

**MERC Policy No: 2023-001**

**MERC Policy on Electronic Signatures on Show of Interest  
Authorization Cards or Documents**

**Policy Scope:** Implement a pilot policy establishing a minimum standard for e-signed show of interest cards or documents used to support a filed R petition.

**Launch Date:** Pilot policy commences Monday, April 3, 2023 and continues until further notice.

**PILOT POLICY:**

Representation Petitions supported with interest authorizations having electronic signatures must satisfy 2 prongs—(i) *Affidavit* and (ii) *Show of Interest Documents* containing the minimum criteria for an acceptable e-signed authorization.

- a. The **Affidavit** signed by the submitting party (e.g., petitioner) regarding the contents being submitted and verifying the process used to procure the submitted interest authorizations. (See attached sample affidavit.)
- b. The **Show of interest Authorization Document** electronically signed by any eligible employee must satisfy, at minimum, each the following:
  1. Signer's name;
  2. Signer's job title and work location (work shift, if applicable);
  3. Signer's mailing address;
  4. Signer's email address;
  5. Signer's best contact phone number (cell or landline);
  6. Reasonable language indicating the Signer wishes to be represented by ABC Union for purposes of collective bargaining;
  7. Employer's name;
  8. Signer's electronic signature with date e- signed;
  9. Proof of the transmission (including date) of the electronically signed "interest card" document (e.g., email or fax confirmation, etc.)
- c. **Duration:** An e-signed interest authorization is effective for filing purposes up to 365 days from the date signed unless a lesser effective period is noted.

**Adopted in Session  
March 14, 2023**

**MICHIGAN EMPLOYMENT RELATIONS COMMISSION**  
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**AFFIDAVIT:**

**Representation Petition re: Hooterville City Clerk's Office & NWA, Local 222**

Dear MERC Elections Officer:

1. I, Jane A. Dhoe, Organizing Director of the New World Association, Local 2222 confirm that the attached authorization cards were obtained from current employees in the specified classifications employed by the Hooterville City Clerk's Office (Employer).
2. The employees completed the requested information, signed and submitted their respective authorization document directly to the Petitioner using their personal or work email accounts.
3. Each submitted authorization includes the requisite information specified in the MERC policy as well as the employee's desire to authorize NWA, Local 2222 as exclusive representative for collective bargaining purposes with the Employer-- Hooterville City Clerk's Office.
4. For those employees who electronically signed their authorization form, a copy of each transmittal, confirmation or email has been included with the authorized document and other required information per the MERC policy.
5. For employees who manually signed authorization cards/documents, those documents have been copied or scanned and included in the packet of materials being submitted to MERC via mail, email or facsimile.
6. To date, I have not received from any employee associated with an attached authorization, a request to change or rescind their submission. I declare to the best of my knowledge, the above described events and submitted materials are accurate and true.

*Jane Dhoe*

*3/27/2023*

Jane Dhoe  
Director of Organizing  
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