

BMWED Lodge Elections Guide



A Guide by the
BMWED Education Department



Notes on Revision

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Proponency

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Approved for Unrestricted Release

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Electing Our Leaders



New officers of the former Pennsylvania Federation swearing in at their 23rd Regular Convention

When we elect our union leaders and representatives, we carry forward the values upon which we founded our Brotherhood. We work together, we stand together, and we act together!

Our union elects our leaders at every level of our organization. From our National Convention, through our System Divisions and Federations, all the way down to our local Lodges, we choose the brothers and sisters we want to guide our work, set policies, and sustain our progress as we continue our fight.

This guide is intended to assist our local Lodge members and officers in understanding what responsibilities they have in conducting fair elections under our Bylaws. This guide offers tools and clarification where needed and will be a resource to ensure that our members can feel confident in their ability to properly elect the leaders of their Lodges, those brothers and sisters whose work is so vital to the success of every level of our union.



Election Governance

BYLAWS

of the
Brotherhood of
Maintenance
of Way
Employees Division

of the
International Brotherhood
of Teamsters

*Revised and Amended at the Fifth Regular Convention of
the National Division held in the city of Las Vegas, Nevada
June 13-15, 2022*



NATIONAL DIVISION HEADQUARTERS
Novi, Michigan

Lodge officers should take time to review our BMWED Bylaws, specifically Article XVIII, Section 9, to understand their responsibilities when conducting Lodge officer elections.

Our Bylaws work alongside the BMWED/IBT Merger Agreement to determine the eligibility of members to take part in elections or run for and hold elected office. Our Bylaws also provide for some, but not all, of the methods our Lodge officers must use when conducting these elections, as well as specific requirements that must be met for Lodge elections to be considered valid within our union's legal obligations.

**READ AND UNDERSTAND ARTICLE
XVIII, SECTION 9 OF OUR BMWED
BYLAWS!**

**READ AND UNDERSTAND ARTICLES
4.8, 4.9, 4.10, AND 4.11 OF THE
BMWED/IBT MERGER AGREEMENT!**

You can access these and other governing documents at
bmwe.org/governing



Lodge Elections “At a Glance”



Local Lodge elections are held every three (3) years.



Elections are held in the last three (3) months of the year they are to take place. For instance, since the year 2023 is an election year for local Lodge officers, Lodges will conduct their elections at a regular meeting held in October, November, or December of that year.



Your Lodge can decide to hold nominations and elections during the same meeting, or to hold a nomination meeting before the election meeting. There are notice requirements that must be followed for both nomination and election meetings, which will be described in more detail later in this Guide.



The terms for newly elected officers will begin on January 1 of the year following the year in which they were elected. For instance, since 2023 is an election year, new Lodge officers' terms will begin on January 1, 2024.



Elections are conducted by secret ballot, with a majority of votes cast needed to elect a candidate to office.



Who Are We Electing?



You have several offices that need to be filled during a regular election:

Lodge President

Vice President

Secretary-Treasurer

Recording Secretary

(can be combined with the Secretary Treasurer's office)

Local Chairperson

Grievance Committee

(at least 1 member for each Department represented in your Lodge)

Audit Committee

(at least 3 members)

Past President

(an honorary position)

The responsibilities for each of these officers is laid out in **Article XVIII, Section 13, Authority and Duties of Officers**.



Your **Lodge Legislative Representative** is chosen in a separate election per our Bylaws. Refer to Article XII, Section 3.



Who Can Vote?

Article XVII of our Bylaws lays out the different rights, responsibilities, and duties of Membership within the BMWED, including who has the right to vote and how such voting rights are maintained.

Article XVII, Section 7 describes how our Members maintain **Good Standing**, which is required to maintain their voting rights. Maintaining Good Standing includes:

- *Staying up to date on all required dues, paid before the end of the month in which they are due.*
- Not voluntarily withdrawing from membership or become ineligible for membership.
- Not being expelled or suspended under the Bylaws.

The biggest challenge our members have is ensuring they don't miss a dues payment through being on furlough, a medical leave of absence, or other period away from work when their dues are deducted from their payroll. Prior to the scheduled election meeting, the Secretary-Treasurer should work with their System Division, Federation, or National Division to obtain a list of all the members on Full Status, checking this list against their monthly dues check-off reports to identify any members who may have missed a dues payment. Lodge officers should reach out to these members and work with them to make up any necessary payments, seek dispensations, or resolve any other issues in time to restore them to Good Standing.

Article XVII, Section 8 of our Bylaws gives every member in Good Standing the right and privilege to vote in elections. More details about further conditions should be reviewed by referring to Section 8 and consulting with your System Division or Federation officers.



Good Standing Versus Continuous Good Standing

GOOD STANDING

REQUIRED TO VOTE
OR TO NOMINATE A
CANDIDATE FOR AN
ELECTED OFFICE

Article XVII, Section 7 of our BMWED Bylaws

All required dues, fees, or assessments must be paid up to the month in which nominations or elections are being held.

Good Standing is determined by reviewing the previous month of the member's dues history.

Late payments to any dues in arrears back up to current can be accepted to restore a member to Good Standing.

CONTINUOUS GOOD STANDING

REQUIRED TO RUN FOR
OR TO HOLD AN ELECTED
OFFICE

Article 4.9 of the BMW/IBT Merger Agreement

All required dues, fees, and assessments must be paid up to the month in which nominations or elections are being held AND there can be no break in the active status of the member for the twenty-four (24) months previous to the month in which nominations or elections are being held.

Continuous Good Standing is determined by reviewing the previous twenty-four (24) months of the member's dues history. No late payments are accepted to maintain Continuous Good Standing.



How to Determine Standing

The Lodge President should work with the Secretary-Treasurer in reviewing the monthly dues reports (check-off reports) against the Lodge's roster of active members (members on Full or Military status).

If the Lodge needs an updated copy of their membership roster, the Secretary-Treasurer should contact their System Division or Federation or the National Division Secretary-Treasurer's Department.

If any active member is missing from a monthly dues check-off report, you can also investigate whether that member remitted dues directly to the System Division or Federation to maintain Good Standing or Continuous Good Standing.



Reviewing a member's Good Standing or Continuous Good Standing BEFORE nominations or elections will prevent a Lodge from the hassle and expense of holding another election, if a candidate in the initial election is determined to be ineligible after review by the National Division Secretary-Treasurer's office.

It is the Lodge's responsibility to review and understand their members eligibility and status. Do not rely on the System Division or the National Division to do this work for you!

Bottom line, a member must be in Good Standing to VOTE and Continuous Good Standing to be eligible to hold office within the BMWED!



Determining the Date for Your Lodge's Election



Per our Bylaws, during an election year (like 2023) the Lodge is supposed to hold their elections during the first regular meeting within the last three (3) months of that year. So, you will hold your election meeting between October 1st and December 31st, depending on your Lodge's own meeting calendar.

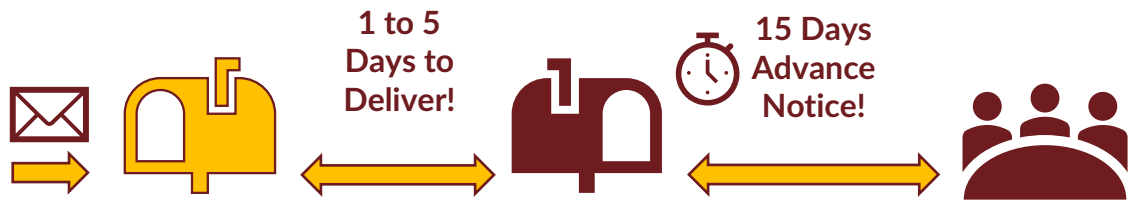
So, if your Lodge only meets once per quarter (every three months), then the meeting you have between October 1st and December 31st will be your election meeting. If your Lodge meets every month, your election meeting should be held in October. If your Lodge meets every other month, then you would hold your election in either October or November, whichever month happened to hold the first meeting within the three (3) month period specified in the Bylaws.



You may opt to have a separate meeting for nominations or choose to conduct nominations at the same meeting you hold your elections. If you choose to hold a nomination meeting separately, that meeting also has its own requirements for advance notice.



Advance Notice Requirements



Mail notices out by Oct. 4th, 2023, if your Lodge election is on Oct. 25th!

Meetings held for nominating new officers, electing new officers, or both, require advance notice be given to your Lodge members. The requirement is **fifteen (15) days advance notice**, in writing.

You can use the Notice of Meeting Cards (BMWED Form F-86) to provide written notice. By using the online tools at <https://www.bmwe.org> Lodge Secretary-Treasurers can generate Meeting Cards that specify whether the meeting is for nominating or electing officer, also providing information on the meeting's time, date, and location. Using the online tool requires you register for Member Access to the BMWED's website, and its online Membership Services applications. If you haven't already done so, you can register at <https://www.bmwe.org/account/aspx>.



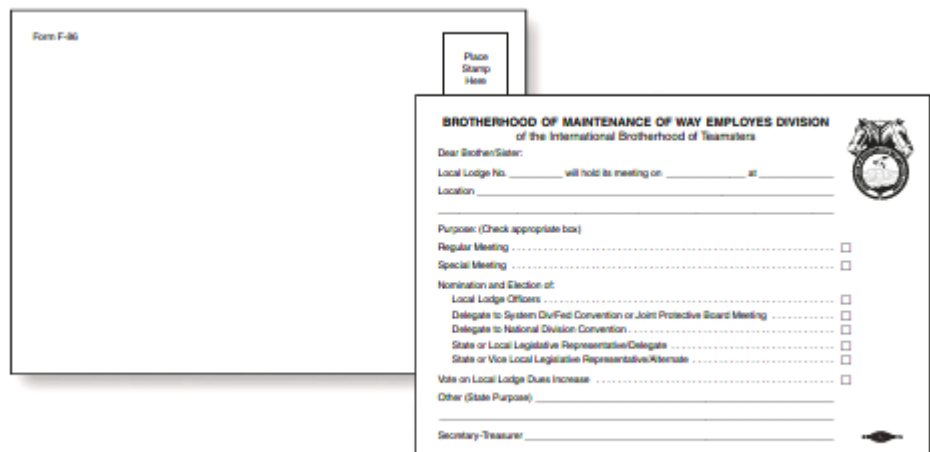
Keep in mind that the "clock" for the 15 days of advance notice starts when your member receives the notice in their mailbox, **NOT WHEN YOU MAIL IT!** For nomination or election meetings you should get Meeting Cards in the mail well in advance of the 15-day mark. For USPS First-Class mail (postcards) the advised transit time is between 1-5 business days before delivery, with an average of 2.5 days. **So, your Meeting Cards should be stamped and at the Post Office 20 days before your meeting!**



Notes on Meeting Cards: Order or Print?

Through the Membership Services application on bmwe.org, your Secretary-Treasurer can **order** cards to be printed from our National Division HQ in Novi and mailed to their address. If your Lodge uses this option, **allow extra time** for these cards to be produced, mailed to your Secretary-Treasurer, and for your Secretary-Treasurer to review them, add any further information, add a postcard stamp, and get them in the mail to your members.

This option will add time to meeting your advance notice requirements! Plan for the extra handling time!



The image shows two versions of a meeting card. On the left is a blank template labeled 'Form F-86'. On the right is a filled-out example. The filled-out card has a header for the 'BROTHERHOOD OF MAINTENANCE OF WAY EMPLOYEES DIVISION of the International Brotherhood of Teamsters'. It includes fields for 'Dear Brother/Sister:', 'Local Lodge No.', 'will hold its meeting on', 'at', and 'Location'. Below these are checkboxes for 'Purpose: (Check appropriate box)' with options: 'Regular Meeting', 'Special Meeting', 'Nomination and Election of:', 'Local Lodge Officers', 'Delegate to System Div/Fed Convention or Joint Protective Board Meeting', 'Delegate to National Division Convention', 'State or Local Legislative Representative/Delegate', 'State or Vice Local Legislative Representative/Alternate', 'Vote on Local Lodge Dues Increase', and 'Other (State Purpose)'. There is also a line for 'Secretary-Treasurer'.

If your Lodge has access to a printer, your Secretary-Treasurer can also **print** Notice of Meeting Cards locally with all the necessary address and meeting information. 4"x6" cardstock (usually Avery® #5389, #5689, or similar) is available from most office supply stores.

Postcard stamps (\$0.44) are cheaper than regular, First-Class "Forever" stamps (\$.0.66). Make sure you use postcard stamps for Notice of Meeting Cards! (Prices listed are from August 2023).



Date is set! Cards are out! Now what?

You figured out your date for your election meeting (and, maybe, your nomination meeting). You got the cards out on time, so your members will receive them at least 15 days before the meeting.

What do you do now?

Well, plenty!

Your Secretary-Treasurer should stay on top of any status changes or changes in Good Standing or Continuous Good Standing for the members. If there are issues that need addressed here, work with your System Division, Federation, or our National Division Secretary-Treasurer's Department.

As Lodge President, you should also review the conduct of the nominations or elections to ensure you understand the process. Take a look at the Bylaws, especially Article XVIII, Section 9, and where something doesn't make sense, ask for guidance.

Remember that these elections are to be conducted by **SECRET BALLOT**. So, in order to ensure that every member's ballot remains secret, you will have to come up with some method for marking and collecting ballots that doesn't give away the voter's identity. You may want to print up some ballot forms, find a box to hold the ballots, and round up pens or pencils for members to use to mark their ballots.

Where our BMWED Bylaws, or your System Division or Federation Bylaws, specify some procedures used for your elections, other procedures are left to the Lodge to figure out. So, this is the time to figure out your plan for how this will work.



Nominations

If you are holding a separate meeting for nominations, keep in mind that you may permit your members to submit nominations by mail or email. If a nomination is sent by email, it should be sent to you with a “read receipt” to allow for greater accountability and transparency in the nomination process. Each email system is slightly different, so you should discuss these options with your local members who may choose to submit nominations in this manner.

Per our Bylaws, if your Lodge chooses to hold a separate nomination meeting it should be held *“at a meeting preceding the first regular meeting of the last three (3) months when elections are conducted, provided that all members in good standing of the Local Lodge have been given at least fifteen (15) days advance notice in writing at their last known addresses of the date, time and place at which elections shall be held...”* Of course, you may also choose to combine the nomination and election meetings into a single meeting for both.

Nominations should be accepted throughout the period following the notice and preceding the meeting at which the election is to be conducted. So, inform your members in Good Standing that they can make nominations as soon as they receive notice of the election. Be sure to hold on to any nominations received in the time leading up to the meeting.

For BMWED Lodge officer elections, no “write-in” candidates are allowed! All officers shall be elected from duly nominated candidates.



Winning By Acclamation

Your Lodge President, in running the election meeting, should be very clear about offering time for nominations to occur. Usually, this will be announcing that nominations are open for any specific office, then asking for nominations at least two more times, waiting for a response from the assembled members.

If, after all that occurs and there is only a single member in Continuous Good Standing nominated for an office, do you need to vote?

NO!

If there is only a single candidate nominated for any particular office, and no other eligible candidates are nominated, that single candidate wins the election by ACCLAMATION.

If that happens, the Secretary-Treasurer or Recording Secretary should be very clear to record it in the Lodge Meeting Minutes. There will be no ballots for this particular office, so it's important to establish a clear record of how this office was filled.

Congratulations to the lucky (or unlucky?) candidate who was unopposed for their new office.

(Still make sure that candidate is eligible and has Continuous Good Standing, though!)



Campaigning

Every properly nominated (bona fide) candidate can request to distribute literature for their candidacy. Lodges will comply with all reasonable requests from candidates to do this, which generally means providing candidates with contact information for the members of the Lodge.

Lodges are not required to pay for the mailing out or distribution of campaign materials. candidates are required to pay for campaigning on their own. No funds of the local Lodge will be used to promote any person for office. If a Lodge chooses to provide explanatory or informational material, it may do so (for instance, describing the duties and responsibilities of the offices being filled), but nothing a Lodge distributes or pays for should promote any candidate.

If a candidate asks for a membership list, the Lodge cannot discriminate among candidates. Each candidate should be treated equally by the Lodge and current Lodge officers regarding access to membership lists or contact rosters. Keep the concept of equal treatment in mind for candidates.

If the nomination meeting is combined with the election meeting, some Lodges may provide time for any candidate to speak, upon request, regarding their candidacy. If time is granted to any single candidate, be prepared to grant equal time to all candidates for this purpose.



Secret Ballots and Voting

BALLOT (Mark ONE Option) ☒

NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☐

Candidate #4 ☐



*For Recording Secretary
Candidate #1 is Joe Snuffy
Candidate #2 is Tina Gandy
Candidate #3 is Tom Maul
No further candidates!*

Your officer elections must occur using a Secret Ballot system. This means that there should be no way Scrutineers, Lodge officers, or anyone else can identify any particular vote with any particular member.

What that generally means is that you have a container of some sort where members can submit their completed ballots, the good old ballot box! Once a round of voting has concluded, your Scrutineers can open your ballot box and count the votes.

Also keep in mind that, per our Bylaws, **NO WRITE-IN VOTES ARE ALLOWED!** Candidates must be nominated.

One method to ensure ballots are difficult to match to a member is to assign a "Candidate Number" to each candidate for any particular office, for that round of voting. So, if you have three members running for Lodge Vice President, you'd assign each candidate a number (#1, #2, & #3). Your ballot slips don't have a space to write names down (remember, no write-ins!), but your members can mark the candidate they want by their number. If you use this method, find a whiteboard, easel, or other way of posting which candidate is assigned which number for each round of voting. If you need multiple rounds for a particular office, you can reassign numbers each round based on the remaining candidates. See the example above for one possible method.



Scrutineers, Observers, and Counting Votes

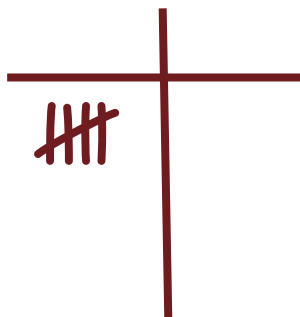
BALLOT (Mark ONE Option) ✓
NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☒

Candidate #3 ☐

Candidate #4 ☐



BALLOT (Mark ONE Option) ✓
NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☒

Candidate #4 ☐



After all your members in Good Standing present for the election cast their votes, the votes should be received and counted by two (2) Scrutineers appointed by your Lodge President. This is a temporary job solely to receive the votes cast and count them up. Each different office should be voted on and counted separately, so there is no confusion about what vote goes to what office.

If a Candidate chooses to do so, they may request to appoint an Observer to witness how the ballots are distributed, cast, received, and counted (tabulated). The Observer does not count votes, but observes the Scrutineers perform their work. If no Candidate chooses to use an Observer, it is not required.

If there are questions regarding any particular ballot or the eligibility of any member to vote, these questions shall be decided by the Scrutineers and the Lodge President. The Secretary-Treasurer should have up-to-date copies of the Lodge roster, listing all active Members in Good Standing, to assist in determining eligibility to vote. Also remember that any Candidates must have Continuous Good Standing.



Scrutineers, Observers, and Counting Votes

BALLOT (Mark ONE Option) 

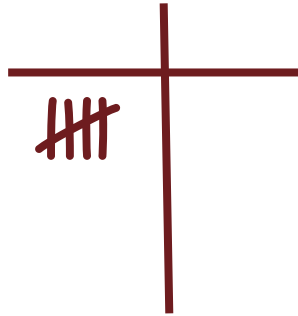
NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☒

Candidate #3 ☐

Candidate #4 ☐



BALLOT (Mark ONE Option) 

NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☒

Candidate #4 ☐



Per our Bylaws, a majority of votes cast (50% +1) is necessary to win an election. If there is less than a majority and there are three (3) or more nominees, the candidate with the least votes shall drop off and another round of voting will commence, with the process repeating until one candidate receives the majority.

Ties in vote counts will require additional rounds of voting for that office and among those candidates until the tie is broken.

For Recording Secretary – Round 1!

Total Votes cast – 36 (Majority is 19 votes)

Candidate #1, Joe Snuffy, has 14

Candidate #2, Tina Gandy, has 15

Candidate #3, Tom Maul, has 7

Tom Maul is dropped from the race!

Round 2!

Candidate #1, Joe Snuffy, has 16

Candidate #2, Tina Gandy, has 20

Tina Gandy wins a majority!



Appeals

BALLOT (Mark ONE Option) ✓
NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☒

Candidate #3 ☐

Candidate #4 ☐



BALLOT (Mark ONE Option) ✓
NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☒

Candidate #4 ☐



If any Member disagrees with the judgment of the Scrutineers or President regarding eligibility, vote tabulation, or results, they have a right to appeal.

If an appeal concerns eligibility to run for office, that appeal is handled per Article XXII, Section 5(a) of the IBT Constitution (per paragraph 4.10 of the BMW/IBT Merger Agreement).

If the appeal concerns the holding or the conduct of the election itself, the System Division or Federation Bylaws and our BMWED Bylaws govern.

The bottom line is that, if any member desires to file an appeal regarding Local Lodge Officer Elections, they should communicate their issue and the exact details of the complaint as soon as they can to their System Division or Federation officers. Further appeals may go to our National Division President who is empowered under Article III to decide issues pertaining to our Bylaws. Appeals of the President's decision will be filed with our National Division Secretary-Treasurer, who will refer the matter to our National Division Appeal Board.

As a Lodge officer conducting elections, you can avoid misunderstandings by having a plan, clearly communicating, understanding our Bylaws, and asking questions ahead of time!



Submitting Election Results

Once your Scrutineers and your President count the votes and announce the winners, your Secretary-Treasurer or Recording Secretary should record the election results in your Meeting Minutes. Provide details on candidates, rounds of voting, or other issues for future reference in case of appeals or problems.

Secretary-Treasurers should then submit election results to National Division. A **COPY** (not original) of your Meeting Minutes should be forwarded to your System Division or Federation and to National Division, to have on file in case of appeals. This can be a digital copy.

Form F-53, the BMWED LOCAL LODGE OFFICERS LIST is the paper form for submitting election results. This Form can be found online by our Lodge Secretary-Treasurers through the BMWED Membership Services application (logging in to <https://www.bmwe.org>). Lodge Secretaries can also use the online portal to Submit Election Results. Once logged in at [bmwe.org](https://www.bmwe.org), click the *Lodges/Members* link on the left side of the screen. Lodge Secretaries should then see a tab titled "Submit Election Results." Clicking this tab will provide step-by-step guidance on submitting your Lodge's election results electronically, without the need for a triplicate Form F-53.

Submit Election Results

Step 1: Specify Details

System Division:

Election Date:

Lodge #:

Office Effective Date:

Lodge City:

Lodge State:

Election Hall (Name/Address):



Keeping Records

Lodge Secretary-Treasurers have the responsibility under both our Bylaws and federal law (the LMRDA) to preserve ballots and all other records pertaining to the election of officers for **one (1) year**.

A good idea is to take a copy of the Meeting Minutes, a copy of the paper Form F-53 (if used), and all ballots for the elections, put them in a large mailing envelope or similar, seal the envelope and add information about the election (date, time, location, etc.) on the envelope. Keep the envelope with your other Lodge records. You can dispose of the records after one (1) year if there is no challenge, appeal, or other issue with the election.



Installing Officers

Our BMWED Ritual has guidance for the President on how to officially install officers. There is a brief swearing-in ceremony detailed in the Ritual, wherein an Installing Officer (usually the current President) provides an oath for the newly-elected officer to recite in the presence of the assembled membership.

Your election meeting may be attended by an officer of your System Division or Federation, or maybe National Division, who can also act as the Installing Officer. It's up to your Lodge, here.



The installation of National Division officers following their election during the 2022 BMWED National Convention

The use of our Ritual in conducting the business of our union is an important way to add proper meaning and respect to the work we do, ensure that all our members are properly recognized, and continue the traditions of our union into the future. As leaders of your Lodge, you should be respectful of your members and able to communicate to them the importance of the practices and traditions we use in our meetings and other business.

The following page has the ceremonial words for installing new officers, as laid out in the “Obligation” portion of our Ritual.



Installing Officers

Installing Officer: Please raise your left hand, place your right hand over your heart and repeat after me:

"I (your name), in the presence of these delegates and members, do solemnly promise that I will perform all the duties of my office as laid down in the Bylaws of the Brotherhood to the best of my ability, for the best interest of the membership as a whole. To all this I pledge my sacred honor."



The installation of National Division officers following their election during the 2022 BMWED National Convention

ONCE NEWLY-ELECTED OFFICERS HAVE REPEATED THE OATH:

Installing Officer: Delegates and members, your officers have been duly obligated to perform their several duties and invested with the badges of their offices; their success depends on their fidelity and your cooperation; work together in harmony at all times.

And now, by authority of the Bylaws of the Brotherhood of Maintenance of Way Employees Division, I declare your officers duly installed and authorized to enter upon the discharge of their several duties for the term for which they have been elected, or until their successors have been elected and installed.



Questions?

Elections are not something we do often as a union. This may be your first time conducting a local Lodge election, or you may forget details regarding the elections you conducted three years ago.

Remember that this is important business, and that you have obligations within the union and within federal law regarding how you conduct this election!

You aren't alone, though! If you have questions or concerns, you should reach out to your System Division or Federation officers and to your National Division for support! We can help you with guidance on the proper way to get notices out, how to ensure members are eligible to vote or run for office, help you handle the paperwork, and offer support in making these elections work well for you and your Lodge!

You can find contact information for the officers of your System Division, Federation, or for our National Division officers and staff at

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

NOTES:



Checking on Membership Standing Using bmwe.org

Our Lodge officers should determine the standing of members, whether it is Good Standing to vote or Continuous Good Standing to run for and hold elected officer, prior to their Lodge's nomination or election meeting!

Lodge Presidents and Secretary-Treasurers can generate a report through the Membership Service application on bmwe.org that shows the 24-month dues history of each member in their Lodge. Reviewing this report prior to the nomination or election meeting will allow Lodge officers to determine who is eligible to conduct Lodge business, run for a Lodge office, or hold an elected position within our union.

If any member feels the report generated is in error, they should reach out to their System Division or Federation for assistance. They can also contact the National Division Secretary-Treasurer's Department for more information on their dues history.

Only those members in Good Standing can cast a vote in their Lodge's elections. Dues in arrears should be paid or, if a dispensation is required, such dispensation should be requested by the member to the National Division Secretary-Treasurer.

Only members in Continuous Good Standing can run for or hold elected office within our union.

The following pages offer a step-by-step guidance on how to generate a 24-month dues history report for Lodge members.

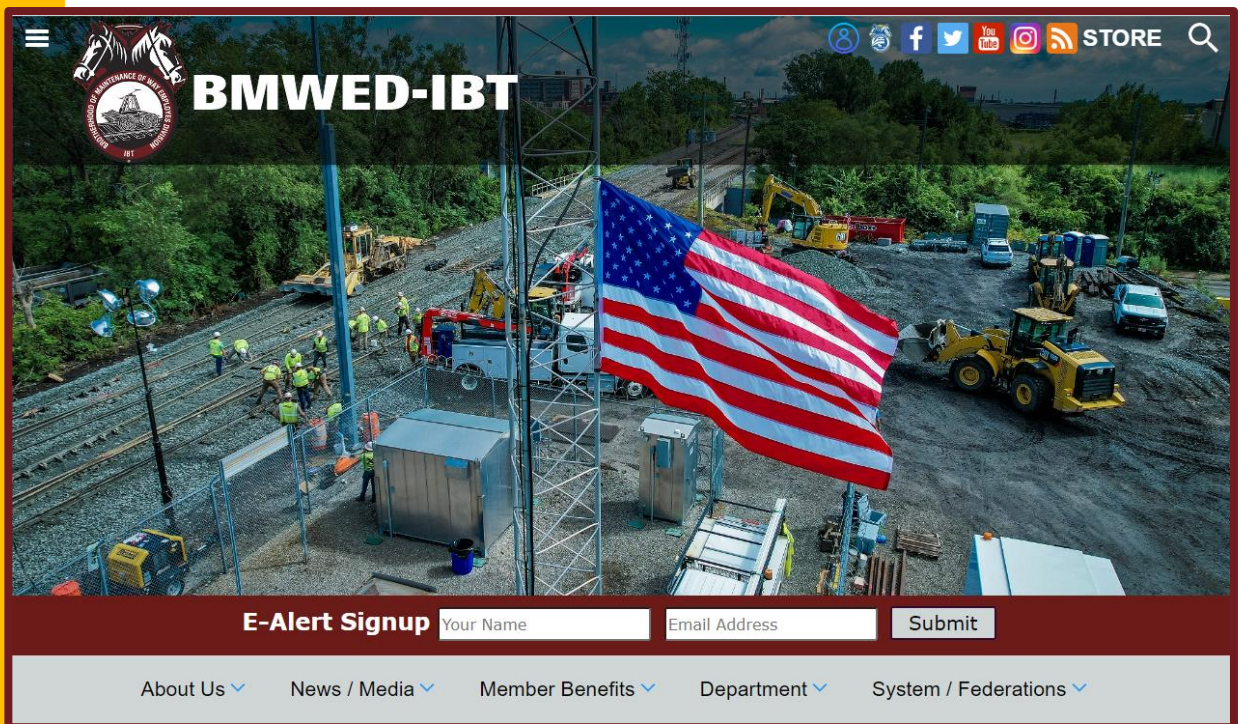


Accessing Membership Services on bmwe.org

Lodge Secretary-Treasurers and Presidents can sign up for access to our union's Membership Services application on our website at <https://www.bmwe.org>.

Look for the blue silhouette icon in the upper right of our website's desktop version on your web browser (see below).

Member Login



You will need to establish your login ID (personal, non-railroad email address) and a password, as well as verify your membership within BMWED, to obtain access to our Membership Services application.



Accessing Membership Services on bmwe.org



BMWED-IBT



Login

Your Credentials

- [Create My Account](#)
- [Recover My Account](#)
- [Reset My Account](#)

Welcome to the BMWED Member site. Before proceeding, please be aware that the site requires:

- cookies (enabled),
- popup blockers disabled,
- and javascript (enabled).

Email Address

[i forgot](#)

Password

[i forgot](#)

The login screen will allow you to either create your account, recover your account, recover your account (if you have forgotten your password), reset your account (changing or updating your login credentials), or log in to access the tools and features available to our members.

Make sure to check your email client's spam folder if you are resetting or recovering your account, in case confirmation or verification emails are routed there.



Accessing Membership Services on bmwe.org



Members	Welcome ASH ANDERSON
App	Change My Password
Home	My Membership Info
Lodges/Members	My Contact Info
Logout	My Payment History
National	My Lodge Officers
	My System Officers
	My Web Messages

Once you have logged in, you will see a screen similar to the screen pictured above (on your desktop browser). This screen contains information specific to you as an individual member.

Lodge Secretary-Treasurers and Presidents have additional tools in the “Lodges/Members” feature on the left-hand side. To generate a 24-month report for your Lodge, click this link.

[Lodges/Members](#)



Lodges/Members Tools on bmwe.org



Lodges	Welcome ASH ANDERSON
App	Form Downloads
Home	Member Search
Lodges/Members	Lodge Officers
Logout	Order Labels/Cards
National	Order Supplies
	Picket Locations
	Print Labels/Cards
	Quicken
	Submit Election Results
	Training

The Lodges/Members page offers our Lodge officers a variety of tools and resources specific to their position. While our Lodge Secretary-Treasurers or Presidents may also use the “Order Labels/Cards” or “Submit Election Results” features for upcoming Lodge elections, to generate a 24-month report we will click the tab labelled “Print Labels/Cards.”

[Print Labels/Cards](#)



Print Labels/Cards on bmwe.org

Print Labels/Cards

The Print Labels/Cards section lets you print cards and labels yourself. To order cards or labels please move to the Order Labels/Cards section. If you click Submit and nothing happens please make sure your pop-up blocker is turned off.

Step 1: Select members.

- ☒ Active Members
- ☐ All Members
- ☐ Retired Members

Step 2: Specify Lodge.

1320

Step 3: Choose output.

- ☐ Labels Avery 5160
- ☐ Labels Avery 5161
- ☐ Envelope #10
- ☒ 24 Month Inquiry
- ☐ 60 Month Inquiry
- ☐ Cards Avery 5689
- ☐ Address Export
- ☐ Invalid Addresses

In the "Print Labels/Cards tab, select Active Members in Step 1, verify your Lodge in Step 2, and select "24 Month Inquiry" in Step 3.

Hit "Submit" to generate the report. This will create a digital (.pdf) file you can either print or use on your computer to review your members' dues histories and standing.

Submit



24 Month Inquiry on bmwe.org

Date: 9/6/2023

Brotherhood of Maintenance of Way Employees Division
Payment of Dues Report BURL
From National Division Records Starting September, 2021

Page: 1

Lodge 1320

ID	Name	Status	Empid	09/21	10/21	11/21	12/21	01/22	02/22	03/22	04/22	05/22	06/22	07/22	08/22		
		Birth DT	Railroad	Join DT	09/22	10/22	11/22	12/22	01/23	02/23	03/23	04/23	05/23	06/23	07/23	08/23	Paid To Date
054290000	PERSONAL INFO. REDACTED FOR PRIVACY	FD	BNSF		FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	Aug 01, 2023
		02/12/1971		04/05/2006	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	---	
065402000		FD	BNSF		FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	Aug 01, 2023
		02/15/1973		05/08/2012	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	---	
031543000		FD	BNSF		FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	Aug 01, 2023
		06/02/1974		10/01/1994	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	---	
054291000		FD	BNSF		FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	Aug 01, 2023
		10/29/1986		04/05/2006	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	---	
071632000		FD	BMWE		FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	Sep 01, 2023
		05/25/1982		09/08/2014	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	
071891000		FD	BNSF		FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	Aug 01, 2023
		04/11/1971		10/07/2014	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	---	
054639000		FD	BNSF		---	---	---	---	---	---	---	---	---	---	---	---	Aug 01, 2023
		12/02/1968		05/11/2006	---	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	---	
079438000		FD	BNSF		FD	FD	---	---	---	---	---	FD	FD	FD	FD	FD	Aug 01, 2023
		11/19/1985		05/06/2019	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	---	
062835000		FD	BNSF		FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	Aug 01, 2023
		04/18/1972		06/14/2011	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	---	

A Triple-dashed line (---) indicates no dues were collected in that month for that member. FD indicates Full Dues were collected. Other codes may display.

Your Lodge's report will list the 24-month dues history for all your Active Members. Review this report for accuracy and to determine if your members meet the Good Standing requirements within our BMWED Bylaws or our Continuous Good Standing requirements within the BMW/IBT Merger Agreement.



Understanding Codes in 24 Month Inquiry

The 24-month report you generate from bmwe.org may list a variety of codes pertaining to your members' dues histories.

For the purposes of determining Good Standing or Continuous Good Standing, you want to look for the following codes:

FD – Full Dues are paid for that month.

UD – Non-working Dues are paid for that month.

A triple dashed line (---) indicates no dues are on record for that month. Any member with a “---” in the 24 months prior to your Lodge's nomination or election meeting does **NOT** have Continuous Good Standing and is ineligible to run for or hold elected office.

Some codes may indicate a late payment of dues (LF, LU). These will also affect any member's Continuous Good Standing, which requires timely payment of all dues. If there is an error in these records, the member should contact their System Division or Federation and the National Division Secretary-Treasurer's Department.

If the code “OF” is listed, that indicates a Seniority Retention Fee and does not count toward maintaining Good Standing or Continuous Good Standing.

If you have questions regarding any other codes, please contact your System Division, Federation, or the National Division Secretary-Treasurer's Department.



Lodge Meeting Sign-In Sheet

Location: _____ Date: _____

Meeting or Event: _____

John Q Trackman *j+5000@demail.net* *(012) 867-5309*

NAME

EMAIL

PHONE

_____	Q U O R U M

Page _____ of _____



Checklist – Holding Lodge Elections

Lodge: _____ Date: _____

Nomination Meeting: ☐ Election Meeting: ☐ Both: ☐

Date Notification Cards Mailed Out: _____

(WRITTEN NOTIFICATION MUST BE GIVEN 15 DAYS PRIOR TO MEETING)

If this is an Election, are the Ballot Forms ready for Secret Ballot voting?

☐

Has the Lodge President appointed two (2) Scrutineers to receive and count the ballots?

☐

Scrutineer #1: _____

Scrutineer #2: _____

Is there a secure method (box or similar) for the Scrutineers to receive Secret ballots (ensuring that members cannot be identified by their vote)?

☐

Does the Secretary-Treasurer have Membership Records to properly determine if members are eligible to nominate or second candidates, run for office, or hold office?

☐

Are the President and the Scrutineers briefed on the eligibility requirements for any member to nominate or vote on candidates, or to determine the validity of ballots cast?

☐

NOTES: _____



**REFER TO BMWED BYLAWS
ARTICLE XVIII, SECTION 9 FOR FURTHER
GUIDANCE AND REQUIREMENTS!**

BALLOT (Mark ONE Option)

NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☐

Candidate #4 ☐



BALLOT (Mark ONE Option)

NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☐

Candidate #4 ☐



BALLOT (Mark ONE Option)

NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☐

Candidate #4 ☐



BALLOT (Mark ONE Option)

NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☐

Candidate #4 ☐



BALLOT (Mark ONE Option)

NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☐

Candidate #4 ☐



BALLOT (Mark ONE Option)

NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☐

Candidate #4 ☐



BALLOT (Mark ONE Option)

NO WRITE IN CANDIDATES
ARE ALLOWED

Candidate #1 ☐

Candidate #2 ☐

Candidate #3 ☐

Candidate #4 ☐



Sample for Lodge Election Ballots

This is one method of several possible for arranging ballots for Lodge elections. As long as your Lodge maintains a **Secret Ballot** method and follows the other provisions within our BMWED Bylaws and your Sys. Div./Fed. Bylaws, you may use a different type of ballot for Lodge members to cast their votes. Refer to the BMWED Lodge Elections Guide for more information.

BMWED

LOCAL LODGE OFFICERS LIST (see reverse for instructions)

System Div./Fed. _____

Lodge # _____ Located _____ (City) _____ (State) _____

Date Election Held _____ To take office effective _____

PAST PRESIDENT _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

PRESIDENT _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

VICE PRESIDENT _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

SECRETARY-TREASURER _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

RECORDING SECRETARY _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

AUDITING COMMITTEE

CHAIRMAN _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

MEMBER _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

MEMBER _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

GRIEVANCE COMMITTEE (_____)

LOCAL CHAIRMAN _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

MEMBER _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

MEMBER _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

GRIEVANCE COMMITTEE (_____)

LOCAL CHAIRMAN _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

MEMBER _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

MEMBER _____ Memb.# _____

Address _____

Phone # _____ Cell # _____ E-mail: _____

Elections held at _____ on _____

Name and Address of Meeting Hall _____

Date _____