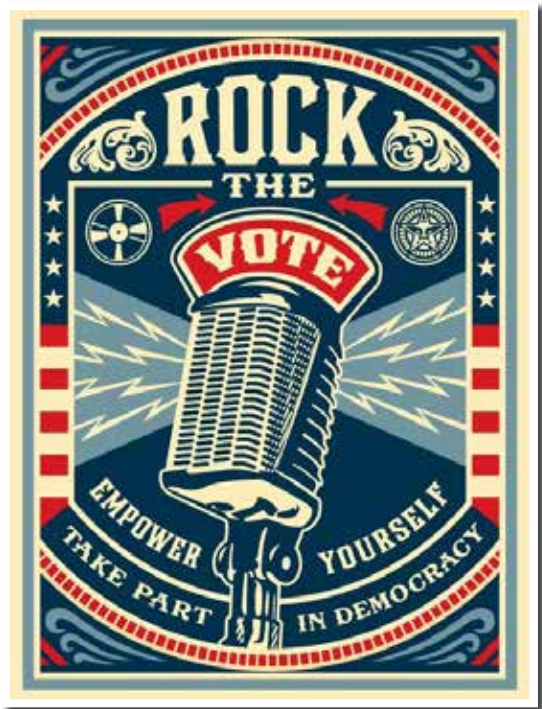
Your response: "I understand. I wouldn't want someone to tell me how to vote. We merely check the record and the views of candidates the union is supporting so we can give you information to help you make your own decision. You alone will decide whom to vote for. But if you're not registered to vote, your views won't be heard at all."

Excuse: "If I register to vote, I will be called for jury duty."

★**Note:** In most states, jury duty selection comes from your driver's license record, not from voter registration. Ask your city/county election office if your state is one of the few that uses voter registration records for jury selection.

Make sure the form will be timely submitted to an election registrar.

Some jurisdictions permit only the voter to submit the form; others permit a person assisting to do so. Make sure to check these rules.



THE FINAL STEP

Now is the time to turn registered voters into volunteers.

People who are already registered are your best prospects to become volunteers.

So what do you say once you know someone is already registered?

"Great, but don't go away. Listen, it's people like you and me — people who understand how important it is for everyone to vote — who are the heart of our LEAP committee. You know we have an election coming up, and it could have a big impact on the future of Boilermaker jobs, benefits, and all kinds of issues. Do you think you could work with us for a few hours?"

Then get their name, address, phone number, and email so you can keep in contact. (See Chapter 4, Educating to Mobilize.)





RULES FOR TALKING TO MEMBERS ABOUT POLITICS

1. **Issues come first, candidates and parties second.** Members want political action to be based on issues. Working to elect pro-worker candidates is a means to win on important issues — not an end in itself.
2. **Members want information, not voting instructions.** Before members will respect endorsements, they need to see what led to them — issue positions, voting records, and other facts that will help them make up their own minds.
3. **Present information credibly and objectively to overcome members distrust of politics.** They trust us more than many other sources, but members are extremely skeptical about politics. We should cite information sources, for example, and avoid implausible claims when comparing candidates.
4. **Downplay partisan rhetoric and stress the union's role as an independent voice for working people.** Members do not want their union drawn into the excessive partisanship that Americans generally consider the downfall of our country's political system.
5. **Unions should be watchdogs that hold politicians accountable.** Because our members are very cynical about politics, we should make clear we recognize the danger of betrayal by politicians. Then we should hold accountable those we support.
6. **Members want unions to represent their interests as workers, focusing on work-related issues and advancing a populist economic agenda.**
7. **Information is also important to increasing participation.** Members strongly support our get-out-the-vote efforts. Because members who are well informed are much more likely to vote, educating them about the issues and candidates is critical to boosting turnout.
8. **We are most effective when we address the concerns of specific union audiences, instead of relying on a "one-size-fits-all" approach.** Specific messages should be targeted to specific union audiences — men or women, African-Americans, Latinos, younger or older workers, for example.

4 Educating to Mobilize



People-Powered Politics

The most effective lobbyist is a constituent. Lawmakers know if they fail to satisfy their constituents, eventually they will be voted out of office.

Encourage your members to contact their representatives. Local 151's Chuck Goodwin (Erie, Pa.) started using his laptop during lunch to send members of Congress emails and faxes. His co-workers were so intrigued that by the end of Goodwin's first week of using his lunch-time to contact his representatives, most of his fellow union members had used his computer to send messages to their lawmakers, too. (See Chapter 7, Desktop Lobbying.)

Another strategy is to encourage members to use their cell phone to contact lawmakers. Call the U.S. Capitol switchboard at 202-224-3121 and ask to be connected with the senators from your state. Be sure to save the phone number on your cell phone for future use. This tactic can be utilized during lunch breaks, union meetings, steward training, apprenticeship classes, etc.

KEEP YOUR MEMBERS INFORMED

Make it one goal of the local lodge LEAP committee to provide information on candidates and issues at every monthly meeting. Our ability to communicate to our membership at the workplace is unmatched by any other organization or political party.

Polling data indicates our members consider material they receive from the local lodge (preferably the shop steward) as the best source of information on an issue. Polling data also indicates one-on-one personal communication with members is the most effective method, yet it is used the least. And, when the union is engaged, participation by members increases.

A member who isn't educated on the issues is not likely to want to contact a politician to talk about a proposed law. But as members learn more about the political process and see how their participation can truly make a difference, they will gain confidence and motivation.

Additionally, our members will usually vote for our endorsed candidates if we provide them with the information they need. Often a simple comparison piece showing where each candidate stands on labor issues is enough to help members understand who they should vote for.

Devise a plan for repetitive contact with your members — personal visits, job site visits, telephone calls, mail, and email. Explain how the issue at hand will impact the member.

Consider this example:

At the National Steel and Shipbuilding Company in San Diego, Local 1998 members distribute informational flyers at the shipyard gate every week. Workers there not only look forward to that weekly contact, they expect it!



OVERCOME OBSTACLES

Let's take a moment to address some of the most common obstacles you may find in trying to keep your members informed.

Management Opposition: Unions have the legal right to distribute information and talk to union members during non-work time and in non-work areas. If you continue to have management opposition, contact your local lodge's International Rep for assistance.

Worksite Size & Geography: The key to overcoming problems in work site geography is to recruit a union member in each area and shift of a work site. Utilize stewards and business agents and know which shift and day of the week is the best to leaflet. Lodges like Local 83 (Kansas City, Mo.) use their business agents to distribute information, while other lodges like Local 684 (Norfolk, Va.) use their shop stewards to leaflet.

Lack of Activists: Mobilizing generates activism in union members once they see activities taking place. Think, "Action Builds Activism." Get a likable person to recruit volunteers and offer incentives. By recognizing we are all busy and limiting the number of requests you make to retirees and members, you are more likely to get volunteers. For example, a member is more likely to volunteer when he is asked to help one day for 45 minutes before or after work, or two hours one Saturday this quarter.

Fear of Member Reaction: Union members want to hear from their union about issues related to their work. Those that bark loudest are usually the ones that complain all the time. Don't waste your time on them — focus on positive people and others more likely to get involved.

Partisan Motives: The issue is what matters most. Downplay partisan rhetoric and stress the union's role as an independent voice for working families and work-related issues.

Doubt about Effectiveness: LEAP has been measured in real-life situations with proven results. It works! LEAP, through inclusion, builds local lodge solidarity, and strong, active local lodges are more able to negotiate good contracts for their members. As more members get active in the legislative process, there are more opportunities to strengthen labor laws and create more job opportunities and better benefits.

Member Apathy: Recognize that union members must be educated about work-related issues. First you have to start, and then they will come to expect the information.

How to talk to your members

1. Find out if he has heard of the issue.

Listen carefully. If yes, ask him if he minds sharing his understanding of what it will do for working families. If no, ask him if he minds taking a few minutes to learn more — give him a reason to be supportive. Always offer an informational flyer.

2. Read his body language.

Is he uncomfortable or receptive?

3. Respond accordingly.

If he is uncomfortable, ask if he will take the flyer and think about it. If he is receptive, ask if he will make a quick call to his senators and hand him the flyer.

4. Ask if you can help them contact their members of Congress.

Let him know that you can answer questions and walk him through a quick call to his member of Congress. Sometimes people are embarrassed about not understanding the issue or calling a lawmaker's office. Try and make him feel at ease.

Final step: Turn particularly-enthusiastic supporters into volunteers

So what do you say once you know he is enthusiastic? "Great, but don't go away. Listen, it's people like you and me — people who understand how important it is for everyone to communicate with their members of Congress — who are the heart of our LEAP committee. You know this is an important issue, and it will have a big impact on the future of Boilermaker jobs and benefits. Do you think you could volunteer with us for a few hours?" (Then get their name, address, phone number, and email).



HOW TO CREATE VOLUNTEER TEAMS

Recruiting volunteers

Finding volunteers may seem hard, but people like to be involved in activities if they believe in the purpose. Most people simply never get asked to volunteer. So ask members to help. (Some restrictions apply to federal employees. See Chapter 1, p. 4, Federal Employees and the Hatch Act.)

Utilize retired members

Every local lodge has an arsenal that is rarely used: Boilermaker retirees. If your local does not have a retiree club, then recruiting retirees should be handled in the same manner as active member recruitment. Keep a list or database of retirees so you will be ready for the next campaign or legislative action. Many retirees will also contribute to our political fund, if asked. But, again, they must be asked.

WORK WITH STATE AFL-CIO AND BUILDING TRADES

WHAT CAN BOILERMAKERS DO?

- ✓ Leaflet Boilermaker job sites.
- ✓ Participate in telephone banks and labor-to-labor canvassing at union members' homes.
- ✓ Assist at Boilermaker and AFL-CIO rallies and events.

The LEAP committee should be plugged into your state's AFL-CIO to learn more about how you can help labor campaigns in your area. State AFL-CIO get-out-the-vote (GOTV) campaigns begin at a minimum of 12 weeks out from Election Day.

ONLINE RESOURCES

Boilermakers website:
www.boilermakers.org

AFL-CIO website:
www.aflcio.org

AFL-CIO Working Families Toolkit:
www.workingfamiliestoolkit.com

U. S. Congress website:
<http://thomas.loc.gov>



The LEAP committee should recruit as many volunteers as possible to participate in coordinated activities planned through the state AFL-CIO or building trades. Members are more likely to volunteer if they receive a personal letter from your local president or business manager than an appeal from someone they don't know. If your lodge would like a sample letter, contact the DGA, and be sure to send a copy of your local's mailings to the DGA.

Assistance from local lodge volunteers is the most valuable tool. As a volunteer, you can help with day-to-day activities, participate in voter-registration and get-out-the-vote drives, and even assist candidates with their campaigns during your free time.

When members volunteer, they can wear Boilermaker paraphernalia to visibly demonstrate their connection with the union when they support a candidate or issue.



THE EIGHT-POINT PROGRAM

1 BUILD A LEAP COMMITTEE IN THE WORKPLACE.

- Recruit activists and retirees for issue mobilization.
- Meet with elected officials and generate letters, calls, and emails to them.

2 RECRUIT A KEY CONTACT AT EACH WORK SITE.

- Commit to schedule and attend regular planning meetings.
- Be available by email, fax, or mobile phone.
- Plug into communication web.

3 DISTRIBUTE LEAFLETS AT ALL UNION WORK SITES.

- Leaflet at least once a month, increasing the frequency near an election.

4 MAXIMIZE CONTACT WITH YOUR MEMBERS.

- Include legislative or political information in every union publication and at every monthly meeting.
- Utilize regular mailings from local lodge leaders.
- Report on legislative and political issues at every monthly union meeting.
- Use targeted mail in election year.
- Maximize impact of union phone calls by including a political or legislative message in all calls.

5 UPDATE LOCAL MEMBERSHIP LISTS.

- Work with state AFL-CIO or the DGA.
- Maintain a quality list with phone numbers, email, registration, and changes of address.

6 INCREASE VOTER REGISTRATION BY 10 PERCENT.

- Once that goal is met, set a new goal.

7 CONDUCT A MASSIVE GET-OUT-THE-VOTE (GOTV) FOR UPCOMING ELECTIONS.

8 LINK POLITICS TO ORGANIZING

- Identify opportunities for elected officials to help organizing.
- Integrate support for organizing into candidate screening process.

CHAPTER 5 Selecting Candidates

How to Select Candidates Who Will Work for our Members

The LEAP committee should carefully screen candidates for political office using the methods described in this chapter. Once that has been done, present your recommendations (including your research findings) to the general membership for their approval and final endorsement.

Candidate Questionnaire

Collect candidate views by having each candidate fill out a questionnaire that focuses on issues that are important to Boilermakers. See Appendix 8, Sample Questionnaire. Send the questionnaire to all candidates who file to run, not just the ones who ask for your support. Sometimes candidates who solicit our endorsements do not support our issues as strongly as other candidates we may not hear from.

Study Voting Records

Study each candidate's voting record to answer these questions:

- ✓ Does the candidate support Boilermaker positions on relevant issues?
- ✓ Does the candidate's voting record support his or her stated position?
- ✓ Is the candidate's professional background in conflict with Boilermaker positions?

Consult with Your State AFL-CIO

Every state has a state AFL-CIO with officers and lobbyists who work to enact policies and elect candidates who will help workers, their families, and communities. The bigger the state body and the more unions it represents, the stronger labor's voice becomes. See Appendix 1, AFL-CIO State Contacts.

The LEAP committee should participate in state AFL-CIO political meetings and other events. Being active in your state AFL-CIO allows your local lodge to contribute your opinions and skills. Your lodge will also be able to draw on the skills and experience of members of other unions. When you want the state AFL-CIO to get behind your interests and candidates, it helps if you've been working with them all along.

Your state AFL-CIO Committee on Political Education (COPE) director can provide the LEAP committee with candidate feedback, information, and other relevant issues to help in the LEAP committee's decision-making process.



Consult with the Boilermakers' DGA

The DGA can provide research and recommendations on the candidates, their campaigns, and the political landscape. Before interviewing the candidate, the DGA analyzes his or her overall operations. This includes the campaign manager and staff, consultants used, and the field program. The DGA also evaluates fundraising (cash on hand, fundraising goals, and media and mail costs). Additionally, the DGA looks at polling information, and the vulnerability of the race itself (whether the race is competitive, a pure toss-up, or an open seat*). The DGA also looks at an incumbent's legislative record, leadership position, key committee assignments, and, of course, the relationship with the local lodge.

* *Competitive race* — one in which an election is contested and at least two candidates have a reasonable chance of winning; *Pure toss-up race* — could go either way; *Open seat race* — no incumbent is running (these can be among the most hotly-contested races, as there is no incumbent advantage).

Interview the Candidates

You may want to personally interview the candidates to clarify answers on issue questionnaires and to seek additional information about the candidate and the campaign. Limit these interviews to the LEAP committee. It's best to wait until after you've selected the candidates you wish to endorse before you invite any candidate to address a general meeting of all members.

Meet Privately to Make Your Selection

Before you make your recommendations to the general membership, the LEAP committee should meet privately to discuss the candidates, their positions on the issues, and the research provided by the DGA.

Once the lodge membership approves a candidate's endorsement, the local lodge can send a letter to the candidate. See Appendix 9, Sample Endorsement Letter.



6 Lobbying Basics



The most effective lobbyist is a constituent — one of the people represented by a legislator or public official.

Lawmakers know that if they fail to satisfy their constituents, eventually they will be voted out of office.

As a constituent lobbyist, you play the most important role of all in shaping legislation.

It is the job of the LEAP committee to help you convey the Boilermaker message to your elected representatives through meetings, phone conversations, faxes, and emails.

Secrets of Highly-Effective, Member-Driven Lobbying

Lobbying is a process of gathering information and using it to persuade legislators. For any lobbyist, the key objective is to win a legislative commitment from a lawmaker.

1. BE PREPARED

- **Plan ahead.** If possible, make your appointment with a legislator several weeks in advance and confirm your appointment a few days ahead of time.
- **Know the legislator.** Familiarize yourself with his or her background, voting record, and previous positions, if any, on the issue(s) you are going to discuss. Check with the DGA about their experience in lobbying a particular legislator and find out the status of the bill in the legislative process, the bill number, the committee to which it has been referred, and which groups are supporting it.
- **Do your homework.** Prepare a brief one-page fact sheet on the subject under discussion to leave with the legislator. Keep it simple, short, and straightforward. (Background information or fact sheets are available on a wide range of issues from the DGA.)

Personalize the issue by giving examples of how it has, or will, affect you and/or your co-workers. Remind the legislators that those workers are his or her constituents. Members who have experienced unemployment, plant closings, and other job-related trauma can be particularly persuasive advocates.
- **When possible, have three to four union members who are constituents of the legislator accompany you.** Numbers enhance your clout by conveying the extent of concern throughout a legislator's constituency. Trade unionists who already know the legislator, or who have worked in his or her campaign, can be particularly influential.
- **Brief your participants a day or two ahead of time about the issue(s) to be discussed.** Think of team lobbying as you would collective bargaining. You are bargaining with a legislator for support, and you wouldn't go into negotiations without meeting first with your negotiating team.
- **Be prepared for opposition.** Predict what others may consider as flaws in your position and develop reasonable responses to them. Be prepared to discuss them at your meeting, should the legislator bring them up.

2. SET THE TONE

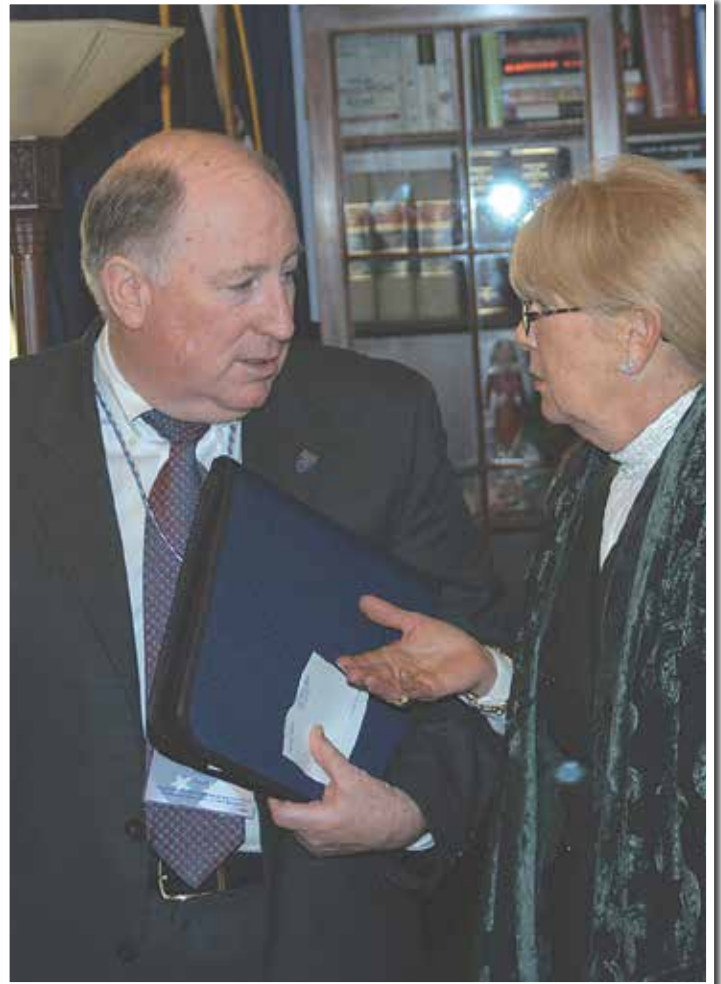
- **Never keep a legislator waiting.**
- **Project an image of self-confidence.**
- **Be cordial; never scold or preach.**
- **Be tolerant of the legislator's viewpoint.**

3. STAY IN CONTROL

- **Begin your meeting in an area of mutual agreement.** Start off by thanking the legislator for a recent legislative accomplishment, a supportive vote, co-sponsorship of a bill, speaking out on behalf of your legislation, or simply for taking the time to meet with you. Remember, legislators get hundreds of requests to do something and not enough "thank you's" for a job well done.

Get right to the point and stick to it. Remember your time is limited. Don't let a legislator sidetrack you from the issues you want to discuss.

- **Maintain your credibility.** If you are unsure of the answer to a legislator's question, it's okay to say you don't know, but offer to follow up with a written response and background information. Remember, credibility is the hard currency of an effective lobbyist.
- **Ask the legislator for — and make sure you get — a firm commitment to a specific course of action.** Be clear whether you are asking them to vote for or against a bill, introduce legislation, co-sponsor a bill, or lobby another legislator. If a legislator says, "I'll get back to you," "I'll think about it," "Sounds like a good idea," or "I've always been a friend of labor," arrange a time and staff contact with whom to check back.
- **Be prepared to respond to a legislator who offers to trade support of your issue for your support on something else.** Avoid making any such commitment by saying you don't have the authority to do so, or that you will have to check and see if your union has a position on the issue.
- **Make an effort to determine the reason a legislator isn't supporting your position.** This information will better equip you to answer the legislator's concerns and to anticipate, learn, and develop responses to arguments your opponents are using against you.



- **Try to persuade legislators who don't agree with you to refrain from leading the fight against you.** Opponents may be willing to support you in committee or on key floor amendments even though they won't ultimately support you on final passage of the bill.
- **Don't jeopardize your access by holding a grudge.**



4. FOLLOW THROUGH

- **Follow-up is crucial in the lobbying process.** How thoroughly you follow up a lobbying meeting with a personal visit, phone call, additional correspondence, facts, or figures may help determine the legislator's final position.
- **Keep the pressure on.** One of the most effective ways of convincing a reluctant legislator is to organize constituent letter-writing, a "lobby day," rally, call-in, or postcard campaign asking the legislator to support your point of view.
- **Learn to evaluate and weigh issues.** Many bills are introduced every year "by request," and are never intended to become law. So don't be in a rush to criticize an elected official for the bills that are introduced until after you've checked it out.
- **Communicate with those legislators who are providing leadership for your issue.** Don't make key decisions without conferring with those legislators and groups who are your allies. Keep them informed of major legislative developments on your issue so they don't get caught short-handed.
- **Never break a promise to a politician.**
- **Make it a point to thank a legislator after he or she has helped you.**
- **Report your results.** Whenever you contact your elected officials, you should report the results to the DGA and to your local lodge membership.
- **Stay in contact with your representative.** Legislators respond much better to workers' concerns when they know workers care about their voting records all the time, not just during an election year. The best way to let them know YOU care is by sending an email or fax, or making a call.



TIPS ON CONTACTING YOUR REPRESENTATIVE

You can get your representative's email address, fax, and phone number at www.boilermakers.org. Click the "Resources" tab, select "Political Action/LEAP," and choose the "Elected Officials" tab to find your senators/representative.

Call the U.S. Capitol switchboard at 202-224-3121 and ask for your senator and/or representative's office.

Remember that a staff member, not the member of Congress, often takes telephone calls. Ask to speak with the staffer who handles the issue on which you wish to comment.

After identifying yourself, tell the aide you would like to leave a brief message, such as: Please tell Senator / Representative (Name) that I support/oppose (S.____/H.R.____).

You will also want to briefly state reasons for your support or opposition to the bill. To assist you in communicating your position on specific issues, fact sheets are available online at www.boilermakers.org. Click the "Resources" tab and select "Political Action/LEAP."

Ask for your senator/representative's position and finish by thanking the aide for their time. You may also request a written response to your telephone call.

If you decide to send a fax or email, sample letters can be found at the LEAP website.



Desktop Lobbying



LEAP website Guided Tour

The DGA maintains a powerful website that allows you to gather information or take action right from your computer. You can get there from the Boilermakers' website, www.boilermakers.org. Just click the "Resources" tab and select "Political Action/LEAP."

The DGA site is divided into five categories: Home, Elected Officials, Issues & Legislation, Elections & Candidates, and Media Guide. Click on a category tab to see what that section offers.

TAB 1 — HOME

From the home page, you can access all the tools and resources that are available. Just click on the titles listed in the far left column or the tabs listed across the top.

Registering to vote, identifying your elected representatives, and contacting those representatives by email or fax are some of the most important things you can do, beginning at the home page.

THE INTERNATIONAL BROTHERHOOD OF BOILERMAKERS
IRON SHIP BUILDERS • BLACKSMITHS • FORGERS & HELPERS • AFL-CIO

ABOUT | NEWS | BENEFITS | EDUCATION & TRAINING

RESOURCES

- Political Action/LEAP
- Buy Union
- Email Forms
- Useful Web Links
- Boilermaker Products
- Members' Email Addresses
- Constitution

**Legislative Education Action Program
LEAP into Action!**

Home | Elected Officials | Issues & Legislation | Elections & Candidates | Media Guide

2013 LEAP Conference | HOTEL Info | May 5-9 | Washington, DC

If you or someone from your local lodge is planning to attend the number of rooms available at our special rate is limited and subject to selling out, so early room booking is recommended. We have reserved a special rate of \$292/night for single and double occupancy, \$317/night for triple occupancy and \$342/night for quadruple occupancy, plus 14.5% applicable daily tax per room for occupancy. The hotel has a 48-hour cancellation policy and the reservation cut-off date is Friday, April 12.

The primary method of reservations should be made online at <https://resweb.passkey.com/go/BOILER>. However, to book multiple rooms you must make each reservation separately online or call 888-421-1442 and reference the "International Brotherhood of Boilermakers" conference at the Hyatt Regency Washington.

If you have questions, please contact Hannah Samuel at 202-756-2868 or hsamuel@boilermakers.org.

Boilermaker Politics

The union pursues political action through the Legislative Education Action Program (LEAP), an inclusive and bipartisan effort to support candidates who champion the goals of working families, promote needed energy investments, promote the shipbuilding and industrial manufacturing base, and support fair trade. The union encourages members to be active participants in the political process through voting and volunteering.

Working Families Toolkit
Register to Vote
State Legislative Battles
State and Local Contacts
Young Workers Summit
Building and Construction Trades
Shipbuilding/Metal Trades Department
Industrial Manufacturing
Trans-Pacific Partnership
Creating New Clean Energy Jobs
EPA Regulations
Legislative Voting Records

TAB 2 — ELECTED OFFICIALS

From this page, you can find out who your elected officials are and how to contact them. You can even email or fax them (**at no charge to you**) from this website. Use this page to:

Search the “Congressional Directory.”

Click on “President” for contact information on the president, vice president, and first lady.

Click on “Agencies” to find contact information for departments and agencies such as the Department of Labor or the Occupational Safety and Health Administration.

Click on “Supreme Court” to contact the justices or access their website.

The screenshot shows a website interface for finding elected officials. At the top is a navigation bar with five blue buttons: 'Home', 'Elected Officials' (in red), 'Issues & Legislation', 'Elections & Candidates', and 'Media Guide'. Below this is a horizontal menu with five red links: 'Congressional Directory', 'President', 'Agencies', 'Supreme Court', and 'Supreme Court'. The 'President' link is circled in red. Below the menu is a section titled 'Elected Officials' with the text 'Find elected officials, including the president, members of Congress, and more.' Below this is a search area with a dropdown menu labeled 'Any State' and a 'GO' button. Below the search area is a map of the United States with state boundaries. To the right of the map is a list of state abbreviations: VT, NH, RI, MA, CT, NYC, DE, and DC. Below the map is a section labeled 'Territories' with a list of abbreviations: AS, GU, PR, and VI.

You can find out who your elected representatives are through four different search options:

The image shows a web interface for finding elected officials. At the top are navigation tabs: Home, Elected Officials, Issues & Legislation, Elections & Candidates, and Media Guide. Below these are links for Congressional Directory, President, Agencies, and Supreme Court. The main heading is "Elected Officials" with the subtext "Find elected officials, including the president, Congress, and more."

Four numbered callouts provide instructions:

- 1**: Points to the "GO" button next to the "Search By ZIP Code:" input field. The instruction says: "Simply enter your zip code and click on 'GO.'"
- 2**: Points to the "Search By Last Name:" input field. The instruction says: "Enter the last name of your representative, then select a specific state by using the drop-down menu to the right OR just use the default setting of 'Any State,' and then click on 'GO.'"
- 3**: Points to the "Any State" drop-down menu. The instruction says: "Select your state by using the drop-down menu and clicking on 'GO.'"
- 4**: Points to a map of the United States. The instruction says: "Click your state on the map provided."

Below the map is a section for "Territories" with buttons for AS, GU, PR, and VI. A red arrow points from the text "The results will provide you with a wealth of information about your state's elected officials, including a link to email or an online fax form." to a preview of the results page for Tennessee. The results page shows a map of Tennessee, a list of elected officials (Governor, Senators, Representatives), and a "Tell A Friend" link.

TAB 3 — ISSUES & LEGISLATION

From this page, you can access information on legislation, voting records, and helpful communication tips.

For news and information about important issues, click on “Legislative Alerts and Updates,” then click on the title of the report you wish to view.

Find information about current legislation here. Search by keywords or the type of bill.

The screenshot shows the 'Issues & Legislation' tab selected in a navigation bar. Below the navigation bar, there are links for 'Legislative Alerts and Updates', 'Current Legislation', 'Key Votes', and 'Capitol Hill Basics'. The main content area features a section titled 'Creating New Clean Energy Jobs' with a sub-header 'We can create good American jobs by investing in a clean energy future.' Below this, there is a paragraph about reducing dependence on imported energy and promoting clean energy. Another section titled 'Carbon capture and storage (CCS) technology' discusses the deployment of CCS and its benefits for jobs and emissions. A third section titled 'A strong national development energy security' discusses the need for new financing for clean energy technologies. A fourth section titled 'Boilermakers' Message to Senators and Representatives' discusses support for legislative proposals that would encourage the development and deployment of advanced coal technologies.

Home Elected Officials **Issues & Legislation** Elections & Candidates Media Guide

Legislative Alerts and Updates • Current Legislation • Key Votes • Capitol Hill Basics

Creating New Clean Energy Jobs

We can create good American jobs by investing in a clean energy future. Our nation can grow high-quality jobs, reduce our dependence on imported energy, and protect our environment from the risks of climate change. With incentives to encourage private sector investment, the United States risks falling behind foreign competitors in the race to develop the energy technologies the world needs to create jobs and reduce emissions.

Carbon capture and storage (CCS) technology will ensure responsible use of our nation's fossil energy resources. The deployment of CCS will create millions of good paying jobs for Boilermakers and other union craftsman, while ensuring a future for affordable, reliable energy from coal. Coal-fired power generation remains among the most labor intensive jobs in construction, and Congress should support the development of CCS to our country.

A strong national development energy security The United States must establish policy mechanisms that will facilitate new financing for clean energy technologies and bring them to market. Both regulatory certainty and financing assistance are essential to bring private investment off the sidelines, and ensure energy developers have the financing and credit they need to invest in new energy infrastructure.

Boilermakers' Message to Senators and Representatives: Support legislative proposals that would encourage the development and deployment of advanced coal technologies that will enhance our energy security and create

To better understand the legislative process and for tips on how to communicate with your elected representatives, select “Capitol Hill Basics.”

Click on “Key Votes,” then either click on the name of a bill to view vote action on that bill or enter your zip code to see how your representative is voting.

Current Legislation - Search Results

Listing of bills containing the phrase **Labor**

Items 1 through 20 of 55

1. Senate: This summary has been edited for length 2/28/2013--Introduced. Trafficking Victims Protection Reauthorization Act of 2013 - Authorizes the Secretary of State to: (1) limit the validity of a passport issued to a sex offender to one year or such time period as appropriate, and (2) revoke the passport or passport card of an individual who has been convicted of a sex offense by a foreign court of competent jurisdiction. Amends the Trafficking Victims Protection Act of 2000 (TVPA) to rename the St (H.R.898)
2. Senate: 2/15/2013--Introduced. Protecting American Jobs Act - Amends the National Labor Relations Act to repeal the authority of the General Counsel of the National Labor Relations Board (NLRB) to issue, and prosecute before the Board, complaints with respect to unfair labor practices. Repeals the prohibition against: (1) review of an administrative law judge's report by any person other than a Board member or legal assistant; and (2) advice to or consultation with the Board by an administrative law (H.R.795)

Key Votes: Congress

Enter ZIP Code to see how your reps voted

GO

Pensions

House Votes

Passed Pension Protection Act 07/28/2006 --
Passed Pension Protection Act 12/15/2005 --
✓=We Supported ✗=We did not Support --=No Position

Construction

Senate Votes

Passed Surface Transportation Authorization 03/14/2012 ✓
Failed American Jobs Act 11/03/2011 ✓
Failed American Jobs Act 10/11/2011 ✓
Passed Anti-Davis-Bacon Amendment 02/03/2011 ✓
Passed Davis-Bacon Prevailing Wage 02/03/2011 ✓
Failed Climate Security Act 06/06/2008 ✓
✓=We Supported ✗=We did not Support --=No Position

House Votes

Failed Fiscal 2013 Defense Approps - Davis-Bacon 07/18/2012 ✗
Failed Surface Transportation/Funding Cuts 06/08/2012 ✗
Failed Fiscal 2013 Energy-Water Approps- Davis-Bacon 06/06/2012 ✗
Failed Fiscal 2013 Military Construction - Davis-Bacon 05/31/2012 ✗
Passed Fiscal 2013 Military Construction 05/31/2012 ✓
Passed Surface Transportation/Buy American 05/18/2012 ✓
Failed Fiscal 2013 Defense Authorization 05/18/2012 ✗
Passed Defense Authorization/Project Labor Agreements 05/17/2012 ✗
Failed Anti-Davis-Bacon Amendment 02/19/2011 ✗
Failed Anti-Project Labor Agreement Amendment 02/19/2011 ✗
Passed American Clean Energy and Security Act 06/26/2009 ✓
Failed Davis-Bacon Prevailing Wages 03/12/2009 ✗
Failed Davis-Bacon/Prevailing Wages 01/17/2008 ✗
✓=We Supported ✗=We did not Support --=No Position

Ship Building

Senate Votes

Passed Waiver of Buy American Laws 05/21/2003 ✗
✓=We Supported ✗=We did not Support --=No Position

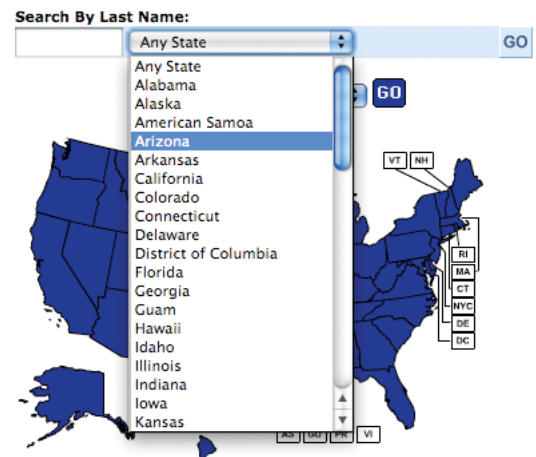
QUICK WEB TIPS

USING A DROP-DOWN MENU

Drop-down menus can be accessed by clicking the small arrow on the side of a text box that looks similar to this:



This should open a list of items for you to choose from. Mouse over your selection and click to select the item you want, then click on the word "GO."



LINKS & MORE

Access to additional information within the LEAP website is often found through underlined links, clickable maps, and tabbed sections. Also useful are links that allow you to tell a friend about information you find on the LEAP site. Click the "Tell a Friend" envelope to easily send an email message to as many as six people with an electronic link directly to that page of the website.

HELP ...I'M STUCK!

If you are looking for more, explore! There is more information available on this website than we can cover here. If you need help or cannot find what you are looking for, contact the DGA office. Email: ibb_dga@boilermakers.org Phone: 202-756-2868

TAB 4 — ELECTIONS & CANDIDATES

Choose tab 4, Elections & Candidates, to find information about candidates running for office. (Available during elections.)

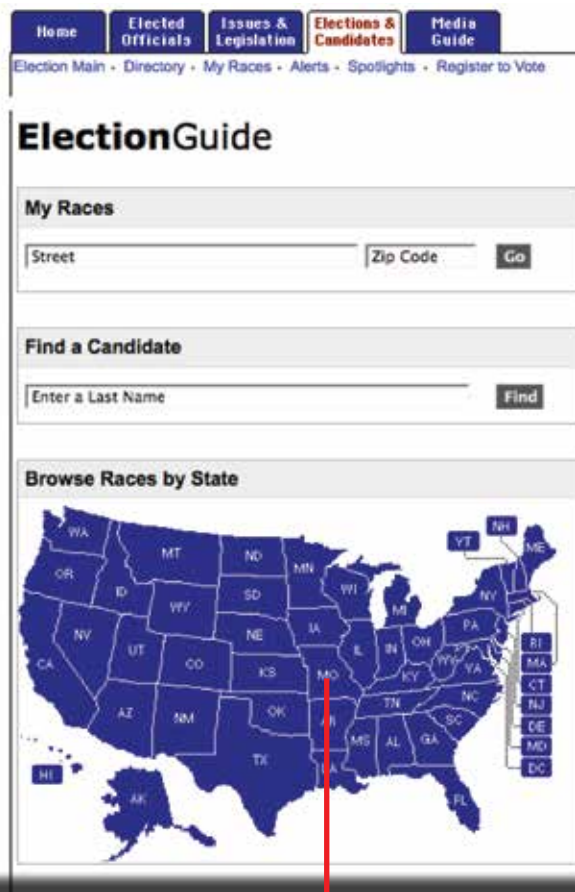
Select “Directory” or “My Races” from the top menu bar, or choose one of the following three search options located on the center of the page under “Election Guide.”

1. **Address Search.** Enter your street address and zip code in the boxes indicated, then click on “GO” to find election races near your home.
2. **Candidate Search.** Enter the last name of a representative and click on “Find” to locate information on a specific candidate.
3. **Map Search.** Click on your state map to find election races in your state.

By selecting “Alerts” or “Spotlight” from the top menu bar, you can access information on Boilermaker-targeted candidates.

By clicking on “Register to Vote” from the top menu bar, you can access an online voter registration form. Just follow the instructions, then print and mail your completed form to the address provided.

(NOTE: You will need the Adobe Acrobat program in order to print the registration form. If you do not have this application on your computer, just click on “Adobe Acrobat,” and a free copy can be downloaded for you.)



TAB 5 — MEDIA GUIDE

Clicking on tab 5, Media Guide, takes you to contact information for your area media, as well as the national media.

For local media information, enter your zip code in the box provided and click on "GO." Note: By default, national media information will be included in this search unless you click on the box to remove the check-mark.

You can also search for a specific editor, reporter, or producer. Just type in the person's last name in the box titled "Individual Search" and click on "GO."

If there is a specific organization you want to contact, type the name in the box titled "Organization Search" and click on "GO."

You can also get the contact information for media organizations, newspapers, and various publications for a specific area by clicking on the state map or choosing a state by scrolling through the box titled "Select State" and clicking on "GO."

The screenshot shows the Media Guide website with the following sections:

- Media Guide**: Find and contact national and local media.
- Local Media -- ZIP Code Search**: Enter your ZIP code and a checkbox for "Show national media in results." with a "GO" button.
- Individual Search -- Editors, Reporters & Producers:** Enter person's last name with a "GO" button.
- Organization Search:** Newspapers, TV, radio, etc. Enter media organization name with a "GO" button.
- Select State**: A dropdown menu and a "GO" button.
- Map**: A map of the United States with state abbreviations. A red arrow points to the state of Indiana.
- State Search Results for: Indiana**:
 - To send a message, select your recipient(s) and click "Compose Message" below. Please limit the number of selections to 5. For more information about an organization, click on its name.
 - Newspapers**:
 - ☐ [Banner Graphic](#) - Greencastle, IN
 - ☐ [Bluffton News-Banner](#) - Bluffton, IN
 - ☐ [Brazil Times](#) - Brazil, IN
 - ☐ [Brookville American Democrat](#) - Brookville, IN
 - ☐ [Chesterton Tribune](#) - Chesterton, IN
 - ☐ [Chronicle-Tribune](#) - Marion, IN
 - ☐ [Connersville News-Examiner](#) - Connersville, IN
 - ☐ [Courier-Times](#) - New Castle, IN
 - ☐ [Daily Journal](#) - Franklin, IN
 - ☐ [Decatur Daily Democrat](#) - Decatur, IN
 - ☐ [Dubois County Herald](#) - Jasper, IN
 - ☐ [Elkhart Truth](#) - Elkhart, IN
 - ☐ [Evansville Courier & Press](#) - Evansville, IN
 - ☐ [Evening News](#) - Jeffersonville, IN
 - ☐ [Evening Star](#) - Auburn, IN
 - ☐ [Fort Wayne Journal Gazette](#) - Fort Wayne, IN
 - ☐ [Fort Wayne News-Sentinel](#) - Fort Wayne, IN
 - ☐ [Frankfort Times](#) - Frankfort, IN
 - ☐ [Gary Post-Tribune](#) - Merrillville, IN
 - ☐ [Goshen News](#) - Goshen, IN
 - ☐ [Greensburg Daily News](#) - Greensburg, IN
 - ☐ [Hagerstown Exponent](#) - Hagerstown, IN
 - ☐ [Hendricks County / Westside Flyer](#) - Avon, IN
 - ☐ [Herald Bulletin](#) - Anderson, IN
 - ☐ [Herald-Press](#) - Huntington, IN
 - ☐ [Herald-Times / Sunday Hoosier Times](#) - Bloomington, IN
 - ☐ [Indianapolis Recorder](#) - Indianapolis, IN
 - ☐ [Indianapolis Star](#) - Indianapolis, IN

The screenshot shows the contact page for the Decatur Daily Democrat with the following information:

- Decatur Daily Democrat -- Headquarters**
- Website:** www.decaturdailydemocrat.com
- Phone:** (260) 724-2121
- Fax:** (260) 724-7981
- Address:** 141 South 2nd Street Decatur, IN 46733
- Compose Message** button
- Staff**:
 - [Bob Shraluka](#) -- Editor
 - [Ron Storey](#) -- Publisher
- Department(s)**:
 - [Headquarters](#)
 - [Letters to the Editor](#)
- [Tell A Friend](#) button

AFL-CIO Working Families Toolkit

The AFL-CIO Working Families Toolkit (www.workingfamielstoolkit.com) is a crucial tool for Boilermaker local lodges during election cycles. Use it to access a variety of timely, focused political materials for races impacting your members and their families.

This easy-to-use website allows you to:

1. Download legislative and political mobilization fliers, sample letters, newsletter articles, phone and walk scripts, and more.
2. Search for fliers by issue or type.
3. Upload local union logos.
4. Select your printing and shipping options.
5. Track your current orders and ordering history.
6. Manage your profile.

You can do all of these tasks from you office, home, or on the road — wherever you have Internet access. Many of the materials are customizable, allowing you to add your local union name and contact information as well as the Boilermakers logo. On select, issue-based fliers, you can further customize the information by selecting the issues and their order of appearance on the finished flier.

You can also:

- **Download Training Materials.** Want a copy of the PowerPoint presentation on training produced by the AFL-CIO? Go to the Working Families Toolkit and download Political Training Materials.
- **View Video Clips.** As part of a broader strategy to incorporate multimedia communication, you can view video clips related to the candidates and labor issues right from the Working Families Toolkit.

To get started, go to www.workingfamielstoolkit.com and create an account. Then click the Political Action Training Materials link for detailed instructions on how to use the Working Families Toolkit.

Got questions? Need help? Contact the Department of Government Affairs at 202-756-2868 (ibb_dga@boilermakers.org).

AN IMPORTANT MESSAGE FROM LOCAL 777

TELL CONGRESS CANCEL THE CUTS— REPEAL SEQUESTRATION.

**“Sequestration:
a fancy word for
a dumb idea.”**

—President Richard Trumka, AFL-CIO

Across-the-board budget cuts—called sequestration—will cost more than 1 million jobs this year and many more jobs over the next decade. There is a simple solution to make this problem go away: repeal sequestration. It is that simple.

Republicans are using sequestration as leverage to get their way in Congress. They want to cut Social Security, Medicaid and Medicare benefits and gut essential services working people depend on, while protecting tax breaks for Wall Street and the richest 2% of Americans.

The solution is to repeal sequestration—not replace it—so we can put these manufactured crises behind us and focus on the urgent problems of putting America back to work, raising wages and reducing economic inequality.



**Call your members of Congress now at
888-659-9401
and tell them to repeal sequestration.**

For more information, contact LOCAL 777 at (913) 371-2640 or visit www.aflcio.org.

LT1-207536

Political Organizing

A Guide for Union Staff & Activists





The bigger our Campaign Assistance Fund, the stronger our voice.

The Boilermakers' Campaign Assistance Fund

Candidates for federal office cannot accept “dues” funds or general treasury funds; however, they can accept contributions from individuals and from registered federal political action committees (PACs).

The Boilermakers' Campaign Assistance Fund (CAF) is the Boilermakers' PAC — our federally-registered and reporting, multi-candidate, political action committee. The Federal Election Commission (FEC) also considers local lodge PACs to be affiliates of CAF.

By contributing just a few dollars per month to CAF, you can make a real difference in ensuring our voices are heard by Congress on important issues. With CAF, Boilermakers can contribute financial assistance to the campaigns of federal worker-friendly candidates.

WHY SHOULD I CONTRIBUTE?

In each election, business PACs and wealthy individuals outspend labor union PACs by more than 20-to-1. In addition, candidates can spend as much of their own money on a campaign as they want, giving wealthy candidates an unfair advantage over middle-income candidates. And, corporations can spend as much as they want from their regular business accounts to persuade the public to support their favored candidates.

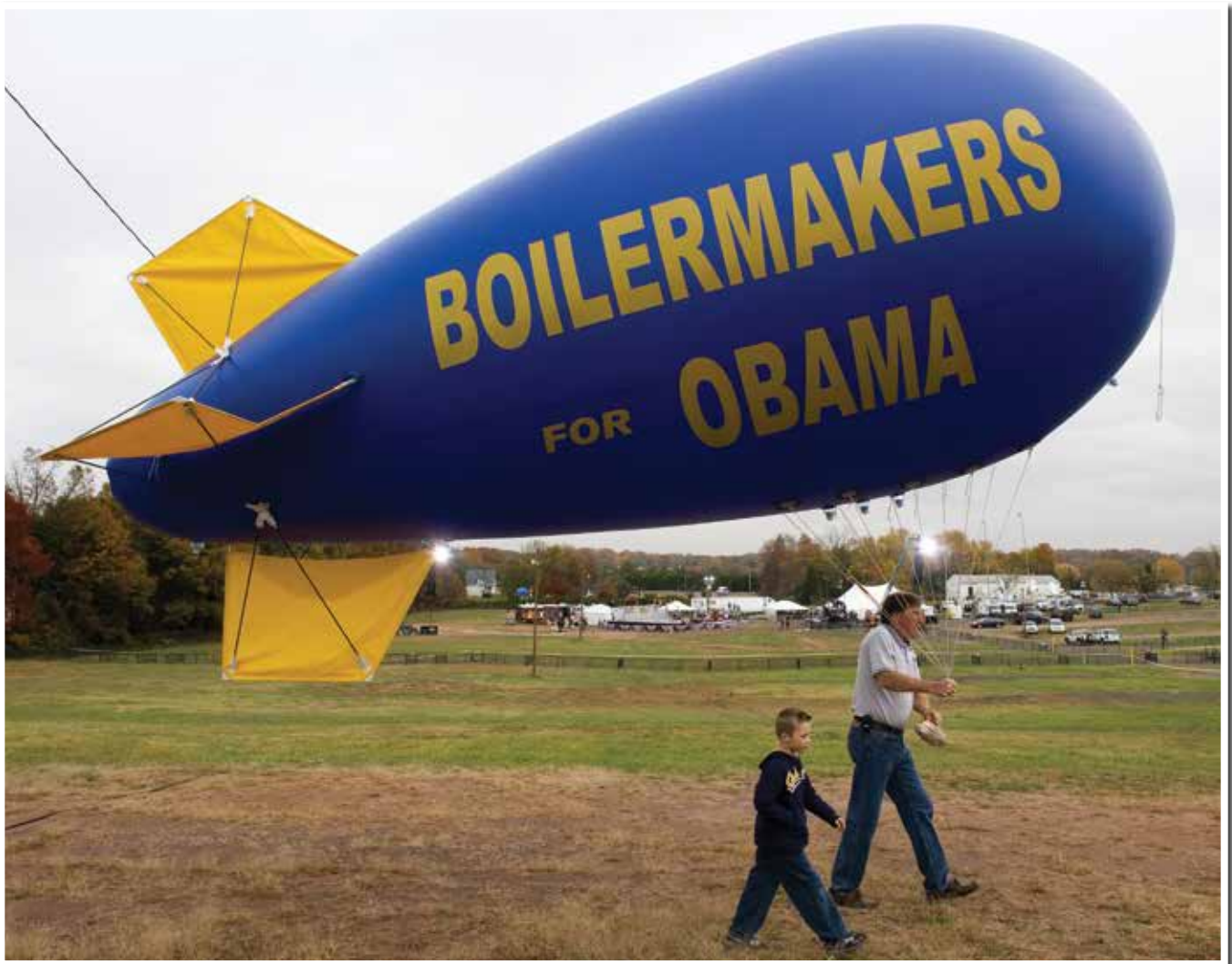
If pro-worker candidates are to have any chance against candidates financed by big business and wealthy individuals, they must depend on small contributions by many individuals and contributions by union PACs.

WHO GETS CAF MONEY?

CAF money is used to make direct contributions to candidates for federal office and state political parties, where applicable. Only voluntary donations from our members may be collected for CAF.

The LEAP Executive Committee determines which recipients should receive CAF assistance based on advice and recommendations from the DGA. Many factors impact this decision, including the candidate's voting record, published positions, need for funds, chance of success, and whether LEAP has declared the race to be critical.





HOW TO RAISE MONEY FOR CAF

Only active and retired members of our union, and their families, may be solicited for CAF donations.

When soliciting money for CAF, you must inform members that 1) their contributions will be used for political purposes, including contributions and expenditures in federal and state elections; 2) that contributions are voluntary and members have a right to refuse to contribute without and reprisal; 3) that contributions are not a condition of employment; and 4) that contributions to CAF are not charitable contributions for income tax purposes.

Suggest a guideline donation amount. Naming a specific amount gives people a starting point for deciding how much to give. If you do provide a guideline amount, you must also say that the guideline is merely a suggestion, and they're free to give more, less, or not at all, without favor or disadvantage. You must also state: "Federal law requires us to use our best

efforts to collect and report the name, mailing address, occupation, and name of employer of individuals who contribute more than \$200 in a calendar year."

The political checkoff plan

The easiest and most effective way to raise money for CAF is through a political checkoff plan. The checkoff system is a voluntary payroll-deduction plan, similar to dues checkoff, through which a member contributes money to CAF by authorizing the employer to make periodic deductions and forward them either directly to CAF or to the lodge for the lodge to forward to CAF. A political checkoff plan has the great advantage of requiring only a small commitment from each member to accumulate a steady flow of resources for our voluntary political fund. Another advantage is that once a member signs up, they usually remain signed up. Even though the contribution may be small, the deduction is constant and can add up during the year. All of the highest contributing lodges have a political checkoff plan in their contracts.

Ways to get checkoff in your local

1. **Negotiate with the Employer.** Checkoff can be negotiated into your contract just like any other collective bargaining item. All construction locals have checkoff negotiated. The union must pay the cost of implementing the payroll deductions. Federal law dictates that the company must only charge the union the actual cost of implementing and maintaining the CAF payroll deduction, or checkoff. Normally, there is a one-time set-up fee, and no other cost is incurred. Or, if this is negotiated as part of an overall contract, the union employer can treat the employer's administrative costs for the checkoff as taken into account in the overall economic package, meaning there will be no special charge to the union. If you feel the employer is trying to charge a higher amount than the actual cost, contact the DGA.

Checkoff authorization forms are provided by the Boilermakers and can be found in the appendix section of this manual.

2. **Checkoff on Demand.** Under federal election law, if your employer or any of its subsidiaries, branches, divisions, or affiliates uses a payroll deduction plan (checkoff) to collect political monies for its own federal PAC from its managerial, non-bargaining-unit employees, and/or its shareholders for its political action committee, then the union has the automatic, non-negotiable right to use a payroll checkoff system for its members to make voluntary contributions to CAF.

Under the law, the union is entitled to use any and all methods of solicitation that the employer is using. To exercise these rights, you must first find out whether the employer or any of its affiliates actually has a checkoff plan for its non-bargaining-unit employees or shareholders. Use the sample letter (Appendix 3) to ask the employer for this information.

Once you have determined that the employer has a checkoff plan for its managerial employees, and if you want to secure the same arrangement for CAF checkoff, the local union must inform the employer, in writing, that the local union wants to exercise its right to obtain political checkoff for its members.

3. **Credit Union Checkoff.** Appendix 6 provides language for a credit union checkoff form. For more information, contact the DGA.



CAF CHECKOFF

The checkoff system is a voluntary payroll deduction plan, similar to dues checkoff. A member contributes money to CAF by authorizing the employer to make periodic deductions.

- Always use the recommended contract language for negotiating CAF into the collective bargaining agreement. Contact your International Rep or the DGA for assistance.
- Always use the recommended CAF authorization form.
- Always get contributors to CAF to sign the recommended authorization form.
- Always separate the CAF form from all other union forms.
- Always have the employer transmit contributions made by checkoff directly to the International Secretary-Treasurer for CAF. If that isn't achievable, then have the employer send them to the local lodge and then transmit them promptly to CAF as explained in the next section.
- Always keep signed CAF forms on file for three years with the local lodge and send copies of the forms to CAF.
- Always routinely verify with the International Secretary Treasurer's office or the DGA that the employer is sending CAF contributions to CAF.

Whether using a payroll or credit union checkoff, members must sign an authorization form before these funds can be withheld. Authorization forms can be found in Appendices 4, 5, and 6.

Signing up members for checkoff

After you successfully negotiate checkoff, then comes the job of signing up the members. Signing up for a political checkoff plan is strictly voluntary.

Many members will sign up the moment you develop a program for them. Others will sign up when you ask them. Explain the importance of political involvement by illustrating what has happened to our jobs, benefits, working conditions, and wages as a result of specific political action at the federal, state, or local level.

The local lodge should keep all signed CAF forms on file for three years and send copies of the forms to CAF. It is a good idea to periodically inquire with the employer to determine who is on the CAF checkoff list and to confirm that the correct amounts are being transmitted to the International.

Rules for handling contributions

All cash donations to CAF that a local lodge collects from members must be transmitted in the form of a money order or cashier's check to the Boilermakers Campaign Assistance Fund, International Secretary-Treasurer, 753 State Ave., Ste. 565, Kansas City, KS 66101. No member can contribute more than \$100 in cash.

The local lodge may deposit these cash contributions in its regular general fund account; a special "transmittal" account that's only used to forward contributions to CAF; or the local lodge's state PAC account. These contributions may not be deposited in an individual's personal account or any other account.

Member contributions by check made out directly to

CAF that the local lodge collects must be forwarded directly to CAF.

If an employer sends the local lodge the members' payroll-deducted CAF contributions, then the local lodge should deposit them in any of the accounts specified above, for forwarding to CAF.

Whenever the local lodge receives contributions for CAF, whether from the employer after payroll deduction or from the contributing member by cash or check, the local lodge must:

- Transmit an individual's contributions of \$50 or less to CAF within 30 days.
- Transmit an individual's contributions of more than \$50 within 10 days, along with the name and address of the contributor.
- If any individual's total contributions to CAF during a calendar year exceed \$50, make sure CAF is told the name and address of the contributor. If a member's contributions exceed \$200 in a year, make sure that CAF is also told the member's occupation and name of employer. For a payroll-deduction contributor, all of this information should be on the authorization card, but of course some of that information may change over time. The best practice is to provide all of this information to CAF for every contributor of any amount, so that the contributions can be tracked if they amount over either \$50 or \$200. CAF is required to maintain that information for contributors at those levels and to identify to the Federal Election Commission every member who contributes over \$200 in a calendar year.
- Use triple-copy receipt books when soliciting donations. These provide color-coded copies for the contributing member, the local lodge, and the International. They simplify keeping track of contributions.
- When transmitting CAF cash contributions received through meeting collections, job-site solicitations, etc., inform CAF of the date(s) of collection, total amount collected, and the name of the function.

The one-third rule

You may use treasury funds to cover certain costs of a fundraising event or giveaway for CAF as long as the event or giveaway raises at least three times those costs. If it does, then CAF can keep all the proceeds. If it does not, CAF must reimburse the local's treasury fund for the difference between one-third of the amount

THE ONE-THIRD RULE

You can use union treasury funds to pay for certain CAF fundraising items, so long as the treasury funds used do not exceed ONE-THIRD of the resulting contributions raised for CAF.





raised and the costs. The only costs that are the subject of this one-third rule are the costs of an item that is given to a CAF solicitor or contributor in exchange for the contribution; a prize that's provided to a winner of a fund-raising raffle or similar event; and the entertainment and other costs of a fund-raising event. But other CAF fund-raising costs, including for food and drink at a fund-raising event, are not subject to the one-third rule.

Example A: To raise money for CAF, the local lodge offers a \$500 iPad as the prize for a giveaway/fundraiser. As long as that fundraiser brings in at least \$1,500, then CAF can keep all the money. But if the fundraiser only brings in \$1,000 dollars, CAF will have to reimburse the local lodge \$166.67 [the difference between the cost of the iPad (\$500) and one-third the amount raised (\$333.33)].

Example B: The local wants to give every \$100 contributor a knife set worth \$25. One-third of \$100 is \$33.33. Since the knife set costs only \$25, the one-third rule has been complied with and no reimbursement to the local's general treasury is required.

Using events to raise funds for CAF

You can use events to raise funds for CAF, such as dinners, dances, concerts, 50/50 giveaways, etc. These not only raise money, but they also raise awareness and solidarity. Be sure to use the following guidelines for CAF fundraising events:

- Ticket sales to special events must be limited to members, retirees, and their immediate families.
- Members must be notified that their ticket purchase is a contribution to CAF.
- Tickets for giveaways may not be transported across state lines or sent through the mail.
- Giveaways may not be advertised through the mail, in newspapers, in local lodge newsletters, or across state lines.
- General treasury funds may be used to pay for raffle and other giveaway items and fundraising event entertainment and other costs, subject to the one-third rule.

REQUESTING CAF CHECKS FOR CANDIDATES

If your local lodge actively supports CAF, then the process of obtaining campaign funds for an endorsed candidate is simple. You may contact the DGA to request a CAF check. The check can be sent directly to the campaign or to the local lodge for hand delivery. Please note: campaign checks cannot be distributed on federal property.

PLEASE REMEMBER, THERE IS A LIMIT ON THE AMOUNT OF FUNDS WE CAN CONTRIBUTE TO EACH FEDERAL CANDIDATE.

Strategy for determining which candidates get CAF money

We simply cannot afford to contribute to candidates for all 535 Senate and House seats. For example, giving maximum donations to one candidate in each congressional election would cost CAF nearly \$4.7 million every two years.

Choosing which candidates to support can be very difficult. The DGA looks at where the candidates stand on Boilermaker issues, such as jobs, pensions, and energy, and we must also take into account the candidate's chances of winning. To do that, the DGA analyzes a candidate's chances based on the type of race: competitive, toss-up, or open seat.

A competitive race is one in which an election is contested and at least two candidates have a reasonable chance of winning. Incumbents in these races are often vulnerable to a strong challenger. A toss-up is a race we believe could go either way. An open race occurs when no incumbent is running. In these races, often anything can happen.

The DGA also looks at whether a candidate holds a leadership position, a seat on a key committee, or has a longstanding good relationship with a local lodge.



FEC REGULATIONS

The Federal Election Commission (FEC) is an independent regulatory agency that enforces the provisions of the federal election law such as limits and prohibitions on contributions. Violations are subject to administrative fines and penalties, and they can be quite severe.

To avoid jeopardizing your lodge, always call the DGA before undertaking any new fundraising activity or political expenditure.

- **Only** voluntary contributions from members, retirees, and their families are allowed to fund CAF. Negotiate a CAF payroll deduction system that requires the employer to honor written, voluntary, individual member authorizations to check off contributions to CAF.
- **Do not** use an “opt-out” or automatic CAF payroll deduction system where every member must contribute to CAF unless they stop the deduction. **Do not** fund CAF with dues money, local lodge general treasury funds, or a state PAC.
- **Only** candidates are allowed to receive CAF donations.
- **Only** solicit members, retirees, and their families for voluntary CAF donations.

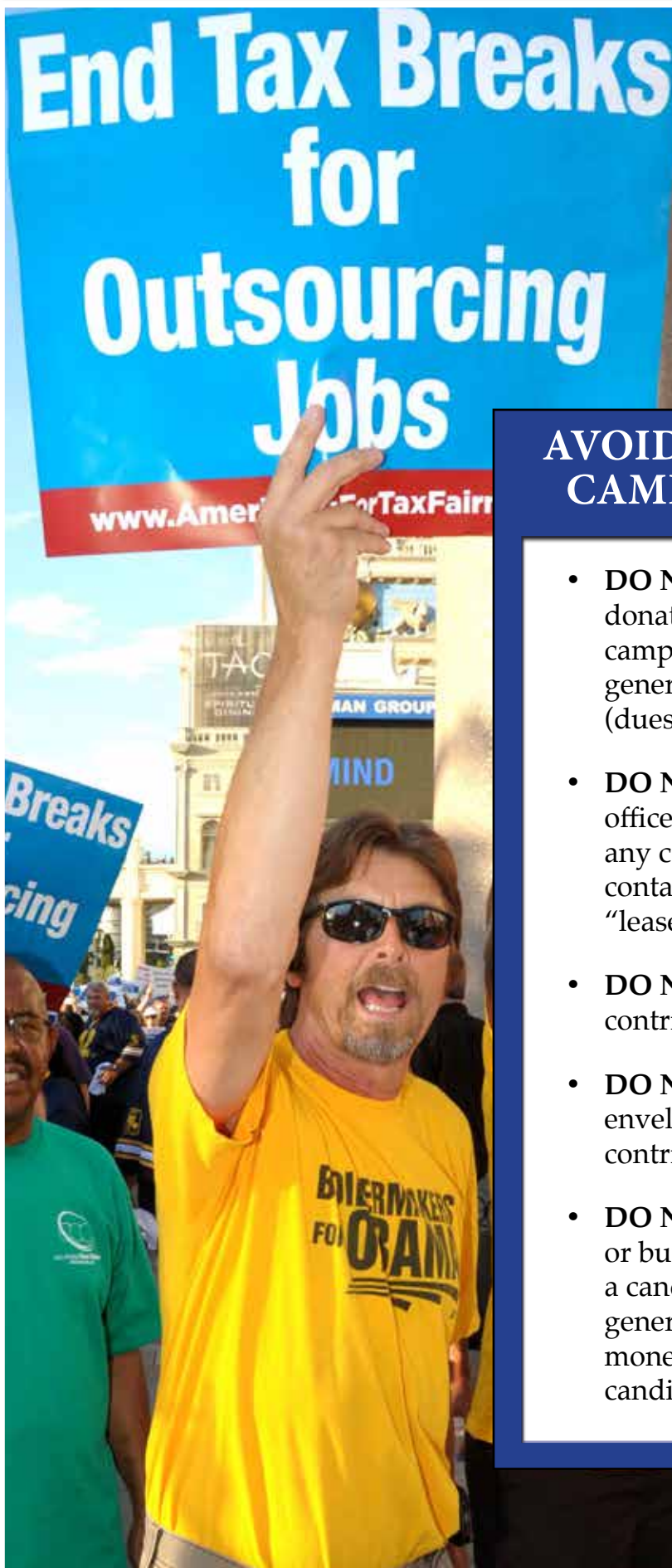
- **Always** inform members that CAF contributions will be used for political purposes and that they are voluntary, not a condition of employment, and not a charitable contribution for income tax purposes.
- **Do not** co-mingle CAF money with personal funds.
- **Always** transmit a member’s contributions to CAF.
- **Always** indicate the date(s) of collection, total amount collected, and name of function when transmitting funds received through meeting collections, job-site solicitations, etc.

STATE REGULATIONS REGARDING STATE AND LOCAL CANDIDATES

Laws differ from state to state as to the use of union treasury funds to communicate with the general public in support of or against state and local candidates. In addition, these laws are revised often. Contact the DGA for the latest state-specific information.

Most states allow some political expenditures, but may require the International or local lodge to register with the state election office, record expenses, and file reports.





AVOID THESE COMMON CAMPAIGN MISTAKES

- **DO NOT** make or authorize a donation to any federal political campaign from local lodge general treasury funds (dues money).
- **DO NOT** contribute union office space or phones to any campaign without contacting the DGA for a "lease-back agreement."
- **DO NOT** collect or bundle contributions to candidates.
- **DO NOT** provide stamps or envelopes for members to mail contributions to candidates.
- **DO NOT** purchase rally signs or bumper stickers advocating a candidate from local lodge general treasury funds (dues money). Call the DGA for candidate materials.

The Legislative Education Fund



The Legislative Education Fund (LEF) is the Boilermakers' non-federal "527" account, which is used to influence elections to state and/or local office and to offices in political party organizations. It is not used for the direct contributions to federal candidates but may be used for public communications about them. The LEF account should be spent exclusively for election-related purposes, or only insubstantially for other purposes, such as legislative activities. Contributions to state candidates, state party non-federal accounts, and state PACs are subject to state laws.

POLICY

All Boilermaker lodges benefit from this fund and are required to help finance LEF pursuant to a 2006 resolution passed at the Boilermakers' Consolidated

Convention. Monthly LEF contributions should be made from the lodge's general treasury, in the amount of 25 cents per member, per member, and payable to the International Brotherhood of Boilermakers, not LEF. The amount can be included with the lodge's per capita, if it includes **a note clearly designating the amount to be allocated to LEF**. If LEF is not designated, the contribution will be deposited into the general fund, and the lodge will not get credit for its LEF contribution.

If a lodge cannot commit to a monthly payment, it may request approval from the International President to make a one-time payment.

Members may empower the local lodge secretary-treasurer to transmit additional payments to LEF through inclusion of a provision in the bylaws or in a motion approved by the members.



WHY LEF CONTRIBUTIONS ARE VITAL TO THE BOILERMAKERS

Nearly everything the DGA does is funded through LEF. Without this fund, local lodges would get virtually no political or legislative support. And nearly all of the state and local political expenditures are funded through LEF.

In addition, LEF keeps lodges free of federal, state, and local reporting requirements, placing that burden on the International. Through LEF, the International will bear responsibility for reporting requirements that involve registration, the periodic disclosure of contributions and expenditures, and the annual filing of tax returns, and adherence to applicable campaign finance laws.

Further, maintaining a separate LEF account provides lodges and the International with significant tax advantages.

If a lodge decides to open a state PAC on their own instead of using LEF in their respective state, then the local will be responsible for complying with the state's laws and reporting and filing requirements.

REQUESTING POLITICAL EXPENDITURES FROM LEF

You may contact the DGA to request a LEF contribution for state or local candidates, state party non-federal accounts, and state PACs, subject to state law.



APPENDIX 1:

AFL-CIO State Contacts

.....

Alabama AFL-CIO

435 South McDonough
Montgomery, AL 36104
334-834-1061 fax 334-834-1065
www.al.aflcio.org
President: C. A. Henley
alhenley01@bellsouth.net
Secretary-Treasurer: Bren Riley
bren.alaflcio@bellsouth.net

Alaska State AFL-CIO

3333 Denali St., Suite 125
Anchorage, AK 99503
907-258-6284 fax 907-777-7276
www.akaflcio.org
President: Vince Beltramit
vince@akaflcio.org
Secretary-Treasurer: Bruce Ludwig
bludwig@apea-aft.org

Arizona AFL-CIO

3117 N. 16th St., Suite 200
Phoenix, AZ 85016
602-631-4488 fax 602-631-4490
www.az.aflcio.org
Executive Director/Secretary-Treasurer: Rebekah Friend
rfriend@azaflcio.org
President: Dean Wine
dwine@ibew640.com

Arkansas AFL-CIO

1115 Bishop St.
Little Rock, AR 72202
501-375-9101 fax 501-375-8217
www.ar.aflcio.org
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abhughes@swbell.net
Secretary-Treasurer: Ricky Belk
rpbek@swbell.net

California Labor Federation, AFL-CIO

600 Grand Ave., Suite 410
Oakland, CA 94610
510-663-4000 fax 510-663-4099
www.calaborfed.org
Executive Secretary-Treasurer: Art Pulaski
apulaski@calaborfed.org
President: Connie Leyva
510-663-4000 fax 510-663-4044
cmleyva1428@msn.com

Colorado AFL-CIO

140 Sheridan Blvd., Suite 201
Denver, CO 80226
303-433-2100 fax 303-433-1260
www.coaflcio.org
Executive Director: Mike Cerbo
mcerbo@coaflcio.org
President: Dwayne Stephens
303-922-1213 fax 303-922-1398
dstephens@smw9.com

Connecticut AFL-CIO

56 Town Line Road
Rocky Hill, CT 06067
860-571-6191 fax 860-571-6190
www.ctaflcio.org
President: John Olsen
jolsen@ctaflcio.org
Secretary-Treasurer: Lori Pelletier
lpelletier@ctaflcio.org

Delaware State AFL-CIO

698 Old Baltimore Pike
Newark, DE 19702
302-283-1330 fax 302-283-1335
www.delawareaflcio.org
President: Sam Lathem
de.aflcio@comcast.net
Secretary-Treasurer: Jackie Canada-Reaves
ecanada@nccde.org

Florida AFL-CIO

135 S. Monroe St.
Tallahassee, FL 32301
850-224-6926 fax 850-224-2266
www.flaficio.org
President: Mike Williams
mwilliams@flaficio.org
Secretary-Treasurer: Brian Dempsey
bdempsey@flaficio.org

Georgia State AFL-CIO

501 Pulliam St., S.W., Suite 549
Atlanta, GA 30311
404-525-2793 fax 404-525-5983
www.georgiaunions.org
President: Charlie Flemming
cflemming@georgiaunions.org
Secretary-Treasurer: Yvonne Robinson
yrobinson@georgiaunions.org

Hawaii State AFL-CIO

320 Ward Ave., #209
 Honolulu, HI 96814
 808-597-1441 fax 808-593-2149
www.hawaflcio.org
 President: Randy Perreira
statefed@hawaflcio.org
 Finance Chair: Lynn Kinney
 808-941-0991

Idaho State AFL-CIO

P.O. Box 2238
 Boise, ID 83701
 208-321-4814 fax 208-321-4827
www.idahoafcl-cio.org
 President: Rian VanLeuven
rianvanleuven@gmail.com
 Secretary-Treasurer: Cindy Hedge
cindyidaflcio@gmail.com

Illinois AFL-CIO

534 S. Second St.
 Springfield, IL 62701
 217-492-2618 fax 217-492-2818
www.ilafcl-cio.org
 President: Michael Carrigan
michaelc@ilafcl-cio.org
 Secretary-Treasurer: Tim Drea
 217-492-2616 fax 217-492-2816
tim.drea@ilafcl-cio.org

Indiana State AFL-CIO

1701 W. 18th St.
 Indianapolis, IN 46202
 317-632-9147 fax 317-638-1217
www.inaflcio.org
 President: Nancy Guyott†
nguyott@inaflcio.org
 Secretary-Treasurer: Joseph Breedlove
jbreed@inaflcio.org

Iowa Federation of Labor, AFL-CIO

2000 Walker St., Suite A
 Des Moines, IA 50317
 515-262-9571 fax 515-262-9573
www.iowaafclcio.org
 President: Ken Sagart
ifl@iowaafclcio.org
 Secretary-Treasurer: Charlie Wishman
charlie@iowaafclcio.org

Kansas AFL-CIO

2131 S.W. 36th St.
 Topeka, KS 66611
 785-267-0100 fax 785-267-2775
www.ks.afclcio.org/statefed
 Executive Secretary-Treasurer: Andy Sanchez
andy.sanchezs-t@swbell.net
 President: Steve Rooney
 316-522-1591 fax 316-522-7989
srooney@d70iam.org

Kentucky State AFL-CIO

676 Comanche Trail, Suite 1
 Frankfort, KY 40601
 502-696-9002 fax 502-696-9030
www.kyafclcio.org
 President: William Londrigan
blondrigan@kyafclcio.org
 Secretary-Treasurer: Larry Jagggers
ldjagggers@kyafclcio.org

Louisiana AFL-CIO

P.O. Box 3477
 Baton Rouge, LA 70821
 225-383-5741 fax 225-383-8847
www.laafclcio.com
 President: Louis Reine
lsreine@hotmail.com
 Secretary-Treasurer: Julie Cherry
jtcherry@aol.com

Maine AFL-CIO

21 Gabriel Drive
 Bangor, ME 04402
 207-622-9675 fax 207-622-9685
www.maineafclcio.org
 President: Don Berry
maineafclcio@yahoo.com
 Secretary-Treasurer: Alan Shepard
 207-786-9770 fax 207-622-9685
ashepard@ibew567.com

Maryland State and D.C. AFL-CIO

P.O. Box 26428
 Baltimore, MD 21207
 410-269-1940 fax 410-280-2956
www.mdaflcio.org
 President: Fred Mason Jr.
fmason@mddcaflcio.org
 Secretary-Treasurer: Donna Edwards
msdonnae@aol.com

Massachusetts AFL-CIO

389 Main St.
 Malden, MA 02148
 781-324-8230 fax 781-324-8225
www.massaficio.org
 President: Steven Tolmant
 stolman@massaficio.org
 Secretary-Treasurer: Louis Mandarini, Jr.
 781-321-6616 fax 781-321-6662
 lounjmr@local22.net

Michigan State AFL-CIO

419 Washington Square, S., Suite 200
 Lansing, MI 48933
 517-487-5966 fax 517-487-5213
www.miaflcio.org
 President: Karla Swift
 kswift@miaflcio.org
 Secretary-Treasurer: Daryl Newman
 dnewman@miaflcio.org

Minnesota AFL-CIO

175 Aurora Ave.
 St. Paul, MN 55103
 651-227-7647 fax 651-227-3801
www.mnaflcio.org
 President: Shar Knutson
 sknutson@mnaflcio.org
 Secretary-Treasurer: Steve Hunter
 shunter@mnaflcio.org

Mississippi AFL-CIO

P.O. Box 3379
 Jackson, MS 39207
 601-948-0517 fax 601-948-8588
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 President/Secretary-Treasurer: Robert Shaffert
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Missouri AFL-CIO

227 Jefferson St.
 Jefferson City, MO 65101
 573-634-2115 fax 573-634-5618
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 President: Hugh McVey
 mcvey@moaficio.org
 Secretary-Treasurer: Herb Johnson
 hrjohnson@moaficio.org

Montana State AFL-CIO

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 Helena, MT 59601
 406-442-1708 fax 406-449-3324
www.mtaflcio.org
 Executive Secretary: Al Ekblad
 alekblad@mtaflcio.org
 President: Jacquie Helt
 Lu1172@bresnan.net

Nebraska State AFL-CIO

5418 South 27th Street. #1
 Omaha, NE 68107
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www.ne.aficio.org
 President/Secretary-Treasurer: Ken Mass
 neaficio@qwestoffice.net

Nevada State AFL-CIO

1891 Whitney Mesa Drive
 Henderson, NV 89014
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 thompson.danny@worldnet.att.net
 President: Roberta West
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New Hampshire AFL-CIO

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 Hooksett, NH 03106
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 solidarity@nhaflcio.org
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New Jersey State AFL-CIO

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New Mexico Federation of Labor, AFL-CIO

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 President: Jon Hendry
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 Secretary-Treasurer: Maxine Velazquez
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New York State AFL-CIO

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 New York, NY 10004
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www.nysaflcio.org
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 Secretary-Treasurer: Terrence Melvin
 518-436-8516 fax 518-462-1824
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ggranzotto@ndaflcio.org

Ohio AFL-CIO

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Columbus, OH 43215

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tburga@ohaflcio.org

Secretary-Treasurer: Pierrette Talley

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Oklahoma State AFL-CIO

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Vice President: Chalk Norton

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tom@oraflcio.org

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Puerto Rico Federation of Labor, AFL-CIO

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www.ftpr-aflcio.org

President: Jose Rodriguez Baez

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Secretary-Treasurer: Nestor Soto

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Rhode Island AFL-CIO

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www.riaflcio.org

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South Carolina AFL-CIO

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Swansea, SC 29160

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kriley@ilalocal1422.com

Secretary-Treasurer: Mike Godfrey

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South Dakota State Federation of Labor, AFL-CIO

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President/Financial Secretary: Mark Anderson

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Tennessee AFL-CIO Labor Council

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Secretary-Treasurer: James Hale

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Texas AFL-CIO

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Secretary-Treasurer: John Patrick

Utah State AFL-CIO

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Vermont State Labor Council, AFL-CIO

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802-223-5229 fax 802-223-1123
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Secretary-Treasurer: Traven Leyshon
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Virginia AFL-CIO

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www.va-aflcio.org
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Secretary-Treasurer: C. Ray Davenport
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Washington State Labor Council, AFL-CIO

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www.wslc.org
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jjohnson@wslc.org
Secretary-Treasurer: Lynne Dodson
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West Virginia AFL-CIO

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www.wvaflcio.org
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Wisconsin State AFL-CIO

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Wyoming State AFL-CIO

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Cheyenne, WY 82001
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www.wyomingaflcio.org
Executive Secretary: Kim Floyd
kimaflloyd@cs.com
President: Dale Hill
dhill@alluretech.net

APPENDIX 2:

Contract Language — CAF Checkoff

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Sample Contract Language Campaign Assistance Fund Checkoff

The Employer agrees to withhold the amount per hours worked or per payroll period from an employee's wages as designated by the employee as a contribution to the International Brotherhood of Boilermakers Campaign Assistance Fund (CAF) upon presentation to the Employer of a signed voluntary individual written authorization, on a form to be provided by CAF, to make such deductions. No later than fifteen (15) days after the end of the month during which the deductions are made, the Employer shall transmit to the office of the Union's International Secretary-Treasurer, in one check or wire transfer, the total amount deducted and a list setting forth, as to each contributing employee, the employee's name, address, occupation or position, Social Security number, rate of CAF payroll deduction by payroll or other designated period, and total amount deducted and remitted in that check or wire transfer. Obtaining the signed authorizations shall be the responsibility of the Union. Authorization for such deduction is entirely voluntary on the part of each employee, and following his/her written authorization any such employee may revoke his/her authorization at any time upon giving written notice to the Employer and the Union, and the Employer shall implement such revocation beginning with the payroll period that begins after such notice. The parties acknowledge that the Employer's costs of administration of this CAF payroll deduction and transmission have been taken into account by the parties in their negotiation of this Agreement and have been incorporated in the wage, salary, and benefits provisions of this Agreement.

Note: Your employer is likely to ask for this or similar language: "The union shall hold the employer harmless and defend the employer in any litigation resulting from the employer's compliance with this section that entails an allegation that the employer's compliance provides an unlawful payment or benefit to the union."

Don't just give it to them; bargain for it. If you have any questions about what kind of CAF checkoff contract language is lawful or appropriate, please contact the DGA.

APPENDIX 3:

Sample Letter Demanding CAF Checkoff

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Local Lodge #
Intl. Brotherhood of Boilermakers
Street Address
City, State, Zip

Date

Company Name
Street Address
City, State, Zip

Dear:

The International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers, and Helpers Local Lodge # _____ (the Union) represents members working for your corporation (including its subsidiaries, branches, divisions, and affiliates, if applicable). The Federal Election Campaign Act, 2 U.S.C. § 441b(b)(6), provides that:

“Any corporation, including its subsidiaries, branches, divisions, and affiliates, that utilizes a method of soliciting voluntary contributions or facilitating the making of voluntary contributions, shall make available such method, on written request and at a cost sufficient only to reimburse the corporation for the expenses incurred thereby, to a labor organization representing any members working for such corporation, its subsidiaries, branches, divisions, and affiliates.”

This letter is the written request which will obligate the corporation to make available to the Union the methods of soliciting voluntary contributions, and facilitating the making of voluntary contributions, that are used by the corporation (including its subsidiaries, branches, divisions, and affiliates, if applicable).

We request that you explain all such methods. We will then determine which, if any, of these methods the Union will also use, subject to the Union’s obligation to reimburse the corporation for any fair and reasonable expenses incurred thereby.

To minimize unnecessary paperwork, this request is intended to be of a continuing nature. If the corporation (or its subsidiaries, branches, divisions, and affiliates, if applicable) does not now but later does utilize a method of soliciting voluntary contributions, or facilitating the making of voluntary contributions, we expect the corporation to promptly advise the Union of that action. The Union will then determine whether or not to use any such methods as described above.

Sincerely yours,

Business Manager or Local Lodge President

c: Intl. President
Intl. Vice Pres.

APPENDIX 4:

CAF Checkoff Authorization Form —

Western States Only

.....



BOILERMAKERS CAMPAIGN ASSISTANCE FUND (CAF) CHECK-OFF AUTHORIZATION FORM

WESTERN STATES

I authorize, freely and voluntarily, my employer to deduct from my earnings the sum indicated below to be remitted to the International Brotherhood of Boilermakers Campaign Assistance Fund (CAF) with the understanding that this voluntary contribution may be used by CAF for political purposes, including contributions to support candidates for local, state, and federal offices. I understand my right to refuse to contribute without reprisal and that any listed guideline amount is merely a suggestion and I am free to contribute more, less, or nothing at all without favor or disadvantage.

I authorize the Western States Vacation Trust to deduct from my vacation pay an amount equal to 3.13% or, if designated next, then ____% of said pay and forward said amount to CAF in care of the International Secretary-Treasurer, 753 State Ave, Ste 565, Kansas City, KS 66101.

Name (please print)

Signature

Address

Name of Employer

City State Zip Code

Occupation or Position

Federal law requires CAF to use its best efforts to collect and report the name, address, occupation, and name of employer of every person who contributes more than \$200 per year.

Contributions or gifts to CAF are not deductible for federal income tax purposes.

APPENDIX 5:

CAF Checkoff Authorization Form — All Others

.....

I authorize and request, freely and voluntarily, my Employer to deduct from my earnings ____ the sum of \$ ____ . ____ per hour paid or ____ the sum of \$ ____ . ____ per payroll period and to forward the monthly said amount to the International Brotherhood of Boilermakers Campaign Assistance Fund (CAF), c/o the International Secretary-Treasurer, 753 State Avenue, St. 565, Kansas City , KS 66101.

I understand that this voluntary contribution may be used by CAF for political purposes, including contributions to support candidates for local, state, and federal offices. I understand my right to refuse to contribute without reprisal and that that any contribution amount suggested to me is merely a suggestion, and that I am free to contribute more, less, or nothing, without favor or disadvantage. I reserve the right to revoke this voluntary authorization at any time by giving written notice of such revocation to the Employer and the Union.

Federal law requires CAF to use its best efforts to collect and report the name, address, occupation, and name of Employer of every person who contributes more than \$200 per year.

Contributions or gifts to CAF are not deductible for federal income tax purposes. below serve merely as suggestions. I am free to subscribe more, less, or nothing, without benefit or disadvantage.

Name of Company (please print)

Signature

Name (please print)

Social Security Number

Address

City

State

Zip

APPENDIX 6:

CAF Checkoff Authorization Form — Credit Union

.....

I authorize, freely and voluntarily, the Credit Union to deduct from my account the sum indicated below each week/month/year to the International Brotherhood of Boilermakers Campaign Assistance Fund (CAF) with the understanding that this voluntary contribution may be used by CAF for political purposes, including contributions to support candidates for local, state, and federal offices. I understand my right to refuse to contribute without reprisal, and that any guideline amount is merely a suggestion and I am free to contribute more, less, or nothing at all without favor or disadvantage.

I reserve the right to revoke this voluntary authorization at any time by giving written notice of such revocation to CAF.

I hereby authorize my Credit Union to deduct from my account the sum of \$____.____ each week/month/year and forward said amount to CAF, c/o the International Secretary-Treasurer, 753 State Avenue, Ste 565, Kansas City, KS 66101.

_____ Name of Credit Union (please print)	_____ Signature		
_____ Name (please print)	_____ Address		
_____ Social Security Number	_____ City	_____ State	_____ Zip
_____ Employer	_____ Occupation/Job Title		

Note: Contributions or gifts to CAF are not deductible for federal income tax purposes. Federal law requires CAF to use its best efforts to collect and report the name, address, occupation, and name of Employer of every person who contributes more than \$200 per year.

APPENDIX 7:

Secretary of State Website Links

.....

YOUR SECRETARY OF STATE is usually responsible for administering all statewide elections and making known the rules governing elections. Websites maintained by these state officials offer information on voter registration, absentee voting, vote by mail, voter deadlines, voter identification cards, polling hours and locations, election results, frequently-asked questions, and much more.

Alabama

[*http://sos.state.al.us/*](http://sos.state.al.us/)

*Alaska**

[*http://gov.state.ak.us/ltgov/elections*](http://gov.state.ak.us/ltgov/elections)

Arizona

[*www.azsos.gov*](http://www.azsos.gov)

Arkansas

[*www.sosweb.state.ar.us*](http://www.sosweb.state.ar.us)

California

[*www.ss.ca.gov*](http://www.ss.ca.gov)

Colorado

[*www.sos.state.co.us*](http://www.sos.state.co.us)

Connecticut

[*www.sots.state.ct.us*](http://www.sots.state.ct.us)

Delaware

[*http://sos.delaware.gov*](http://sos.delaware.gov)

Florida

[*www.dos.state.fl.us/*](http://www.dos.state.fl.us/)

Georgia

[*www.sos.state.ga.us*](http://www.sos.state.ga.us)

*Hawaii**

[*www.hawaii.gov/ltgov/*](http://www.hawaii.gov/ltgov/)

Idaho

[*www.sos.idaho.gov/*](http://www.sos.idaho.gov/)

Illinois

[*www.sos.state.il.us/*](http://www.sos.state.il.us/)

Indiana

[*www.in.gov/sos/*](http://www.in.gov/sos/)

Iowa

[*www.sos.state.ia.us/*](http://www.sos.state.ia.us/)

Kansas

[*www.kssos.org/*](http://www.kssos.org/)

Kentucky

[*www.sos.ky.gov*](http://www.sos.ky.gov)

Louisiana

[*www.sos.louisiana.gov*](http://www.sos.louisiana.gov)

Maine

[*www.state.me.us/sos/*](http://www.state.me.us/sos/)

Maryland

[*www.sos.state.md.us/*](http://www.sos.state.md.us/)

Massachusetts

[*www.state.ma.us/sec/*](http://www.state.ma.us/sec/)

Michigan

[*www.michigan.gov/sos*](http://www.michigan.gov/sos)

Minnesota

[*www.state.mn.us/ebranch/sos/*](http://www.state.mn.us/ebranch/sos/)

Mississippi

[*www.sos.ms.gov/*](http://www.sos.ms.gov/)

Missouri

[*www.sos.mo.gov*](http://www.sos.mo.gov)

Montana

[*www.sos.mt.gov*](http://www.sos.mt.gov)

Nebraska
www.nol.org/home/SOS/

Nevada
<http://sos.state.nv.us/>

New Hampshire
www.sos.nh.gov/

New Jersey
www.state.nj.us/state/

New Mexico
www.sos.state.nm.us/

New York
www.dos.state.ny.us/

North Carolina
www.secstate.state.nc.us/

North Dakota
<http://www.nd.gov/sos/>

Ohio
www.sos.state.oh.us/

Oklahoma
www.sos.state.ok.us/

Oregon
www.sos.state.or.us/

Pennsylvania
www.dos.state.pa.us/

Rhode Island
www.state.ri.us/

South Carolina
www.scsos.com/

South Dakota
www.state.sd.us/sos/

Tennessee
www.state.tn.us/sos/

Texas
www.sos.state.tx.us/

Utah*
<http://www.utah.gov/government/secretary-of-state.html>

Vermont
www.sec.state.vt.us/

Virginia
www.soc.state.va.us/

Washington
www.secstate.wa.gov/

West Virginia
www.wvsos.com/

Wisconsin
www.sos.state.wi.us/

Wyoming
<http://soswy.state.wy.us/>

**This site lists the agencies responsible for those functions.*

APPENDIX 8:

Sample Questionnaire for Selecting Candidates to Endorse

.....

The International Brotherhood of Boilermakers General Candidate Questionnaire

Name:
State:
Office Sought:
Party Affiliation:

- 1. Why are you running for office, and why should Boilermaker families support your candidacy?
- 2. What experiences qualify you to hold the position you seek?
- 3. What are the most important issues facing your constituents, and what would you do to address them if elected?
- 4. What is your position on collective bargaining rights for all workers, both public and private sector, and what is your position on “right-to-work” laws?
- 5. Do you anticipate a primary challenge?
- 6. Please provide some background information on the qualifications of your campaign manager and campaign consultants.
- 7. What are you making generally known about your anticipated fundraising needs and about your plan to meet those goals?
- 8. Who is supporting your candidacy, and how many endorsements have you received to date?
- 9. What other labor organizations are you speaking to, and with which labor organizations do you have a close relationship?
- 10. Please identify an elected leader that you respect and explain why.
- 11. In your opinion, what are the major characteristics of a good government?

APPENDIX 9:

Sample Endorsement Letter

.....

Date

Candidate Name
Candidate Campaign Name
Campaign Address 1
Campaign Address 2

Dear (Candidate Name):

On behalf of the members of the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers, and Helpers Local Lodge _____, I am pleased to offer our union’s endorsement of your candidacy for *(describe here whatever elected position they are running for, example: Pennsylvania’s 7th Congressional District in the U.S. House of Representatives)*.

We know that you share our commitment to economic justice for working families, and will continue your efforts to create job opportunities for Boilermakers in *(your county, state or region)*. The Boilermakers union looks forward to working with you to ensure the success of your campaign. We know that, together, we can advance a pro-labor agenda in *(Congress, your State House, etc.)* that will strengthen our economy, protect worker’s rights, and restore America’s leadership on so many pressing challenges.

As always, please keep us advised of any matters on which we may be of assistance.

Sincerely,

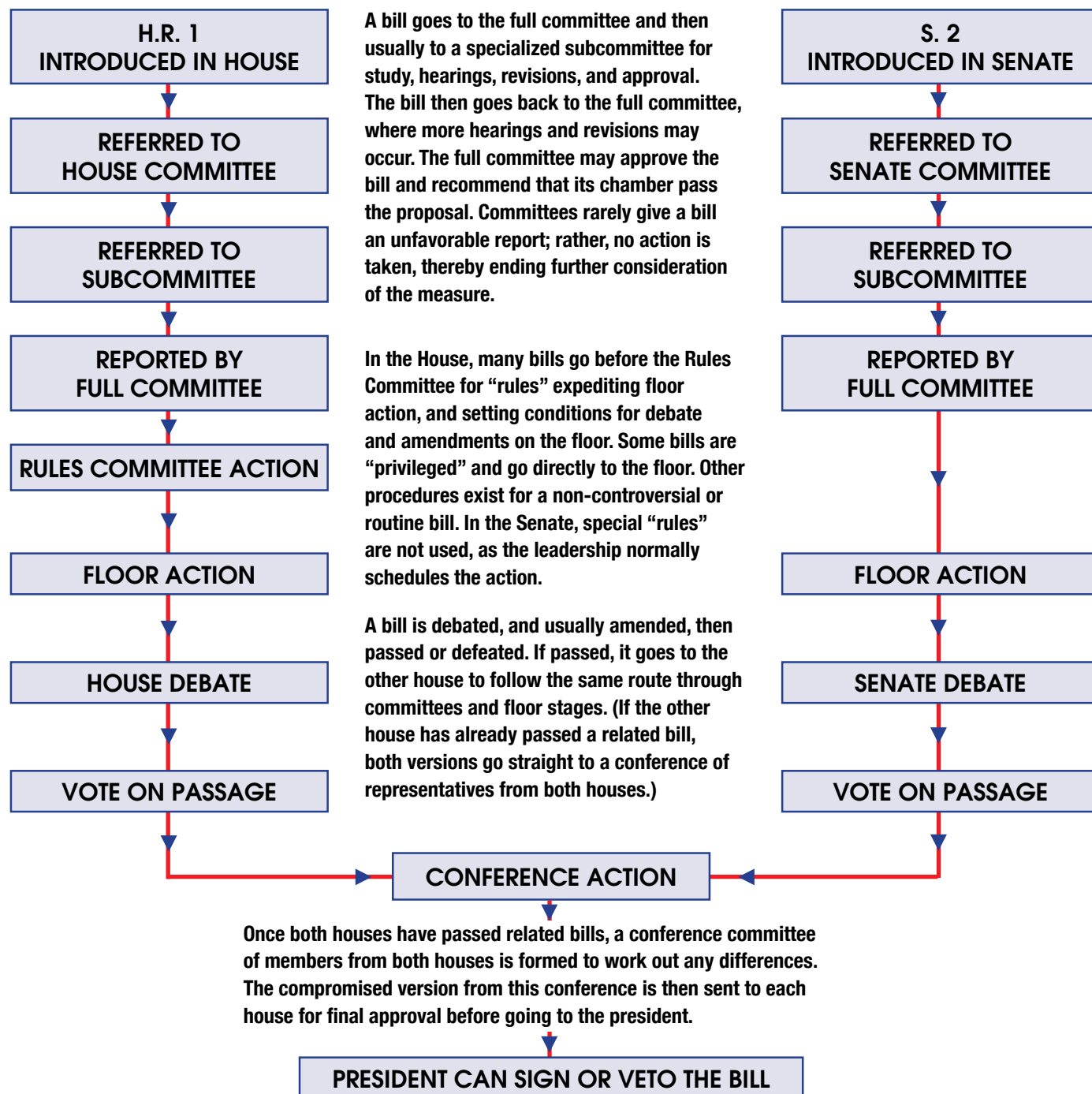
Name
Local Lodge # and Title

cc: Bridget Martin, Director of Political Affairs
 (your International Vice President)
 (your LEAP Committee, other local officers, etc.)

APPENDIX 10:

How a Bill Becomes a Law

This diagram shows the most typical way in which proposed legislation is enacted into law. There are more complicated, as well as simpler routes, and most bills never become law. The process is illustrated with two hypothetical bills, House Bill Number 1 (H.R. 1) and Senate Bill Number 2 (S. 2). Bills must be passed by both houses in identical form before they can be sent to the president.



A compromise bill approved by both houses is sent to the president, who can sign it into law or veto it and return it to Congress. Congress may override a veto by a two-thirds majority vote in both houses; the bill then becomes law without the president's signature.

APPENDIX 11:

Structure of the Executive Branch

.....

The Executive Branch of the United States consists of the president, the vice president, and 15 cabinet-level executive departments.

THE PRESIDENT

The Executive Office of the President
(Overseen by White House Chief of Staff)

- Council of Economic Advisers
- Council on Environmental Quality
- National Security Council and Homeland Security Council
- Office of Administration
- Office of Management and Budget
- Office of National Drug Control Policy
- Office of Science and Technology Policy
- Office of the United States Trade Representative
- Office of the Vice President
- Executive Residence
- The White House

CABINET MEMBERS

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Housing and Urban Development
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of the Treasury
- Department of Homeland Security
- Department of Veterans Affairs

Important Independent Agencies/Government Corporations

(For full list, go to: <http://www.usa.gov/Agencies/Federal/Independent.shtml>)

- Equal Employment Opportunity Commission
- Federal Labor Relations Authority
- Federal Mediation and Conciliation Service
- Federal Retirement Thrift Investment Board
- Occupational Safety and Health Review Commission
- Office of Special Counsel
- General Services Administration
- Merit Systems Protection Board
- National Labor Relations Board
- National Mediation Board
- Office of Personnel Management
- Pension Benefit Guaranty Corporation
- United States Postal Service

APPENDIX 12:

Structure of the House Leadership



Speaker of the House

- Presiding officer of the house
- Elected by the full House
- Spokesperson for majority in the House
- Second in line of presidential succession
- Influences the committee(s) to which a new member is assigned

Majority Leader

- Director of majority party's legislative strategy
- Formulates party's legislative program
- Arranges and steers House legislative schedule
- Traditionally succeeds speaker

Minority Leader

- Spokesperson for minority party in House
- Formulates party's legislative program
- Directs minority party's legislative strategy
- Organizes party forces to counter legislative strategy of the majority

Majority Whip

- Serves as vote seeker and tally keeper
- Lobbies members to vote with party
- Works closely with majority leader and committee chairs
- Traditionally succeeds majority leader

Minority Whip

- Serves as vote seeker and tally keeper
- Lobbies minority members to vote with party
- Works closely with minority leader and ranking committee members on legislative strategy
- Traditionally succeeds minority leader

Standing Committees

APPENDIX 13:

Structure of the Senate Leadership



President of the Senate (Vice President of the United States)

The vice president's only constitutionally-mandated responsibility is to be the presiding officer of the Senate.

- Has no vote except to break a tie
- Recognizes senators desiring to speak
- Enforces decorum in the Senate
- Informally assists president with legislative agenda
- Appoints senators to House-Senate conference committees

President Pro-Tempore

- Assumes duties of Senate president in absence of vice president
- May vote on all matters, not just to break tie
- Chosen by full Senate, usually most senior member of the majority party
- Appoints a substitute to preside when absent

Majority Leader

- Chief spokesperson for majority party
- Controls legislative calendar on Senate floor and schedules bills for consideration
- Formulates party's legislative program with president pro-tempore

Minority Leader

- Chief spokesperson for minority party
- Works with majority leader on Senate schedule
- Formulates party's legislative program

Majority Whip

- Serves as vote seeker and tally keeper for majority party
- Lobbies members to vote with party

Minority Whip

- Serves as vote seeker and tally keeper for minority party
- Lobbies minority members to vote with party

Standing Committees

APPENDIX 14:

The National Labor Relations Board

.....

The National Labor Relations Board (NLRB) was established by Congress in 1935 to administer the National Labor Relations Act (NLRA), the primary law that governs relations between unions, employees, and employers in the private sector. The Act guarantees employees the right to organize and to bargain collectively with their employers or to refrain from such activities. The Act, which generally applies to all employers involved in interstate commerce, implements the national labor policy of assuring free choice and encouraging collective bargaining as a means of maintaining industrial peace.

The NLRB has two primary functions:

1. To prevent and remedy unfair labor practices, whether committed by labor organizations or employers, and;
2. To establish whether or not certain groups of employees desire labor organization representation for collective bargaining purposes, and if so, what union.

The NLRB structure

The NLRB is organized into two major components: a five-member governing board and the office of general counsel.

The board is a quasi-judicial body that decides labor issues, while the general counsel investigates and prosecutes cases.

Board members are appointed by the president to five-year terms with Senate consent. Each year, one of the board positions expires.

The general counsel, appointed by the president to a four-year term with Senate consent, is independent from the board and is responsible for the investigation and prosecution of unfair labor practice cases and for the general supervision of the NLRB field offices in the processing of cases.

Each regional office is headed by a regional director who is responsible for making the initial determination in cases arising within the geographical area served by the region.

For more information, visit www.nlr.gov.

APPENDIX 15:

Glossary of Legislative Terms

.....

Adjourn Sine Die — Adjournment without definitely fixing a day for reconvening. Marks the official end of a congressional session.

AFL-CIO — The American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) was established in 1955 by the merger of the AFL and the CIO. It is a voluntary federation of 57 national and international labor unions, representing nearly 12 million union members.

Amendment — Changes to a bill may be offered by committee report or during floor debate.

Bill — The form used for most legislation, whether permanent or temporary, general or special, public or private. Bills may be amended before passage.

CAF — Campaign Assistance Fund, the International Brotherhood's political action committee, a fund made up of voluntary donations from retirees, members, and their immediate families used to provide support for candidates for federal and other offices.

Calendar — The list of bills in consideration by a legislative body. As bills are reported from committees, they are placed on that body's calendar.

Canvass — A systematic check of a neighborhood or group, such as a workplace, to determine voters' political preferences or to solicit votes for a candidate.

Citizens United — A ruling by the U.S. Supreme Court in 2010 that tossed out the corporate and union ban on making independent expenditures and financing electioneering communications. It gave corporations and unions the green light to spend unlimited sums on ads and other political tools, calling for the election or defeat of individual candidates.

Cloakrooms — Both Republicans and Democrats, in each house, have small rooms under the galleries where members can go for rest, relaxation, informal conferences, and phone calls.

Closed or Gag Rule — Prohibits amendments not approved by the committee which brought the bill to the House floor. Under a "closed rule," which is granted by the Rules Committee, the House must either accept or reject the bill. The procedure is usually limited to tax and social security bills, which are complicated and highly technical. In other types of legislation, the Rules Committee generally grants an "open rule" so that amendments may be considered.

Cloture — Process by which debate can be limited in the Senate, other than by unanimous consent. Requires the vote of 60 senators present and voting.

Committee of the Whole House — To expedite its business, the House resorts to this parliamentary device, which enables it to act with a quorum of 100 instead of the normally required 218. The House itself becomes a "committee" by adoption of a simple resolution. All debate is confined to the pending bill, and amendments are considered under a five-minute rule. After it has considered a bill, the committee is dissolved, and the House then takes up the bill for final action. Most bills considered by the House are handled in this fashion.

Co-Sponsor — A member who adds his or her name formally in support of another member's bill. In the House, a member can become a co-sponsor of a bill at any point up to the time the last authorized committee considers it. In the Senate, a member can become a co-sponsor of a bill anytime before the vote takes place on the bill. However, a co-sponsor is not required, and therefore, not every bill has a co-sponsor or co-sponsors.

Committee Reports — Bills approved by committees are "reported" to the full body by being placed on that body's calendar.

Concurrent Resolution — Matters affecting the operations of both houses are usually initiated by means of concurrent resolutions, designated by "H. Con. Res." followed by its number if initiated in the House and by "S. Con. Res." together with its number if initiated in the Senate.

Conference Committee — The more controversial a bill may be, the more likely it will pass the Senate and House in different forms. Unless either body is willing to accept the changes of the other, the two versions must go to a Conference Committee to work out a compromise. An agreement, if reached, is known as a “Conference Report.” It must then be approved by both the Senate and House.

Constituency — The body of people represented by a legislator, public official, or organization.

Demographics — Statistics describing a population by factors such as age, occupation, race, income, and education.

Electorate — The body of people entitled to vote in an election.

Enacting Clause — Every bill contains an enacting clause: “Be it enacted that . . .” At any time during debate on the bill, any member may “move to strike the enacting clause.” A vote on such a motion is taken immediately. If the motion carries, the bill is virtually dead.

Engrossed Bill — When the House, for example, has completed its action on a bill, the original bill, together with the House amendments, is rewritten by the enrolling clerk. The result, printed on blue paper, is the engrossed bill — which at this point becomes known as an “Act,” signifying that it has passed one house of the Congress.

Filibuster — A device, used only in the Senate, to delay or prevent a vote by time-consuming talk. Can be stopped only by a 60-member vote of the senators present and voting (cloture).

General Accounting Office (GAO) — The investigative arm of Congress, charged with examining matters relating to the receipt and disbursement of public funds. GAO performs audits and evaluations of government programs and activities.

General Election — A final election involving all or most constituencies of a state or nation in the choice of candidates.

Independent Expenditure — A political campaign communication that expressly advocates the election or defeat of a clearly-identified candidate that is not made in cooperation, consultation, or concert with or at the request or suggestion of a candidate, candidate’s authorized committee, or a political party.

Lobbyist — Someone who tries to influence public officials on behalf of or against a specific cause.

Get-Out-The-Vote (GOTV) — A targeted effort to get voters to the polls on Election Day.

H.Con.Res. — Designates a House Concurrent Resolution. These must be approved by both the House and Senate before they can become effective. A concurrent resolution does not require the president’s signature and does not have the force of law. It expresses the opinion of Congress and is used to take joint action.

H.J.Res. — Designates a House Joint Resolution. Either an “H.R.” or an “H.J.Res.” becomes a law when passed by both the House and Senate in identical form, and signed by the president. In practice, there is little difference between the content of a bill and that of a joint resolution. The most common usage of H.J.Res. is to continue an existing law. A joint resolution to amend the Constitution does not require the president’s signature but must be approved by two-thirds vote of each chamber.

H.R. — The initials “H.R.” before the number designate a bill originating in the House and mean “House of Representatives.”

Incumbent — The person currently holding an elected office.

Independent — A voter or candidate who is neither officially nor unofficially identified with a political party.

Joint Resolution — There is little practical difference between a bill and a joint resolution, and the two forms are often used interchangeably. Both are subject to the same procedure except for a joint resolution proposing an amendment to the Constitution.

LEF — Legislative Education Fund, the Boilermakers’ nonfederal 527 account financed by local lodge general treasury payments of 25 cents per member per month used for election-related purposes, or only insubstantially for other purposes, such as legislative activities. Contributions to state candidates, state party non-federal accounts, and state PACs are subject to state laws.

Marginal District — A legislative district where a small majority of the voters tend to favor one political party.

Markup — After public hearings, a subcommittee will go into executive (either closed or open) session to “mark up” a bill; i.e., to write amendments into it, delete sections, or revise the language. The subcommittee may decide to report the bill favorably to the full committee, with or without amendments, or suggest that the bill be tabled. Each member of the subcommittee has one vote.

Message — The deliberate theme or image a campaign uses to convince voters to vote for a candidate or issue.

Name I. D. — The ability of the electorate to recognize a candidate’s name.

Omnibus Bill — A legislative proposal concerning several separate but related items.

On The Floor — The member is in the Senate or House chamber, as the case may be.

One-Third Rule — A Federal Election Commission regulation that restricts treasury expenditure for certain Campaign Assistance Fund fundraising costs to one-third of the resulting voluntary contributions to CAF.

Ordered Reported — A full committee approves a bill and orders it “reported” (referred) to the House or Senate. This means that the bill has cleared the committee but is not quite ready for floor action. The committee first must write a report explaining the bill. The bill and the report are then filed in the House or Senate, and at that point the bill is considered reported.

PAC — Political action committee formed to raise and spend money to support or oppose candidates for elective office.

Pairing — The House has an established system for “pairing” members so that they can register an opinion even though not present on roll-call votes. These pairs are not counted in determining the vote on an issue. Pairing is also practiced in the Senate but on a more informal basis, with arrangements of pairs left up to individual senators. If one member is absent and the other present during a vote, the latter is obligated not to vote.

Phone Bank — The concentrated use of telephones, usually from one or more centralized locations, to encourage people to support a candidate or issue,

or get out the vote.

Point of Order — Device used to stop any pending business in the House or Senate to ensure the session conforms with proper procedure. Often used to (1) force a quorum call, (2) remove bill language that does not pertain to the purpose of the bill, or (3) remove from the record any words spoken in violation of the rules.

Precinct — The smallest political subdivision of an election district (ward), where the actual voting and vote tabulation take place.

Primary — An election to nominate candidates for public office or to elect delegates to a nominating convention. “Open” primaries are those in which all voters can participate. “Closed” primaries are those in which only registered party members can participate.

Purge — To remove voters’ names from the list of persons eligible to vote due to death, relocation outside the district, or failure to vote in recent elections.

Quorum — Number of members needed to be present to conduct business, 51 in the Senate, 218 in the House. Any member may force a roll call to bring in stragglers.

Recommit — The minority party of the House has the right to move to recommit a bill to its originating committee just before the final vote is taken. Such a motion, if voted, usually means that the bill is dead.

Referendum — A legislative or constitutional issue decided by direct vote of the electorate.

Rule of Germaneness — Used to knock out language that does not pertain to the purpose of the bill. Also used to kill an appropriation where the expenditure has not been previously authorized by a separate bill.

S. — The initial “S.” before the number designates a bill originating in the Senate and means “Senate.”

Sample — Term used to describe the group of people selected to participate in a public opinion poll.

S.Con.Res. — Designates a Senate Concurrent Resolution. These must be approved by both the House and Senate before they can become effective. A concurrent resolution does not require the president’s signature and does not have the force of law. It expresses the opinion of Congress and is used to take joint action.

S.J.Res. — Designates a Senate Joint Resolution. Either

an “S.R.” or an “S.J.Res.” becomes a law when passed by both the House and Senate in identical form and is signed by the president. In practice, there is little difference between the content of a bill and that of a joint resolution. The most common usage of “S.J.Res.” is to continue an existing law. A joint resolution to amend the Constitution does not require the president’s signature but must be approved by two-thirds vote of each chamber.

Simple Resolution — A matter concerning the rules, operation, or opinion of the body, designated “H. Res.” or “S. Res.” Simple resolutions are considered only by the body in which they are introduced and do not carry the weight of law.

Special Election – An election held between general elections to fill a vacancy.

Sponsor — The person who proposes a bill or resolution to a body of Congress. A bill must have a sponsor to be introduced.

Super PAC – A type of independent political action committee that may raise unlimited sums of money from corporations, unions, individuals, and associations but is not permitted to contribute to or coordinate directly with parties or candidates. In the 2010 congressional races, super PACs spent over \$60 million.

Suspension of the Rules — On the first and third Mondays of each month and during the last six days of a session, the speaker may entertain a motion to suspend the rules. If two-thirds (of a quorum) vote affirmatively, a bill may be brought up immediately and acted upon. Debate is limited to 20 minutes on each side. No amendments are permitted.

Targeting — The scientific selection of certain groups, areas, or precincts by a campaign for concentrated effort, based upon past voting trends.

Ticket-Splitting — The practice of “splitting” one’s votes between candidates of opposing parties and not voting for one party’s entire slate of candidates.

Treasury Funds — A union’s checking and/or savings accounts financed by members’ dues. There are restrictions on how union treasury funds can be used in federal and state elections.

Voluntary Funds — Contributions by members to the Campaign Assistance Fund that may be contributed to candidates for federal office.

Well — The area in front of the speaker’s podium from which House members may address the House. Senators speak from their desks.

Whip — Both parties, in both houses, elect a “whip,” or assistant leader. He keeps members advised on the legislative program, rounds up members for important votes, and keeps his party’s leadership informed, via “nose counts,” on how many votes it can expect for and against a measure.



This guide belongs to: _____

Local Lodge # _____

LEAP Chairman _____

Phone: _____

Email: _____

LEAP Coordinator _____

Phone: _____

Email: _____

Retiree Coordinator _____

Phone: _____

Email: _____

Director of Political Affairs: Bridget Martin

Phone: 202-756-2868

FAX: 202-756-2869

Email: *bmartin@boilermakers.org*

Director of Legislative Affairs: Cecile Conroy

Phone: 202-756-2868

FAX: 202-756-2869

Email: *cconroy@boilermakers.org*

International Vice President: _____

International Rep: _____

Our U.S. Senators

_____ and _____

Address: The U.S. Senate, Washington, DC 20510

Our U.S. Representatives

(Congressional Districts (CD) included in our local's geographic area)

CD# _____ **

CD# _____

CD# _____

CD# _____

Address: The U.S. House of Representatives, Washington, D.C. 20515



Department of Government Affairs
 1750 New York Avenue, NW
 Suite 335
 Washington, D.C. 20006
 202-756-2868
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ibb_dga@boilermakers.org