

## MEMORANDUM

**TO:** All Local Unions with members covered by the Airline Customer Service Employee Association IBT-CWA and US Airways Contract. Locals 19, 70, 104, 117, 120, 222, 305, 344, 455, 492, 554, 690, 986

**FROM:** Andy Marshall, Association Vice Director,  
International Brotherhood of Teamsters

**DATE:** August 7, 2013

**SUBJECT:** US Airways Contract Ratification Process

Instructions on how to vote electronically, your Voting Credentials, on the above-referenced Contract Proposal Agreement for members will be mailed on or about Wednesday, August 14<sup>th</sup>, 2013. Please post the attached "Notice of Referendum" at the Local Union Hall, on all worksite bulletin boards, and any other appropriate locations.

BallotPoint Election Services has been contracted to administer this election.

On Monday, August 19<sup>th</sup>, we will begin accepting requests for NEW or DUPLICATE Voting Credentials.

Members can receive their NEW or DUPLICATE Voting Credentials by US Mail, Email or Txt.

Each Local Union will receive, by separate fax, a "VOTING CREDENTIALS REQUEST FORM" which must be completed for every eligible member requesting Voting Credentials. The Local will handle any request from members, confirm that the individual is an eligible voter, and forward the form to IBT Airline Division at (202) 624-7494. **PHONE OR EMAIL REQUESTS WILL NOT BE ACCEPTED.** (Again, the Form will be faxed separately)

Requests for New or Duplicate ballots will be accepted until 12:00 Noon (Eastern), Thursday, August 22<sup>nd</sup> if requesting the Voting Credentials by US Mail, and if the request for Voting Credentials is by email or txt, the deadline will be 10:00 am (Eastern), Wednesday, August 28<sup>th</sup>.

Electronic ballots will be tallied by Ballot Point on Wednesday, August 28<sup>th</sup>, at noon (Eastern).

Ballot instructions for electronic voting, Voting Credentials, will be mailed to all eligible members. If there are any members who become eligible while the Referendum is being conducted, the Local Union should request a ballot for them. If there are any members who were included on that list but have since become ineligible, the Local Union may submit a list of challenges by Tuesday, August 27<sup>th</sup> at 5:00 p.m. (Eastern),

To be counted, members must vote by Wednesday August 28<sup>th</sup>, at noon (Eastern)

**Please Note: Only members with the proper TITAN Employer Code and SJC Code will be sent ballot information. Proper SJC Codes are ALDCSR (Customer Service Rep) and ALDRAM (Ramp and Passenger). Please make the proper TITAN updates.**

Should you have questions or need additional information, please contact Kelly Mulligan at 202-624-6919 or email Kelly at KMulligan@Teamster.org.

\*\*\*\*\* PLEASE POST \*\*\*\*\*

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