

Delegate Elections Checklist



TASK	DETAILS	NOTES
<p>Gather your references</p>	<ul style="list-style-type: none"> • 11-3-25 Convention Call • Eligibility FAQ • Policy for Distributing Campaign Material • BMWED Bylaws • BMWED Lodge Elections Guide 	<p>These references can be found online at https://www.bmwe.org</p>
<p>Select a date, time, and location for your Lodge's delegate and alternate election meeting</p>	<p>May be during a regular meeting or a special meeting but must be between January 1 and May 1 of the Convention year.</p> <p>Plan ahead to account for 15-day written notice requirements.</p>	<p>Even if you conduct your election during a regularly scheduled Lodge meeting, written notice of the election is still required.</p>
<p>Send a 15-day written notice to all active Lodge members, indicating date, time, and place of election.</p>	<p><u>Article XVIII, Sec. 14, Para. 4</u></p> <p>Use Form F-86 (Notice of Meeting Cards).</p> <p>Refer to your latest Lodge roster for Active members in Good Standing, not your Lodge Monthly Detail Report, and confirm addresses if needed. If you have questions regarding determining Good Standing, contact your General Chairperson or the BMWED Secretary-Treasurer's Department.</p>	<p>Meeting cards may be ordered by Lodge S-Ts or Presidents through <i>Member Access</i> at https://www.bmwe.org</p> <p><i>Member Access</i> also has online tools to complete cards from a web-based template and print them locally.</p> <p>Cards <u>must be postmarked at least 15 days prior to the scheduled election meeting.</u></p>

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<p>Gather your materials</p>	<ul style="list-style-type: none"> • Credential Forms (mailed or Lodge S-T) • Secret Ballots • Ballot receptacle • Writing Materials 	<p>Secret ballots are required, but no specific form is given. You can find examples and templates in our BMWED Lodge Elections Guide.</p>
<p>Generate a Lodge 24-month inquiry online, just before your meeting, to determine each member's Standing</p>	<p>Only Lodge members in Good Standing, per BMWED Bylaws, may vote on Lodge delegates and alternates.</p> <p>Only members in Continuous Good Standing, per Section 4.9 of the BMWED/IBT Merger Agreement, can run for delegate or alternate.</p>	<p>Lodge S-Ts and Presidents can generate a 24-month inquiry online using <i>Member Access</i> page at https://www.bmwe.org</p> <p>For guidance on using this tool, contact BMWED Education.</p>
<p>Conduct your Lodge's delegate and alternate election meeting!</p>	<p>Use a secret ballot election to conduct this election. The Lodge President appoints Scrutineers, but candidates may also request Tellers to observe the work of Scrutineers in counting ballots.</p>	<p>Guidance on how to conduct a Lodge officer election can be found in the BMWED Lodge Elections Guide</p>
<p>Lodge officer completes and signs Convention Credentials</p>	<p>Elected delegates and alternates will keep their original copy of their Credentials.</p> <p><u>The duplicate copy of each Credential should be sent to the National Division Secretary-Treasurer as soon as possible.</u></p>	<p>For Lodge delegate and alternate elections, do NOT use Form F-53 or the "Submit Election Results" tool on <i>Member Access</i>. The Credentials are the appropriate form to record election results for Convention delegates and alternates.</p>

Delegate Elections Checklist (ver. 1-12-2026)

If you have questions or concerns, contact education@bmwe.org or contact your National Division Secretary-Treasurer's office.

<https://www.bmwe.org/weleadtheway>

