



MANUAL *for*
**PUBLIC SECTOR
ELECTION MEETING
CHAIRPERSONS**

➤ *Procedures & Forms* ◀

Prepared by the

CSEA STATEWIDE ELECTION COMMITTEE

CSEA, LOCAL 1000 AFSCME, AFL-CIO

Mary E. Sullivan, President

PRESIDENT'S MESSAGE TO LOCAL/UNIT ELECTION MEETING CHAIRS

CSEA prides itself on union democracy. The cornerstone of union democracy is an election process that is run openly, fairly, honestly and encourages all members to participate. Your appointment as an Election Meeting Chairperson is a very important responsibility.

This publication is designed to assist you in learning your responsibilities and the proper conduct of elections of Local and Unit Officers and Delegates. These guidelines are based on federal and state labor laws that govern union elections including the Labor Management Reporting and Disclosure Act.

These guidelines supplement Local and Unit election requirements as set forth in the CSEA Local Constitution (Article XIV) and CSEA Unit Constitution (Article XIII).

Your willingness to undertake this responsibility is greatly appreciated. Take pride in this endeavor, which helps to maintain CSEA's longstanding tradition of grassroots democracy.

Thank you for your commitment to our Union.

In Solidarity,

Mary E. Sullivan
CSEA President

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GENERAL INFORMATION

1. The Election Meeting Chairperson should review this manual and become familiar with the materials.
2. Use the forms and checklists provided. Requests for additional materials should be directed to CSEA Headquarters, Central Files Department at 1-800-342-4146, ext. 1261.
3. **IMPORTANT PHONE NUMBERS:**
 - ❖ Legal Department: *Any inquiries regarding the election process or to contact the Statewide Election Committee (1-800-342-4146, ext. 1447) or inquiries may be made via email to the Legal Department at sec@cseainc.org.*
 - ❖ Central Files Department: *To request handbooks, manuals, membership lists, mailing labels (1-800-342-4146, ext. 1261).*
 - ❖ Membership Department: *Inquiries regarding a member's or candidate's eligibility status (1-800-342-4146, ext. 1334).*

ELECTION TERMS

1. **BY-LAWS** - Rules governing the internal affairs of the Locals and Units, which are consistent with CSEA Constitutions.
2. **CENTRAL FILES DEPARTMENT** – Located at CSEA Headquarters – responsible for the mailing of election materials to the Election Meeting Chairperson.
3. **CHALLENGED BALLOT** – If a voter’s name does not appear on the voter eligibility list and the voter insists that he or she is an eligible voter, the Election Meeting Chairperson should allow the voter to cast a challenged ballot.
4. **ELECTION AT A MEETING** - An election at a meeting is available for Locals or Units with 150 or less members, and provides an inexpensive and efficient method of election.
5. **ELECTION RESULTS CERTIFICATION AND REPORT FORM (“ER-1”)** – This form, reporting the results of the Local or Unit Election, must be submitted by the Election Meeting Chairperson and attached to the Election Report that indicates the actual balloting results and is sent to the CSEA Statewide Secretary.
6. **ELECTION SCHEDULE** - Time frame within which the Election Meeting Chairperson conducts a series of election procedures and events, including setting the nomination deadline, election meeting date, and drafting, verification and counting of ballots, as well as reporting election results.
7. **ELIGIBLE CANDIDATE** – A CSEA member meeting the following eligibility requirements:
 - a) Be at least 18 years old;
 - b) Be a member in good standing since June 1 of the year preceding (before) the election;
 - c) Has not been a member of a competing labor union or association since June 1 of the year preceding (before) the election;
 - d) Is not presently serving a disciplinary penalty imposed by CSEA’s Judicial Board;
 - e) Has not been the subject of a bonding claim by the Association or disqualified from being covered by the Association’s surety bond.
8. **EXECUTIVE BOARD** - Consists of elected officers or persons appointed to elective office. The Executive Board has a financial responsibility to Local or Unit members, including the Election Meeting Chairperson. The decision to hold an election at a meeting is made by the Executive Board prior to nominations.
9. **MEMBERSHIP DEPARTMENT** – Located at CSEA Headquarters – 1) responsible for creation and maintenance of computerized records of CSEA members, 2) provides verification of candidate and/or voter eligibility, and 3) maintains records of the Election Meeting Chairpersons.
10. **MEMBERSHIP LISTINGS** – Provided by CSEA’s Central Files Department to each Election Meeting Chairperson to verify candidate eligibility and to verify voter eligibility.

11. **OFFICIAL BALLOT** – Drafted by the Election Meeting Chairperson; identifies the election, names of the candidates accurately spelled in the order determined by lot, includes instructions on marking the ballot, and the names of candidates, if any, who are unopposed and deemed elected with the notation, “unopposed/elected.”
12. **PROTEST** – Right given to any member believing himself/herself aggrieved by any aspect of the election process. Protest must be filed within 10 days after the member first knew or should have known of the act or omission.
13. **SLATE DEFINITIONS** – The slate must contain a candidate running for the following Local or Unit offices:
 - President,
 - Vice President (*or more than one depending on By-Laws*)
 - Secretary
 - Treasurer

The slate also may include candidates for such other offices, which may have been created pursuant to Officers Article IV of the Local or Unit Constitutions and described in the Local or Unit By-Laws. In Locals that have created the office of Secretary-Treasurer consistent with Article IV, Section 2 of the Local or Unit Constitutions, the slate shall contain one candidate for that office. No member can be a candidate for officer and for delegate on the same slate.

14. **UNOPPOSED CANDIDATE** – Eligible member who has qualified as the only candidate with no other candidates qualifying for the office for which they are running. An UNOPPOSED ELECTION is where only one candidate qualified for each and every position.

RESPONSIBILITIES OF THE ELECTION MEETING CHAIRPERSON (EMC)

The EMC is responsible for the following:

- Ensuring that the election is properly and fairly conducted.
- Distribution, receipt and verification of candidate applications.
- Drafting, distribution, verification and counting of the ballots at an election meeting. Or in the case of a pandemic, whether to look into the feasibility of using virtual videoconferencing software, such as Zoom, to conduct secret-ballot voting at a virtual meeting, rather than in person.
- Certifying the election results and notifying CSEA Headquarters of the results.
- Ensuring that the cost of the election does not exceed the budget established by the Local or Unit Executive Board.
- Adopting an Election Schedule. The schedule, Notice Regarding Campaigning, and the Standing Rules and Regulations must be posted at the worksites on bulletin boards so that the members are kept informed. **During a pandemic, the Chair must use mail and/or email to communicate with members.**
- **Balloting is to be conducted for all elective offices between May 15th and June 15th of the election year.**
- Deciding whether to hold election events. "Meet the Candidates" and other similar events that Locals or Units arrange is encouraged, as such opportunities lead to an informed membership. However, the following guidelines must be observed in order to avoid violating the election procedures, as well as the law. **During a pandemic, these events should be held over Zoom videoconferencing, or another virtual platform.**
 - Any such formal events are to be sponsored by the EMC, not by candidates or incumbents, or Executive Boards.
 - Opportunity to attend and participate must be provided to all candidates in a timely manner. (This includes individual notice to each candidate on a Slate and for the same event).
 - Such events must be held at a neutral time and location.
 - The same amount of time to speak must be afforded to each and every candidate.
 - All members should be given the opportunity to attend.
 - Where union funds are used, candidate events that do not provide an equal opportunity to all candidates are strictly prohibited.
- **Ensure that all CDC recommendations and federal/state/municipal pandemic state of emergency rules are followed regarding gatherings and coming into personal contact with others.**

ELECTION SCHEDULE

The Statewide Election Committee has provided sample schedules that can be used in place of creating a schedule. Sample schedules have been provided in the Forms section of this manual.

▶ See Sample Schedule Forms S-4, S-5 or S-6 (pp. 23-25). ◀

Should the EMC choose to create an election schedule, it should include the following activities (See also blank Schedule Form S-7 [p. 26]):

- 1) At least 15 days before the start of the application period, the EMC sends out the Notice Regarding Campaigning, the Standing Rules and Regulations, the CSEA Nomination Notice (see Form M-3, p. 37) and the Local/Unit election schedule (see Sample Schedule Forms S-4 – S-7, pp. 23-26) and posts on bulletin boards where possible. *Date of sending/posting of Notices and Election Schedule:* _____

During a pandemic, all election notices must be sent to each CSEA member in your Local or Unit. This can be done via email or via 1st class mail. To the extent possible and/or permitted by your employer, employer email and/or mailboxes should be used.

- 2) **BEGINNING OF APPLICATION PERIOD** - The start of the application period begins 15 days after posting the notice and schedule. *Date, time, place and contact person to distribute applications:* _____
- 3) **DURING THE APPLICATION PERIOD (at least 2 to 4 weeks)** - Verify candidate applications using the candidate eligibility list received from CSEA Headquarters. Send letters to successful applicants providing information about declining the nomination for office, the date to draw for position on the ballot, confirmation of spelling nominee's name as it will appear on ballot, etc. (See Nomination Forms N-12, p. 28; N-13, p. 29). Send letters to ineligible applicants (See Nomination Form N-10, p. 27).
- 4) **END OF APPLICATION PERIOD** - Date and time for receipt of applications for CSEA Office. *Deadline date, time, place and contact person to accept applications:*

- 5) **DECLINATION DEADLINE** - This is the last date for applicants to decline a nomination for Local or Unit office. *Declination Deadline Date/Time:* _____
- 6) **CONFIRMATION DEADLINE** – same date and time as the above Declination Deadline. This is the last date for candidates to confirm the spelling of their name as it will appear on the ballot. *Confirmation Deadline Date/Time:* _____
- 7) **1 DAY AFTER DECLINATION AND CONFIRMATION DEADLINE** - Drawing for position on ballot. Candidates or their proxies may attend as observers. (See Nomination Forms N-14, p.30; N-15, p. 31; N-16, p. 32). *Date, time and place to draw for ballot position:* _____

- 8) **IMMEDIATELY AFTER THE DRAWING FOR POSITION** – Post on bulletin boards and mail/email the candidates' names and positions to all members. (See **Nomination Form N-17, p. 33**). *Date to post/send out ballot positions:* _____

- 9) **ANNOUNCE SPECIAL ELECTION MEETING** - Notice of the Special Membership Election Meeting (See **Form M-4, p. 38**), specifically states that the purpose of the meeting is to elect officers and that a quorum of twenty-five percent (25%) of the members eligible to vote is required. This notice must be posted **and** otherwise sent to the members at least 5 days before the election meeting.

During a pandemic, the special election meeting could be held in a large area, such as a parking lot, gymnasium, or other space where social distancing can be attained, in keeping with federal/state/local government rules for gatherings; or the meeting can be held over Zoom videoconferencing, or other virtual platform. Request each member bring their own pen to use for voting. Date(s) of posting and mailing: _____

- 10) **DESIGN BALLOTS AND PREPARE FOR MEETING** - Paper ballots to be voted at the meeting must be designed, proofread and printed prior to the meeting. **Prepare supplies and secure location if necessary. Or in the alternative, prepare for virtual voting at a virtual meeting.**

- 11) **ELECTION MEETING (Between May 15th – June 15th)** - The EMC determines the date and time during which the membership will vote for officers at the meeting, based on the constitutional timeframe, between May 15 and June 15. *Date of Meeting:* _____

- 12) **WITHIN 48 HOURS OF THE END OF THE MEETING** – Announcement of the Election results must be made within forty-eight (48) hours after the ballots are counted. Send a copy of the results to each candidate and post on bulletin board and mail/email a copy to all members. (See **Form M-13, p. 51**). *Date to announce election results:* _____

- 13) **WITHIN 10 DAYS AFTER RESULTS ARE ANNOUNCED** - File the Election Results Certification Form and Election Report, which indicates the actual balloting results, with CSEA Headquarters. (See **Election Results Form ER-1, p. 56**). *Date election results to be filed by:* _____

- 14) **10 DAYS AFTER RESULTS ARE ANNOUNCED** - This marks the end of the protest period to dispute the election results. *Date protest period ends:* _____

JULY 1ST: NEW OFFICERS' TERMS BEGIN.

NOMINATION PROCESS

1. Fill-out the Nomination Notice (**Form M-3, p. 37**) according to the election schedule.

List the positions that must be filled. **Refer to the information provided in the election materials packet for a list of the positions that must be included in the election.**

- President
- Vice President(s) in ranking order (1st, 2nd, etc.)
(Note: More than one vice president must be set forth by the executive board in the approved by-laws)
- Secretary (or Secretary-Treasurer as set forth by the executive board in the approved by-laws)
- Treasurer
- Other positions *(as set forth by the executive board in the approved by-laws)*

NOTE: All current officers' terms will expire at the end of June. Any current officer who wishes to hold office for another term **MUST** complete an Application for Election to Office and follow the nomination guidelines and procedures, as described here.

2. Email/Mail to all members the Election Schedule, Nomination Notice, Standing Rules and Regulations, and Notice Regarding Campaigning and post where there are CSEA bulletin boards throughout the Local and/or Unit, where possible.

During a pandemic, all election notices must be sent to each CSEA member in your Local or Unit. This can be done via email or via 1st class mail. To the extent possible and/or permitted by your employer, employer email and/or mailboxes should be used. The Nomination Notice must be sent at least 15 days prior to the start of the application period.

PREPARING THE CANDIDATE APPLICATION [M-1 & M-2]

3. Beginning the first day of the nomination period, distribute to those requesting the **Application for Election** form. (See **Forms M-1 [individual, p. 34]** and **M-2 [slate, pp. 35-36]**). Petitions are not required.

Check the applicant's name on the Candidates Eligibility List *prior* to handing out applications. If a member's name does not appear on the Candidate Eligibility List, the EMC should contact CSEA Headquarters, Membership Department, to inquire into the member's status (1-800-342-4146, ext. 1334).

Applications must be available the first day of nominations and continue to be available through the last day of nominations.

Any member who submits an **Application for Election (Forms M-1 [individual], p. 34, or M-2 [slate] pp. 35-36)** and meets the eligibility requirements of the Local or Unit Constitutions shall be placed on the ballot. See Election Terms "Eligible Candidate" for the definition of eligibility.

- All applications must be signed by applicant(s).

- Applications that are not signed or are received from persons ineligible to seek office cannot be considered and should be set aside, and applicants should be notified of the reason.
- Applications that are received after the deadline date cannot be considered, and applicants should be notified of the reason.
- Contact the Membership Department at CSEA Headquarters to make certain that there has been no break in payment of membership dues. This should be done before candidates receive notification that they have qualified. (1-800-342-4146, ext. 1334)

After the verification process is completed, notification must be sent to successful and unsuccessful candidates. (See **Nomination Forms N-10, p. 27; N-12, p. 28; N-13, p. 29**).

- If only one person qualifies as a candidate for an office, that person is deemed elected to office. Balloting is not required for that office or position.
- **IMPORTANT:** If **ALL** positions have only unopposed candidates, there is no need for balloting. The EMC must now report the outcome of nominations -- this is the “election result.” (See **CERTIFYING ELECTION RESULTS section, p. 18**).

CHALLENGES

A “challenge” is a formal objection to someone’s right to run for office. It must be raised before the election is actually held and be based on some failure to meet a constitutional requirement to run for office. Such challenge must be made directly to the supervising election committee that shall hear from both the challenged potential candidate and the challenger as to the eligibility questions.

The appropriate supervising election committee shall verify the candidate’s eligibility with the CSEA Membership Department in Headquarters before making the decision. The challenge must be decided at least seven (7) days prior to the end of the nomination period. Any action on the challenge may be appealed to the Statewide Election Committee as a protest after the election results are complete (see **PROTEST section, p. 19**, for procedure).

PREPARING THE BALLOT AND VOTING INSTRUCTIONS

If there are races (more than one candidate for a position or positions), balloting will be necessary.

1. VOTER ELIGIBILITY LIST

The Voter Eligibility list contains the names of members eligible to vote in the Local or Unit election. No election can be conducted without the voter eligibility list.

Who can receive the voter eligibility list?

Every EMC who is on file with CSEA Headquarters will automatically receive a current voter eligibility list from CSEA. The EMC may contact CSEA's Central Files Department at 1-800-342-4146, ext. 1261, to obtain additional voter eligibility lists if necessary. This list is confidential and is not to be shared with other members or officers.

2. BALLOT POSITION

What is ballot position, and how is it determined?

Ballot position is the order in which the candidates' names will appear on the ballot.

The EMC must set a meeting date to conduct a drawing that will determine the ballot positions. Each candidate must be notified of the date, time, and location of the meeting. **During a pandemic, the meeting can be held over Zoom videoconferencing or another virtual platform. (See Nomination Form N-12, p. 28).**

At that meeting, the EMC will draw for each office, by lot, the order in which their names will appear on the ballot.

Are candidates allowed to observe this meeting?

Yes, all candidates or designated proxy (a member in good standing) are entitled to observe the drawing for positions. (See **Observer C-2, p. 55**). Observers must sign in on the **Sign-in Sheet for Observers - Drawing for Position on Ballot**. (See **Nomination Form N-14, p. 30**). The EMC draws on the behalf of candidates who are not present. The EMC determines the location of this meeting.

During a pandemic, the candidates can observe the meeting over Zoom videoconferencing or another virtual platform, depending on what the EMC chooses to use.

What is the procedure for conducting a drawing?

Determine the alphabetical order of the last name of the candidates. This is the order in which the candidates will draw for ballot positions.

Slates will be represented by the last name of the candidate for president. In the absence of a candidate for president due to an involuntary withdrawal, the last name of the candidate for highest-ranking vice president will be used.

<u>WITH SLATES:</u>	<u>WITHOUT SLATES:</u>
<p>Number small pieces of paper for the number of draws that will be made (total number of individual candidates and slates) for the office with the greatest number of candidates and fold. For example, if six candidates are running for the treasurer's office, number six pieces of paper: 1, 2, 3, 4, 5, 6. (See Nomination Form N-15, p. 31).</p>	<p>NUMBER small pieces of paper for the number of draws that will be made for each office and fold. For example, 3 candidates for president - number 3 pieces of paper: 1, 2, 3; 2 candidates for vice president - number 2 pieces of paper: 1, 2. Continue with each office. (See Nomination Form N-16, p. 32).</p>

For both Slates and without Slates:

- Now place the folded pieces of paper into an envelope, hat, box, or other similar device, beginning with the office of President. (Note that in the slate example given above, where there are six candidates in total for the office of Treasurer, six pieces of paper will be used when drawing for each office, even if there are fewer than six candidates, so that all individual and slate candidates have the same chance of being first on the ballot.)
- **During a pandemic, the EMC will draw for each candidate or slate.**
- Announce that the number that is drawn is the position of that candidate's name on the ballot. The number drawn by the slate representative determines the position for the entire slate.
- After the drawing is completed, notify each candidate in writing of the order of the ballot positions for each office. **(See Nomination Form N-17, p. 33: Position on Ballot).**
- Send a notice to the membership stating the order of the candidates, as they will appear on the ballot. **(See Nomination Form N-17, p. 33: Position on Ballot).**
- **During a pandemic, the notice can either be emailed to ALL members or mailed to them via 1st class mail. If permitted, employer email and/or mailboxes can be used.**

3. DRAFT THE OFFICIAL BALLOT

How is the Official Ballot created? (See Forms M-5, pp. 39-40; M-6, pp. 41-42).

Once the names of all candidates are known and the candidates have drawn by lot the order in which they will appear on the ballot, the EMC must draft the official ballot.

Feel free to contact the SEC at 1-800-342-4146, extension 1447 or sec@cseainc.org to review the draft ballot or for assistance.

What should be included on the “official ballot”?

Use the following checklist to ensure that all the necessary information is included on the draft ballot before having it printed.

CHECKLIST FOR DRAFTING THE BALLOT:

_____ 1. Identify the ELECTION - “_____ LOCAL (OR UNIT) ELECTION.”

_____ 2. List the names of the candidates accurately spelled by position in the order determined by lot.

_____ 3. List the names of candidates, if any, who are unopposed and deemed elected, with the notation “unopposed/elected.”

_____ 4. Allow for voters to be able to vote for slate members individually as well as by slate.*

**A slate designation box must be placed in front of the name of the slate. In addition, a box must be placed in front of each candidate’s name on the slate, as well as in front of all non-slate candidates on the ballot. The box is used to register the voter’s selection of individual candidates or the slate in its entirety.*

_____ 5. Provide instructions on how to mark the ballot.

4. DRAFT THE VOTING INSTRUCTIONS (See Forms M-5, pp. 39-40; M-6, pp. 41-42).

How are the Voting Instructions included with the ballot?

The voting instructions must be printed on the reverse side of the ballot or on a separate sheet of paper marked “Voting Instructions” which accompanies the ballot.

CHECKLIST FOR VOTING INSTRUCTIONS:

Use the following checklist to ensure that all the necessary instructions are included for voting. The instructions must indicate:

a. Explanation of the voting procedure.

b. Instructions on how to mark the ballot.

c. For Slate Voting, the ballot voting instructions must include all of the following:

1. Mark the box of the name of the candidate of your choice.

2. If you wish to vote for an entire slate of candidates, mark the slate designation box.

3. A vote may be cast for individuals on a slate without voting for the entire slate by marking the boxes next to the names of the individuals and not marking the slate designation box.

4. Non-slate candidates are selected by marking the box next to their name.

5. A ballot containing a mark in a slate box and additional marks in individual boxes across two or more slates shall be voided for the affected race(s) only.
6. Any other markings may render the ballot invalid.

AT THE SPECIAL MEMBERSHIP MEETING

During a pandemic, the special election meeting should be held in a large area, such as a parking lot, gymnasium, large union hall, empty warehouse, or other space where social distancing can be attained, in keeping with federal/state/local government rules for gatherings. Or in the alternative, drive-up voting could be an option. If it is decided to avoid an in-person election meeting altogether, the meeting can be held over Zoom videoconferencing or another virtual platform, so long as you can ensure voting in secrecy.

1. CHECKLIST OF TASKS/ACTIVITIES BEFORE IN-PERSON MEETING

These should be completed at least one-half hour before the meeting:

- _____ 1. Set up socially distanced tables and chairs for voter identification and verification.
- _____ 2. Set up separate tables where voters can mark their ballots in private. (Be prepared to sanitize after each person leaves the voting tables.)
- _____ 3. Designate areas for observers. Use signage and masking tape.
- _____ 4. Post the election rules and social distancing instruction signs if they have been printed.
- _____ 5. Find a volunteer to assist (not a candidate or officer).
- _____ 6. Ensure you have the following materials before the meeting begins:
 - a. Voter Eligibility List for verification.
 - b. Official ballots.
 - c. Challenged ballots and envelopes (*see more at #5 on p. 13*).
 - d. Tables and chairs for the EMC and those assisting with count (non-candidates only).
 - e. Paper, pencils, magic markers, paper clips, rubber bands, calculator, boxes/folders
 - f. Voter Registration Log.
 - g. Ballot box (a locked or sealed box).
 - h. COVID-19 toolkit: extra masks, sanitizers, wipes, disinfectants, gloves, clear partitions, masking tape to mark floors.
- _____ 7. **Be sure to create social distancing rules and provide measures for sanitizing the area. For the pens/pencils you provide to voters: (1) either let them keep them or (2) collect the used ones and hand out only unused ones (or sanitize them after each use).**

2. REQUIRE VOTER IDENTIFICATION/VERIFY ELIGIBLE VOTERS

What is required in order to vote?

Each voter must present appropriate identification before being allowed to vote. Identification can be a driver's license, work identification badge, paycheck stub, CSEA membership card or any other form of picture identification requested by the EMC. Each member must sign the Voter Registration Log. (See Form M-9, p. 46). **Be sure to sanitize the pens or provide untouched ones. If a member is not on the voter eligibility list, and insists on voting, see #5 below.**

******* They also must wear a facial covering and abide by whatever health screening and social distancing protocols the EMC has adopted. If they refuse, see #5 below.*******

3. 25% QUORUM REQUIREMENT

Before beginning the voting process, a quorum requirement of twenty-five percent (25%) of the membership eligible to vote must be met. If the quorum is not met, the meeting must be closed and re-noticed for a later date. If a quorum is not reached a second time, mail ballots must be sent instead.

4. START THE MEETING

The following should be stated at the start of the Election Meeting: "The purpose of this meeting is to elect candidate(s) to the position(s) of _____, _____, _____."

- a. Have members come up to a table, or tables, manned by non-candidates.
- b. Each member's eligibility to vote is re-checked against the voter eligibility list.
- c. Each eligible member is given one paper ballot. (See Forms M-5, pp. 39-40 and M-6, pp. 41-42, for sample ballots and voting instructions.)
- d. Each member casts a vote in privacy and places their own ballot in ballot box.

5. CHALLENGED BALLOTS

- **What happens if a voter's name does not appear on the Voter Eligibility List?**
- **What if a voter fails to follow safety protocols (i.e. refuses to wear mask, etc.)?**

In such cases, the EMC should allow the voter to cast a "**challenged ballot.**" (See Form M-7, pp. 43-44).

The voter should be directed to the area designated for challenged ballot voting. The voter should then put the challenged ballot in a secret ballot envelope and seal it, place the secret ballot envelope in an outside envelope and seal it, and write his or her name, address, and 10-digit CSEA ID # on the outside envelope (See Form M-8, p. 45). This is necessary for verification purposes later if challenged ballots are counted. The voter should then be asked to leave the meeting site.

DETERMINING ELECTION RESULTS

1. AT THE CONCLUSION OF VOTING

What happens when the voting is complete?

At the time set for the close of voting, the EMC announces that the balloting is closed. The ballot box is opened, ballots unfolded, and tally commenced. The counting should be done immediately after the conclusion of the voting.

STEP 1: Determine Questionable Ballots

Questionable ballots (torn, mutilated, obscene or illegible) should be reviewed by the EMC for a determination as to whether these ballots will be counted. The key is clarity as to voter intent. If the voter intent is clear, the ballot should be counted.

If any ballots are determined to be invalid, these invalid ballots must be separated, and the total number recorded on the Election Report. (See **Form M-11, p. 48-49**).

STEP 2: Determine Valid Votes

A. The EMC may count the following ballots:

1. Where erasures or cross-outs have occurred, and where voter intent is otherwise ascertainable, only the particular vote is voided, not the entire ballot. An error, multi-mark, erasure or cross-out in one office should not affect legitimate votes for other offices on the same ballot.
2. Ballots with the following problems should be counted, if voter intent can be clearly ascertained, even though markings on the ballot may be contrary to instructions:
 - (a) circling a name;
 - (b) checks, circles or fill-ins rather than x's in the box;
 - (c) checks not in the box, as long as voter intent can be ascertained;
 - (d) use of white out to change vote, where voter intent is clear;
 - (e) any material written on the ballot as long as it does not identify the voter (name, initials, other personally identifying information) and the voter intent is clear.

B. The following situations are to be determined by the EMC:

- (a) when the voter has written in the name of a candidate in lieu of the printed name on the ballot;
- (b) if a member marks the slate box, writes beside a few candidates "no" and then continues to mark the rest of the ballot;
- (c) any other situation not specified here.

C. Slate Voting:

Generally, one vote for the slate should be tallied as one vote for each person on the slate. When a member marks the slate box and also marks the individual candidate's box, the EMC should count as follows:

- (a) The ballot containing a mark in the slate box and checks in each individual box within the same slate, with no other markings on the ballot, is to be counted as one vote for each person on the slate.
- (b) The ballot that had check marks across two or more slates is to be voided for the affected office. Where two or more slate boxes are marked, the entire ballot is void.
- (c) The ballot that had the slate box checked, one individual box within the slate voted and then crossed out is to be counted as a vote for the slate.

Note: Where a ballot has a slate box marked, along with some but not all individuals within the slate also individually voted, it is to be counted as a vote for the entire slate. This direction assumes no other markings on the ballot (for individual or slate candidates not in the same slate).

STEP 3: Count the Official Ballots

Where possible, teams do the counting process. The ballots are split into batches of 25 or 50. Each team member tallies votes by marking the Ballot Tally Sheet. Votes are recorded in groups of five. (~~111~~) They switch stacks and tally votes by marking a second Ballot Tally Sheet. Their tallies must match. If they do not match, then they switch stacks again and recount until they match. (See **Ballot Tally Sheet Form T-1, p. 52**). Upon completing a batch, the team should attach the Ballot Tally Sheets to the batch and give both to the EMC.

The EMC will check the tally sheet for accuracy and total the votes for each candidate on the Master Tally Sheet. (See **Master Tally Sheet Form T-2, p. 53**).

The EMC must total the number of ballots counted and record this number on the Election Report. (See **Form M-11, p. 48-49**).

2. VERIFY CHALLENGED BALLOTS AND ADD TO COUNT, IF NECESSARY

How are "challenged ballots" counted?

If the election is very close and the unopened challenged ballots would make a difference in the outcome of the election, voter eligibility must be checked with the Membership Department at CSEA Headquarters based upon the name, address and 10-digit CSEA ID # on the outside envelope.

If verified as a voting member, the secret ballot envelopes are removed from the outer envelopes and placed in a pile to insure secrecy. These ballots are counted and added to the Tally Sheet, and then added to the **Election Report (M-11, pp. 48-49)**.

3. CONDUCT A RECOUNT AND BREAK TIES

Can there be a recount?

Yes. A recount of the election results is within the discretion of the EMC and should be considered only when the results are very close. A recount can be done of the entire election or of any office.

What if there is a tie vote?

There are two (2) options available for breaking a tie between candidates. These are:

1. to conduct a run-off election (a run-off election is a repeat of the balloting process but just for the tied position. Re-drawing for ballot position is not required), OR
2. use a coin toss. If a coin toss is used, **both** candidates must agree to the coin toss. The EMC cannot mandate the coin toss. Each candidate must acknowledge his or her consent by signing the Tie-Breaker Consent form. A duplicate original should be filed with the CSEA Statewide Election Committee, 143 Washington Avenue, Albany, NY 12210. (See Form M-12, p. 50).

4. ANNOUNCE THE RESULTS

After the EMC has certified the results, the EMC should announce them to all persons present at the special membership meeting. The following must be notified:

A. Candidates: The EMC must notify all candidates by letter of the results of the election. The most efficient way is to send a copy of the election results to each candidate. (See Form M-13, p. 51).

B. Membership: The EMC must mail/email and, where possible, post the results of the election on CSEA bulletin boards, all within 48 hours after completion of the count. **During a pandemic, notify the members by mail and/or email.** (See Form M-13, p. 51).

C. CSEA Headquarters: The EMC must submit a copy of the election results to the Statewide Secretary at CSEA Headquarters. See the following section on “Certifying Election Results.”

What happens if the EMC fails to report the election results?

- A. THE LOCAL OR UNIT WILL NOT RECEIVE THEIR REBATES. REBATES WILL NOT BE ISSUED UNLESS CERTIFIED ELECTION RESULTS ARE ON FILE WITH CSEA HEADQUARTERS.
- B. THE LOCAL OR UNIT WILL NOT RECEIVE TIMELY MAILINGS FOR THE REGULAR DELEGATES MEETING AND OTHER IMPORTANT MAILINGS FROM CSEA HEADQUARTERS. NO MAILINGS WILL BE SENT UNLESS CERTIFIED ELECTION RESULTS ARE RECEIVED.

5. TAKE CUSTODY OF THE ELECTION MATERIALS

With the completion of the election process, the EMC shall arrange for the maintenance of custody of all election materials, including the ballots, until the election has been certified, unless a protest has been filed.

At the time of filing the Election Report Form with the Statewide Secretary of CSEA, the EMC shall transmit physical custody of all original election materials, including the ballots, to the Region Office, to the attention of the Region Office Manager. NOTE: If a protest has been filed, all election materials, including the ballots, must be held until the protest of such election is finalized.

The following is to be saved and sent to the Region Office for storage:

- All minutes and records concerning the Election
- Copies of materials posted by the EMC
- Copies of any notification to candidates sent by the EMC
- Applications for Election
- Voter Eligibility List used for verification of ballots
- Voter Registration Log
- All Ballots and Tally Sheets
- Election Report
- Protests
- Copies of bills and receipts for expenses incurred in connection with the election

You may call your Region Office for further information regarding storing your materials:

Long Island Region: (631) 462-0030
Metropolitan Region: (212) 406-2156
Southern Region: (845) 831-1000
Capital Region: (518) 782-4400
Central Region: (315) 433-0050
Western Region: (716) 691-6555

CERTIFYING ELECTION RESULTS

The following needs to be notified of the Election Results:

- ☞ Candidates and Members (**Form M-13, p. 51**).
- ☞ The CSEA Statewide Secretary must receive the original certified election results. *Only* the EMC is authorized to certify the election results. The charge of the EMC is not complete until these forms are completed and forwarded to the Statewide Secretary. (**See Election Results Form ER-1, p. 56**). The EMC may submit the results any of these ways:
 - Mail to: CSEA Statewide Secretary, 143 Washington Avenue, Albany, NY 12210 *-or-*
 - Fax to: CSEA Statewide Secretary at Fax No. (518) 436-0398 *-or-*
 - Email to: alison.munday@cseainc.org

Before the EMC submits the Election Results Certification Form, answer the following questions to ensure that the form has been completed correctly:

1. Is the cover page signed?
2. Is the date of the election (where opposed) or application deadline (where unopposed) indicated?
3. Is the Local or Unit name(s) and number(s) listed?
4. Are the voting results by candidate attached (where opposed)?
5. Are the 10-digit CSEA ID numbers and contact information of OFFICERS complete?
6. Is mail preference marked?

Please note that CSEA Headquarters might not accept the Election Results Certification Form for the following reasons:

1. Person submitting the form is not on file with CSEA as the EMC.
2. Cover page not signed and/or the date of the election is blank.
3. Local or Unit name(s) and number(s) missing.
4. Voting results by candidates not attached.
5. 10-digit CSEA ID numbers and/or addresses of officers missing.
6. Did not designate where mail is to be received (mail preference).

ELECTION PROTEST

A. Any member believing himself/herself aggrieved by any aspect of the election process may file a written protest postmarked or electronically filed within ten (10) calendar days after the member knew or should have known of the act or omission of which they are complaining. Any aspect of the process could be protested: Selection of EMC, Application Period, Campaigning, Prior to and During Balloting, and After Ballot Count.

B. Common Grounds for Complaints

(a) Substantial Election Procedural Violations

- Insufficient notice of election
- Failure to allow observers
- No provisions for challenged ballots
- Inadequate voting instructions with ballot
- Failure to provide adequate safeguards to insure a fair election
- Failure to safeguard ballots properly
- Failure to follow specific Board procedures or provisions, or CSEA Constitution and By-Law requirements
- Lack of secret ballot
- Ineligible persons permitted to vote

(b) Ballot Problems

- Improper ballot—does not conform with sample ballot
- Candidate's name on ballot appears under wrong office for election
- Substantial misspelling of candidate's name on ballot

(c) Candidate Conduct

- Improper campaigning by opponents
- Use of CSEA logo
- Use of union/employer funds and/or equipment
- Candidate interference with EMC and/or election procedures
- Use of other candidates' names as an endorsement without permission

(d) Denial of Rights

- Denial of right to vote
- Election method insufficient to serve membership
- Denial of candidates' right to observe

(e) Slate Voting

- Invalid slate(s)

(f) Any other wrongful conduct having a direct impact on a significant number of ballots.

This list is not inclusive of all conduct that may be the basis of a valid protest. It is simply a list of the most common types of protests and it is meant to be a guide.

- C. A protest must contain (1) the protester's name, address and telephone number, (2) the protester's signature and (3) a clear statement of the action or omission complained about, together with as much detail as possible and supported by necessary documentary proof. The specific rules, regulations, or procedures violated should be also set forth. For each issue in the protest, copies of objectionable documents and signed sworn statements by witnesses to support the protest should be included.

D. Local Elections

A protest must be sent to the Statewide Election Committee (SEC), CSEA, Inc., 143 Washington Avenue, Albany, NY 12210, by mail, fax (518-449-1525) or email (sec@cseainc.org), and filed simultaneously with the EMC. The SEC will send all other candidates affected by the protest a copy of the protest and give adequate time for responses.

a) Upon the receipt of a protest, the SEC will:

- 1) Dismiss the protest if it is determined that the signed statement and supporting proof fails to establish a violation of any of the election procedures; or
- 2) Sustain the protest if it is determined that the signed statement and supporting proof establish an election violation, and take any other action which is deemed appropriate in order to remedy the situation; or
- 3) Seek additional information.

b) When the Committee determines that additional information is required, the Committee will gather facts to further aid the Committee in resolving the matter. It may designate one or more of its members as fact finders or it may act as a Committee of the whole as follows:

- 1) The Committee will notify by mail all other persons affected by the protest (all other candidates, election committee, etc.).
- 2) Those notified will be invited to provide the SEC with written input regarding the protest by a specified date.
- 3) Individuals notified can request to be contacted personally by the SEC.

c) After a preliminary investigation, the Committee will make a decision on the papers submitted and information gathered during its investigation.

- 1) Where a decision is made by the SEC without a hearing and no re-run is required, the SEC decision is final. There is no review.
- 2) Where a re-run is ordered, an affected candidate may request reconsideration by the SEC, upon submission of a concise written statement as to why the re-run is inappropriate, along with any additional written evidence in support of his/her claim. The SEC will only review the penalty (the re-run order) in light of (1) the impact of

the violation on the election outcome and (2) any additional evidence presented as part of the reconsideration.

Any candidate aggrieved by a decision or action of the Local Election Committee may request review of that decision by the Statewide Election Committee.

The Local Election Committee remains in place until all election protests are resolved.

E. Unit Elections

In a unit election, a protest must be sent to the Local Election Committee by mail or electronically, and filed simultaneously with the EMC. The Local Election Committee must send all other candidates affected by the protest a copy of the protest and give adequate time for responses.

If the Local Election Committee determines that the signed statement and supporting proof establish that the member has been aggrieved, it shall sustain the protest and take any other action which it deems appropriate in order to remedy the situation.

If the Local Election Committee determines that the signed statement and supporting proof fails to establish a violation of any of the election procedures, it shall dismiss the protest and so notify the member.

If the Local Election Committee determines that the signed statement and supporting proof raises a question of fact, which, if proven, would establish that there has been a violation of the election procedures, it shall hold a hearing to determine whether in fact the protest is valid.

At the hearing, the protester shall bear the burden of proof. The Local Election Committee may also invite other parties to appear and present evidence. All interested parties will be entitled to bring witnesses and present evidence in support of their positions. All expenses incurred relative to the hearing must be borne by the individuals involved. No member of the Local Election Committee will be permitted to vote on a protest which involves that member's own Unit.

If the Local Election Committee determines that the protester has failed to establish a violation of the election procedures, the Committee will so notify the protester.

If the Local Election Committee sustains the protest, the Committee will notify the protester, the Unit and all affected candidates. The Local Election Committee may take any action it deems appropriate in order to remedy the situation.

The Local Election Committee may request the Statewide Election Committee to take jurisdiction of the protest at any stage of the proceedings.

Any candidate aggrieved by the decision of the Local Election Committee may request review of that decision by the Statewide Election Committee.

The Unit Election Committee remains in place until all election protests are resolved.

LS.SEC.Election Manuals.2021 updateJAC/ac

Forms

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ALL PAGES IN THIS SECTION ARE PERFORATED FOR YOUR USE

S-4

Schedule to Hold Election at Meeting (*Schedule 1*)

(You may choose a schedule that fits your timeframe on pp. 23-25)

DATE	EVENT
Mar 10	Election Meeting Chair posts/mails/emails notice/nomination of officers advising of positions to be elected, where applications for office may be obtained, and the nomination period (<i>Must be at least 15 days before the start of the nomination period.</i>)
Apr 1	Voter Eligibility Date
Mar 26	Nomination Period Begins (Self-nomination by application) <i>(Nomination period must be at least two weeks, but not more than four weeks.)</i>
Apr 14	Deadline for Applications for Office
Apr 16	Notification to all candidates who were elected/unopposed (<i>no election necessary for those elected/unopposed</i>)
Apr 22	Declination deadline; deadline for name confirmation
Apr 23	Draw for Position on Ballot
Apr 23-May 17	Prepare for election meeting and ballot count
May 10	Post/Mail/Email Notice of Election Meeting (<i>at least 5 days before voting</i>)
May 18	Hold Election Meeting to Cast Ballots and Tally Ballots <i>(Must have 25% quorum of members eligible to vote)</i> Results certified and announced at Meeting
May 20	Results Posted (<i>Within 48 hours of the end of the balloting period.</i>)
May 28	Results filed with Statewide Secretary (<i>Within 10 days after results are announced.</i>)
May 28	End of Results Protest Period (<i>Ten days after results are announced.</i>)

S-5

Schedule to Hold Election at Meeting (*Schedule 2*)

(You may choose a schedule that fits your timeframe on pp. 23-25)

DATE	EVENT
Mar 31	Election Meeting Chair posts/mails/emails notice/nomination of officers advising of positions to be elected, where applications for office may be obtained, and the nomination period (<i>Must be at least 15 days before the start of the nomination period.</i>)
Apr 1	Voter Eligibility Date
Apr 16	Nomination Period Begins (Self-nomination by application) <i>(Nomination period must be at least two weeks, but not more than four weeks.)</i>
May 5	Deadline for Applications for Office
May 7	Notification to all candidates who were elected/unopposed (<i>no election necessary for those elected/unopposed</i>)
May 13	Declination deadline; deadline for name confirmation
May 14	Draw for Position on Ballot
May 14-June 6	Prepare for election meeting and ballot count
May 28	Post/Mail/Email Notice of Election Meeting (<i>at least 5 days before voting</i>)
June 7	Hold Election Meeting to Cast Ballots and Tally Ballots <i>(Must have 25% quorum of members eligible to vote)</i> Results certified and announced at Meeting
June 9	Results Posted (<i>Within 48 hours of the end of the balloting period.</i>)
June 17	Results filed with Statewide Secretary (<i>Within 10 days after results are announced.</i>)
June 17	End of Results Protest Period (<i>Ten days after results are announced.</i>)

S-6

Schedule to Hold Election at Meeting (*Schedule 3*)

(You may choose a schedule that fits your timeframe on pp. 23-25)

DATE	EVENT
Apr 1	Voter Eligibility Date
Apr 6	Election Meeting Chair posts/mails/emails notice/nomination of officers advising of positions to be elected, where applications for office may be obtained, and the nomination period <i>(Must be at least 15 days before the start of the nomination period.)</i>
Apr 22	Nomination Period Begins (Self-nomination by application) <i>(Nomination period must be at least two weeks, but not more than four weeks.)</i>
May 11	Deadline for Applications for Office
May 13	Notification to all candidates who were elected/unopposed <i>(no election necessary for those elected/unopposed)</i>
May 19	Declination deadline; deadline for name confirmation
May 21	Draw for Position on Ballot
May 21-June 13	Prepare for election meeting and ballot count
June 4	Post/Mail/Email Notice of Election Meeting <i>(at least 5 days before voting)</i>
June 14	Hold Election Meeting to Cast Ballots and Tally Ballots <i>(Must have 25% quorum of members eligible to vote)</i> Results certified and announced at Meeting
June 16	Results Posted <i>(Within 48 hours of the end of the balloting period.)</i>
June 24	Results filed with Statewide Secretary <i>(Within 10 days after results are announced.)</i>
June 24	End of Results Protest Period <i>(Ten days after results are announced.)</i>

S-7

Schedule to Hold Election at Meeting (*Schedule 4*)

(If a schedule on pp. 23-25 does not fit your timeframe, you may use this schedule and fill in the desired dates.)

DATE	EVENT
Apr 1	Voter Eligibility Date
_____	Election Meeting Chair posts/mails/emails notice/nomination of officers advising of positions to be elected, where applications for office may be obtained, and the nomination period <i>(Must be at least 15 days before the start of the nomination period.)</i>
_____	Nomination Period Begins (Self-nomination by application) <i>(Nomination period must be at least two weeks, but not more than four weeks.)</i>
_____	Deadline for Applications for Office
_____	Notification to all candidates who were elected/unopposed <i>(within 2 days after application deadline) (no election necessary for those elected/unopposed)</i>
_____	Declination deadline; deadline for name confirmation <i>(5-7 days after application deadline)</i>
_____	Draw for Position on Ballot <i>(2-3 days after declination deadline)</i>
_____	Prepare for election meeting and ballot count <i>(give yourself at least 5 days after the drawing for ballot position)</i>
_____	Post/Mail/Email Notice of Election Meeting <i>(at least 5 days before voting)</i>
_____	Hold Election Meeting to Cast Ballots and Tally Ballots <i>(Must have 25% quorum of members eligible to vote)</i> Results certified and announced at Meeting
_____	Results Posted <i>(Within 48 hours of the end of the balloting period.)</i>
_____	Results filed with Statewide Secretary <i>(Within 10 days after results are announced.)</i>
_____	End of Results Protest Period <i>(Ten days after results are announced.)</i>

N-10

INELIGIBILITY OF APPLICANT

PURPOSE: To inform the applicant that he/she did not meet the candidate requirements for any of the reasons listed below.

Date

Name
Address
City, State Zip

Dear _____:

I am sorry to inform you that your application for office cannot be considered by the Election Meeting Chairperson because of the following (*check applicable below*):

____ You have not been a member in good standing of the Local or Unit since June 1st of last year.

____ You are currently serving a Judicial Board Penalty and are ineligible to run for office.

____ You are currently a member of a competing labor union organization since June 1st of last year.

____ You are currently the subject of a bonding claim by the Association or disqualified from being covered by the Association's surety bond.

____ Your application was received after the deadline date.

____ Other: _____

Very truly yours,

Election Meeting Chairperson

N-12

SUCCESSFUL APPLICANT

PURPOSE: To inform the applicant that he/she has qualified for a place on the ballot.

Date

Name
Address
City, State Zip

Dear _____:

Congratulations, you have qualified for a place on the ballot for the position of _____ in the Local/Unit election.

If you wish to decline, you must notify _____ in writing no later than _____ at the address listed below.
(Name of Chairperson)
(Date)

Your name will appear on the ballot as it appears above on this letter. If you wish to make any corrections, you must notify _____ in writing no later than _____ at the following address:
(Name of Chairperson)
(Date)

(Address)

The Election Meeting Chairperson will hold a meeting on _____, at _____ for the purpose of conducting a drawing to determine your position on the ballot. The Chairperson will draw on your behalf. You may attend this meeting at your own expense or you may send a proxy, who is a member in good standing, with a written authorization. You will be required to follow all public health social distancing guidelines and properly wear a facial mask.
(Date and Time)
(Location)

Very truly yours,

Election Meeting Chairperson

N-13

UNOPPOSED SUCCESSFUL APPLICANT

PURPOSE: To inform the applicant that he/she is the only candidate who has qualified for the office.

Date

Name
Address
City, State Zip

Dear _____:

Congratulations, this is to advise that you are the only candidate who has qualified for the office of _____ and are deemed elected to the office of _____.

[Check one:]

_____ Your name will appear on the election ballot with the notation “unopposed/elected.”

_____ In accordance with election procedures, balloting is not required when all candidates are elected/unopposed.

Very truly yours,

Election Meeting Chairperson

N-14

SIGN-IN SHEET FOR OBSERVERS
DRAWING FOR POSITION ON BALLOT

Local/Unit Name/Number _____ Date and Time _____

Location of Drawing _____

PLEASE PRINT CLEARLY.

<u>Name</u>	<u>10 Digit CSEA ID #</u>	<u>Candidate, or Proxy for Candidate</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____

N-15

DRAWING FOR POSITION ON BALLOT (*with slates and independents*)

_____ (Local/Unit)

Date _____

The following shows the order in which to draw (by presidential candidate in order by last name):

_____ **LIBERTY SLATE:**
Betty Brown (President) ← Brown draws first
Peter Peck (1st VP)
George Green (2nd VP)
Sue Bee (3rd VP)
Martin Jones (4th VP)
Jackie Jetson (Secretary)
Ann Card (Treasurer)
Forest Tree (Delegate)
Ruth Booth (Delegate)

SAMPLE

_____ **PRESIDENT:**
Pearl Button ← Button draws next

_____ **JUSTICE SLATE:**
Robert Hall (President) ← Hall draws last
David Long (1st VP)
Beverly Johnson (2nd VP)
Kathy Gray (3rd VP)
Tony Bond (4th VP)
Eden Park (Secretary)
Kay Clay (Treasurer)
Ronald Short (Delegate)
Juan Rivers (Delegate)

_____ **TREASURER:**
Donald Duke

Election Meeting Chairperson

[Note: See page 41 for the sample ballot format for this drawing's outcome.]

N-16

DRAWING FOR POSITION ON BALLOT (*without slates*)

_____ (Local/Unit)

Date _____

The following shows the order in which to draw (by position, then alphabetically by last name):

PRESIDENT:

- _____ Betty Brown ← Brown draws first
- _____ Robert Hall ← Hall draws next

EXECUTIVE VICE PRESIDENT:

- _____ Ed Daley ← Daley draws after Hall & so forth (*alpha order*)
- _____ Tom Farmer
- _____ Bruce Fox
- _____ Douglas Knight

FIRST VICE PRESIDENT:

- _____ David Long
- _____ Peter Peck

SECOND VICE PRESIDENT:

Bill Beck (unopposed/elected)

THIRD VICE PRESIDENT:

- _____ Sue Bee
- _____ Kathy Gray

SECRETARY:

Peg Notes (unopposed/elected)

TREASURER:

Roger Money (unopposed/elected)

SAMPLE

Election Meeting Chairperson

[Note: See page 39 for the sample ballot format for this drawing’s outcome.]

N-17

- 1. SEND RESULTS TO CANDIDATES (BY MAIL)**
- 2. DISSEMINATE RESULTS TO MEMBERSHIP (POSTED ON BULLETIN BOARDS, ETC.)**

**NOTICE TO CSEA MEMBERS
POSITION ON BALLOT**

_____ (LOCAL/UNIT)

Listed below are the results of the drawing for positions that was conducted by the Election Meeting Chairperson on _____ that indicate the names of the candidates and the order
(date)
they will appear on the ballot.

Position Candidate Names/Slate Names

- 3 LIBERTY SLATE:**
Betty Brown (President)
Peter Peck (1st VP)
George Green (2nd VP)
Sue Bee (3rd VP)
Martin Jones (4th VP)
Jackie Jetson (Secretary)
Ann Card (Treasurer)
Forest Tree (Delegate)
Ruth Booth (Delegate)
- 2 PRESIDENT:**
Pearl Button
- 1 JUSTICE SLATE:**
Robert Hall (President)
David Long (1st VP)
Beverly Johnson (2nd VP)
Kathy Gray (3rd VP)
Tony Bond (4th VP)
Eden Park (Secretary)
Kay Clay (Treasurer)
Ronald Short (Delegate)
Juan Rivers (Delegate)
- 2 TREASURER:**
Donald Duke

SAMPLE

Election Meeting Chairperson

(Date)

M-1

APPLICATION FOR ELECTION TO OFFICE
(For Locals or Units with 150 members or less)

NO APPLICATION WILL BE CONSIDERED UNLESS THE QUALIFICATIONS LISTED BELOW ARE MET AND THE APPLICATION IS SIGNED.

"Member in Good Standing" means that you have fully paid your dues continuously without interruption since June 1 of last year. If you have been on leave from payroll and accepted a gratuitous (dues free) membership status at any time since June 1 of last year, with the exception of military service, you are NOT a member in good standing for election purposes in this election.

If you have any questions regarding your status, you may seek clarification by calling the Membership Department at 1-800-342-4146, ext. 1334.

Name: _____
(First, Middle Initial, Last, Suffix if any)

10-digit CSEA ID Number: _____

Name of the office I am seeking is: _____

For Local , Unit , or Section office (check one)

Region#: _____ Local# & Name: _____

Unit#/Section# & Name (if applicable): _____

Residence address: _____

Work Site address: _____

Phone Numbers: Work: _____ Home: _____

Cell: _____

Personal Email: _____

I CERTIFY THAT I have been a member in good standing of my CSEA Local, Unit, or Section named above for which I am seeking office since June 1 of last year; I have not been a member of a competing labor association or union since June 1 of last year; I am not currently serving a disciplinary penalty imposed by the CSEA Judicial Board; and I am not currently the subject of a bonding claim by the Association or disqualified from being covered by the Association's surety bond.

(Signature)

(Date)

M-2

SLATE APPLICATION FOR ELECTION TO OFFICE
(For Locals or Units with 150 members or less)

NO APPLICATION WILL BE CONSIDERED UNLESS THE QUALIFICATIONS LISTED BELOW ARE MET AND THE APPLICATION IS SIGNED BY EACH CANDIDATE.

"Member in Good Standing" means that you have fully paid your dues continuously without interruption since June 1 of last year. If you have been on leave from payroll and accepted a gratuitous (dues free) membership status at any time since June 1 of last year, with the exception of military service, you are NOT a member in good standing for election purposes in this election.

If you have any questions regarding your status, you may seek clarification by calling the Membership Department at 1-800-342-4146, ext. 1334.

WE CERTIFY THAT (1) we consent to run on the slate named below; and (2) we have been members in good standing of our CSEA Local, Unit or Section named below for which we seek office since June 1 of last year; we have not been members of a competing labor association or union since June 1 of last year; we are not currently serving a disciplinary penalty imposed by the CSEA Judicial Board; and we are not currently the subject of a bonding claim by the Association or disqualified from being covered by the Association's surety bond.

NAME OF SLATE: _____
(Slate Name*)

** The slate name shall not contain the local, unit, section, or region number as any part of the slate name.*
No person may appear twice on the slate, i.e. as an officer and as a delegate candidate.*

Please complete the following properly depending on the position you are running for:

Name: _____ 10-digit CSEA ID #: _____
Office Sought: _____
For Local , Unit , or Section office (check one)
Region#: _____ Local# & name: _____
Unit#/Section# & Name (if applicable): _____
Residence: _____ Work Site: _____
Phone Numbers: Work: _____ Home: _____ Cell: _____
Personal Email: _____
Signature: _____ Date: _____

-OVER-

M-2

<p>Name: _____ 10-digit CSEA ID #: _____ Office Sought: _____ For Local <input type="checkbox"/>, Unit <input type="checkbox"/>, or Section <input type="checkbox"/> office (check one) Region#: _____ Local# & name: _____ Unit#/Section# & Name (if applicable): _____ Residence: _____ Work Site: _____ Phone Numbers: Work: _____ Home: _____ Cell: _____ Personal Email: _____ Signature: _____ Date: _____</p>
<p>Name: _____ 10-digit CSEA ID #: _____ Office Sought: _____ For Local <input type="checkbox"/>, Unit <input type="checkbox"/>, or Section <input type="checkbox"/> office (check one) Region#: _____ Local# & name: _____ Unit#/Section# & Name (if applicable): _____ Residence: _____ Work Site: _____ Phone Numbers: Work: _____ Home: _____ Cell: _____ Personal Email: _____ Signature: _____ Date: _____</p>
<p>Name: _____ 10-digit CSEA ID #: _____ Office Sought: _____ For Local <input type="checkbox"/>, Unit <input type="checkbox"/>, or Section <input type="checkbox"/> office (check one) Region#: _____ Local# & name: _____ Unit#/Section# & Name (if applicable): _____ Residence: _____ Work Site: _____ Phone Numbers: Work: _____ Home: _____ Cell: _____ Personal Email: _____ Signature: _____ Date: _____</p>
<p>Name: _____ 10-digit CSEA ID #: _____ Office Sought: _____ For Local <input type="checkbox"/>, Unit <input type="checkbox"/>, or Section <input type="checkbox"/> office (check one) Region#: _____ Local# & name: _____ Unit#/Section# & Name (if applicable): _____ Residence: _____ Work Site: _____ Phone Numbers: Work: _____ Home: _____ Cell: _____ Personal Email: _____ Signature: _____ Date: _____</p>

CSEA NOMINATION NOTICE

_____ (LOCAL OR UNIT NAME)

Positions to be elected are listed below *[list positions below]*:

▶ **NOMINATION PERIOD BEGINS ON** _____
(DATE)

▶ **APPLICATIONS FOR ELECTION TO OFFICE ARE AVAILABLE FROM:**

Name:
Location:
Telephone Number: _____ Email:
When (dates & time):

▶ Applications for Election to Office will not be available until the first day of the nomination period.

▶ **COMPLETED APPLICATIONS MUST BE RECEIVED NO LATER THAN**

_____ **ON** _____ **BY:**
(TIME) (DATE)

Name:
Location: _____ Email:
Telephone Number: _____ Fax Number:

If you are a current officer and you wish to run for office, you MUST follow the nomination guidelines and procedures, including submitting an Application for Election to Office. Otherwise, your term will expire on June 30.

CSEA ELIGIBILITY REQUIREMENTS

To be eligible to seek office, a member must meet the following requirements:

- be at least 18 years of age;
- be a member in good standing of the (Local) (Unit) since June 1 of last year;
- shall not be a member of a competing labor association or union since June 1 of last year;
- shall not currently be serving a disciplinary penalty imposed by the Judicial Board of CSEA; and
- must not have been the subject of a bonding claim by the Association or disqualified from being covered by the Association's surety bond.

PROTESTS

Any member believing himself/herself aggrieved by any aspect of the nomination or election process may file a written protest postmarked or electronically with the appropriate supervising Election Committee as set forth below within ten (10) calendar days after the member knew or should have known of the act or omission. The supervising election committee will send all other candidates affected by the protest a copy of the protest and give adequate time for responses.

Local Election Protests: To be filed with Statewide Election Committee and simultaneously with the Local Election Chairperson. Contact the Statewide Election Committee for more information at 1-800-342-4146, ext. 1447.

Unit Election Protests: To be filed with Local Election Committee and simultaneously with the Unit Election Chairperson. Contact your Local Election Committee for more information.

M-4

[TO BE POSTED/MAILED/EMAILED AT LEAST 5 DAYS BEFORE ELECTION MEETING]

NOTICE TO CSEA MEMBERS
*****SPECIAL MEETING TO ELECT OFFICERS*****

_____ (LOCAL OR UNIT NAME)

Positions to be elected are listed below *[list positions below]*:

On _____, 20__, a **Special Membership Meeting** will be held at _____
(Date) (Location)

for the purpose of **electing candidate(s) to the above-listed positions.** The meeting will
commence at _____ and will conclude when the ballots are tallied.
(Time)

A QUORUM of at least **twenty-five percent (25%)** of the Membership eligible to vote must be present at the **Special Membership Meeting** in order to conduct balloting. Eligible Members will be provided a ballot on which to cast their vote at the meeting. After every eligible member who wishes to vote at the meeting has cast their vote, the balloting will be closed and the tally of ballots shall commence. The Meeting will conclude once all ballots are counted and the Election Meeting Chair certifies the tally. If the quorum is not met, the Meeting will be canceled and rescheduled.

** FACE COVERINGS AND SOCIAL DISTANCING ARE REQUIRED. **

TO BE ELIGIBLE TO VOTE, A MEMBER MUST BE A MEMBER IN GOOD STANDING AS OF APRIL 1ST.

All candidates have the right to attend the meeting, to vote, and to observe the counting process. Any candidate may designate a member in good standing as an observer to observe the counting process. All observation, whether done by the candidate or an observer, is at the candidate's own expense. No campaigning may take place inside the meeting room or within 100 yards of the entrance to the meeting space.

Chairperson Name

Contact info: Phone #s, Email, etc.

S A M P L E
without Slates

M-5



OFFICIAL BALLOT

_____ (LOCAL) (UNIT) **ELECTION**

PRESIDENT (vote for one)	EXECUTIVE VICE PRESIDENT (vote for one)	1st VICE PRESIDENT (vote for one)	2nd VICE PRESIDENT	3rd VICE PRESIDENT (vote for one)	SECRETARY	TREASURER
<input type="checkbox"/> Robert Hall	<input type="checkbox"/> Bruce Fox	<input type="checkbox"/> Peter Peck	Bill Beck <i>(Unopposed/Elected)</i>	<input type="checkbox"/> Sue Bee	Peg Notes <i>(Unopposed/Elected)</i>	Roger Money <i>(Unopposed/Elected)</i>
<input type="checkbox"/> Betty Brown	<input type="checkbox"/> Ed Daley	<input type="checkbox"/> David Long		<input type="checkbox"/> Kathy Gray		
	<input type="checkbox"/> Tom Farmer					
	<input type="checkbox"/> Douglas Knight					

*** SEE INSTRUCTIONS ON BACK ***

M-5

INSTRUCTIONS FOR COMPLETING YOUR BALLOT

1. Read the ballot carefully before marking.
2. Mark the box for the candidate of your choice. Take your ballot and mark an “x” in the box near the name of the candidate of your choice. If there is no “x” marked in the appropriate box, no vote will be recorded.
3. Vote for one candidate only for each office (except otherwise indicated).
4. No vote is needed for any candidate whose name appears with the notation “unopposed/elected.”
5. Write-in candidates are prohibited.
6. Any other markings may render the ballot invalid.
7. Do not put any other marks on your official ballot.
8. Do not sign or initial the ballot.
9. Fold and insert the ballot into the ballot box.

FAILURE TO FOLLOW THESE RULES MAY VOID YOUR BALLOT

S A M P L E
with Slates



OFFICIAL BALLOT

_____ (LOCAL) (UNIT) **ELECTION**

	PRESIDENT (vote for one)	1st VICE PRESIDENT (vote for one)	2nd VICE PRESIDENT (vote for one)	3rd VICE PRESIDENT (vote for one)	4th VICE PRESIDENT (vote for one)	SECRETARY (vote for one)	TREASURER (vote for one)	DELEGATE (vote for TWO)
JUSTICE SLATE <input type="checkbox"/>	<input type="checkbox"/> Robert Hall	<input type="checkbox"/> David Long	<input type="checkbox"/> Beverly Johnson	<input type="checkbox"/> Kathy Gray	<input type="checkbox"/> Tony Bond	<input type="checkbox"/> Eden Park	<input type="checkbox"/> Kay Clay	<input type="checkbox"/> Ronald Short <input type="checkbox"/> Juan Rivers
	<input type="checkbox"/> Pearl Button						<input type="checkbox"/> Donald Duke	
LIBERTY SLATE <input type="checkbox"/>	<input type="checkbox"/> Betty Brown	<input type="checkbox"/> Peter Peck	<input type="checkbox"/> George Green	<input type="checkbox"/> Sue Bee	<input type="checkbox"/> Martin Jones	<input type="checkbox"/> Jackie Jetson	<input type="checkbox"/> Ann Card	<input type="checkbox"/> Forest Tree <input type="checkbox"/> Ruth Booth

*** SEE INSTRUCTIONS ON BACK ***

M-6

INSTRUCTIONS FOR COMPLETING AND RETURNING YOUR BALLOT

1. Read the ballot carefully before marking.
2. Mark the box for the candidate of your choice. Take your ballot and mark an “x” in the box near the name of the candidate of your choice. If there is no “x” marked in the appropriate box, no vote will be recorded for that position.
3. Vote for one candidate only for each office (except otherwise indicated).
4. Where there are one or more slates, you may vote for the entire slate by simply marking the slate designation box near the slate name. Such a mark will count as a vote for each individual on the slate. You may vote for individuals on any slate by marking the boxes near the names of the individual candidates you wish to vote for and not marking the slate designation box.
5. If both the slate designation box and boxes of non-slate individual candidates for the same position are marked, overvote(s) will be recorded for the affected position(s) only.
6. No vote is needed for any candidate whose name appears with the notation “unopposed/elected.”
7. Write-in candidates are prohibited.
8. Any other markings may render the ballot invalid.
9. Do not put any other marks on your official ballot.
10. Do not sign or initial the ballot.
11. Fold and insert the ballot into the ballot box.

FAILURE TO FOLLOW THESE RULES MAY VOID YOUR BALLOT

S A M P L E

M-7



C H A L L E N G E D B A L L O T

_____ (LOCAL) (UNIT) **ELECTION**

PRESIDENT (vote for one)	EXECUTIVE VICE PRESIDENT (vote for one)	1st VICE PRESIDENT (vote for one)	2nd VICE PRESIDENT	3rd VICE PRESIDENT (vote for one)	SECRETARY	TREASURER
<input type="checkbox"/> Robert Hall	<input type="checkbox"/> Bruce Fox	<input type="checkbox"/> Peter Peck	Bill Beck <i>(Unopposed/Elected)</i>	<input type="checkbox"/> Sue Bee	Peg Notes <i>(Unopposed/Elected)</i>	Roger Money <i>(Unopposed/Elected)</i>
<input type="checkbox"/> Betty Brown	<input type="checkbox"/> Ed Daley	<input type="checkbox"/> David Long		<input type="checkbox"/> Kathy Gray		
	<input type="checkbox"/> Tom Farmer					
	<input type="checkbox"/> Douglas Knight					

*** SEE INSTRUCTIONS ON BACK ***

M-7

INSTRUCTIONS FOR COMPLETING AND RETURNING YOUR BALLOT

1. Read the ballot carefully before marking.
2. Mark the box for the candidate of your choice. Take your ballot and mark an “x” in the box near the name of the candidate of your choice. If there is no “x” marked in the appropriate box, no vote will be recorded for that position.
3. Vote for one candidate only for each office (except otherwise indicated).
4. Where there are one or more slates, you may vote for the entire slate by simply marking the slate designation box near the slate name. Such a mark will count as a vote for each individual on the slate. You may vote for individuals on any slate by marking the boxes near the names of the individual candidates you wish to vote for and not marking the slate designation box.
5. If both the slate designation box and boxes of non-slate individual candidates for the same position are marked, overvote(s) will be recorded for the affected position(s) only.
6. No vote is needed for any candidate whose name appears with the notation “unopposed/elected.”
7. Write-in candidates are prohibited.
8. Any other markings may render the ballot invalid.
9. Do not put any other marks on your official ballot.
10. Do not sign or initial the ballot.
11. After you finish marking the ballot, place your ballot into the SECRET BALLOT ENVELOPE and seal it. Do not write or make any mark on the secret ballot envelope. Do not place anything other than the ballot in the secret ballot envelope.
12. Place the SECRET BALLOT ENVELOPE inside the outer envelope. Fill-out your name, address and 10-digit CSEA ID #. This is used to validate your eligibility to vote. Seal the outer envelope and return it to the Election Meeting Chairperson.

FAILURE TO FOLLOW THESE RULES MAY VOID YOUR BALLOT

Name _____
Address _____ _____
<input type="text"/>
10-digit CSEA ID #

CHALLENGED BALLOT

SECRET BALLOT

M-9

Each eligible voter must sign the Voter Registration Log before receiving a ballot.

VOTER REGISTRATION LOG

_____ (LOCAL OR UNIT NAME)

Date: _____

Location: _____

** PLEASE PRINT **

<u>Name</u>	<u>10-digit CSEA ID #</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

M-10

THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
LOCAL 1000, AFSCME, AFL-CIO

SLATE WITHDRAWAL

THE PERSON LISTED BELOW SHOULD BE REMOVED AS CANDIDATE FOR

_____ ON THE _____ SLATE.
(Office or Position) (Name)

(Print Name)

(10-digit CSEA ID #)

(Region#/Local#/Unit#)

THE REASON FOR THE CANDIDATE'S REMOVAL FROM THE SLATE IS:

- ___ **INVOLUNTARY**
- ___ Candidate's death
- ___ Candidate's extended illness/disability
- ___ Candidate's promotion/transfer out of the applicable Local/Unit
- ___ Candidate's resignation from applicable employment
- ___ Candidate's extended leave of absence from employment

___ Other circumstance beyond candidate's direct control
Specify: _____

___ **VOLUNTARY:**
Specify: _____

Signature of candidate or candidate representative Relationship to candidate

Date

M-11

SPECIAL ELECTION AT A MEETING
ELECTION REPORT

_____ [LOCAL OR UNIT NAME & #]

Date: _____

A. TOTAL NUMBER OF BALLOTS REMOVED FROM BALLOT BOX: _____

(1) TOTAL NUMBER OF ABSENTEE BALLOTS RECEIVED: _____

B. NUMBER OF INVALID BALLOTS BY CATEGORY:

(1) NUMBER OF BALLOTS CONTAINING A VOTER IDENTIFYING MARK (i.e., initials, name, etc.): _____

(2) NUMBER OF BALLOTS ENTIRELY VOID FOR CONTAINING MORE THAN ONE VOTE IN EVERY RACE (Over votes): _____

(3) NUMBER OF BALLOTS CONTAINING NO VOTES (Under votes): _____

(4) TOTAL NUMBER OF INVALID BALLOTS (1 + 2 + 3): _____

C. CHALLENGED BALLOTS:

(1) NUMBER OF CHALLENGED BALLOTS DISTRIBUTED: _____

(2) NUMBER OF CHALLENGED BALLOTS VERIFIED: _____
(If not needed, put "0")

(3) NUMBER OF INVALID CHALLENGED BALLOTS: _____

(4) NUMBER OF VALID CHALLENGED BALLOTS: _____

M-11

SPECIAL ELECTION AT A MEETING ELECTION REPORT (Continued)

D. TOTAL NUMBER OF ENVELOPES AND BALLOTS REJECTED/INVALID {B4 + C3}: _____

E. NUMBER OF VALID BALLOTS COUNTED {A plus A(1) minus D}: _____

F. TOTAL VOTES BY CANDIDATE: *[list candidates and votes below]*

<u>Candidate Names</u>	<u>Office</u>	<u>Number of Votes</u>
------------------------	---------------	------------------------

Certified by the Election Meeting Chairperson on _____
[date]

Election Meeting Chairperson

M-12

TIE BREAKER CONSENT

_____ (LOCAL OR UNIT NAME)

We, the undersigned, having been fully advised of our rights as candidates to have a run-off election held to break the tie in the _____ election, hereby waive said right and consent to a coin toss to break the tie.

Signature of candidate

Date

Signature of candidate

Date

M-13

- (1) SEND RESULTS TO CANDIDATES (BY MAIL)
- (2) DISSEMINATE RESULTS TO MEMBERSHIP (POSTED ON BULLETIN BOARDS, ETC.)

Notice to Candidates and Membership of Election Results

Listed below are the results of the special membership meeting election conducted by the Election Meeting Chairperson on _____ at _____.

(Date) (Location)

Candidate Names

Office

Number of Votes Received

(Signature of Election Meeting Chairperson)

Any member believing himself/herself aggrieved by any aspect of the election process may file a written protest postmarked within ten (10) calendar days after the member knew or should have known of the act or omission regarding which they are complaining. The written protest must be sent to the appropriate supervising Election Committee as set forth below, by certified mail, return receipt requested. The Supervising Election Committee will send all other candidates affected by the protest a copy of the protest and give adequate time for responses.

ELECTION

SUPERVISING ELECTION COMMITTEE

Local:

Statewide Election Committee and simultaneously with the Local Election Meeting Chair. Contact the Statewide Election Committee for more information at 1-800-342-4146, ext. 1447.

Unit/Section:

Local Election Committee and simultaneously with the Unit Election Meeting Chair. Contact the Statewide Election Committee for more information at 1-800-342-4146, ext. 1447.

T-1

BALLOT TALLY SHEET LOCAL/UNIT NAME & NUMBER: _____

Batch No. _____

Note: Put five tally marks (HHH) in each numbered box (1 tally mark = 1 vote)

Recorder: _____

Reader: _____

Candidate Names	1	2	3	4	5	6	7	8	9	10	FINAL TALLY
<i>OVERVOTES</i>											
<i>UNDERVOTES</i>											

C-1

CSEA, INC., LOCAL 1000 AFSCME, AFL-CIO
143 Washington Avenue, Albany, New York 12210

SPECIAL REQUEST FORM Local/Unit Elections

FOR CSEA USE ONLY	
FILE REQUESTED: _____	Query _____ Eligibility _____
PROCESSED BY _____	
DATE _____	
VERIFIED BY _____	
REQUEST No. _____	

PLEASE NOTE: All Orders Must Be Paid For In Advance

For questions, please call 1-800-342-4146 ext. 1261

► **REQUESTED BY** (please print):

NAME

ADDRESS

CITY STATE ZIP

LOCAL No.

UNIT No. (where applicable)

PHONE

DATE REQUESTED

SHIP TO Name and Address *(if other than requested by):*

(PLEASE ALLOW 10 DAYS TO PROCESS AFTER RECEIPT)

AUTHORIZED SIGNATURE (Required): _____

(MUST BE CHAIRPERSON or VICE CHAIRPERSON)

PURPOSE OF REQUEST (Check phase[s] of election labels are to be used and indicate number of sets for each):

Notification of Election: _____ (DATE NEEDED)

ITEM NEEDED

- GUMMED LABELS — ALPHABETICAL ORDER
 GUMMED LABELS — ZIP CODE / ALPHABETICAL ORDER

Mail Ballot: _____ (DATE NEEDED)

ITEM NEEDED

- GUMMED LABELS — ALPHABETICAL ORDER
 GUMMED LABELS — ZIP CODE / ALPHABETICAL ORDER

Notification of Election Results: _____ (DATE NEEDED)

ITEM NEEDED

- GUMMED LABELS — ALPHABETICAL ORDER
 GUMMED LABELS — ZIP CODE / ALPHABETICAL ORDER

• **WORKSHEET FOR PREPAYMENT** •

	NUMBER OF NAMES	PRICE PER SET	NUMBER OF SETS	TOTAL DUE
LABELS	1 - 1,499	15.00		
	1,500 - 3,999	25.00		
	4,000 - 6,999	45.00		
	7,000 - 9,999	65.00		
	10,000 - up	90.00		

➡ **RETURN WITH CHECK PAYABLE TO "CSEA, INC."**

RETURN THE ORIGINAL OF THIS FORM & YOUR PREPAYMENT TO THE CSEA CENTRAL FILES DEPARTMENT *(Please make a copy for yourself.)*
143 WASHINGTON AVENUE, ALBANY, NEW YORK 12210

C-2

Civil Service Employees Association, Inc.
Local 1000, AFSCME, AFL-CIO
143 Washington Avenue, Albany, New York 12210

Fill this form out completely and return it to your Local or Unit Election Chairperson:

(Chairperson contact information)

NOTIFICATION OF INTENT TO OBSERVE

This is to advise the Committee that _____, candidate for
(Candidate's name)

_____, intends to observe the CSEA election process on _____.
(position sought) (date)

The observation will be done (check one):

by the candidate personally 10-Digit CSEA ID No.: _____

- or -

by the observer named below (fill out below):

Name of Observer (if not candidate): _____

10-Digit CSEA ID No.: _____

Local # _____ Region # _____ Unit: _____

Telephone: Work: _____ Home: _____ Cell: _____

**The candidate signs his/her name hereby authorizing the above person to act as the candidate's observer.*

Signature of Candidate

Date

If you have any questions about this form, please contact your Local or Unit Election Chairperson listed above.
Revised - October 2018



Election Results CERTIFICATION AND REPORT FORM

Upon completion of your election, you must complete this set of forms to certify the results. You may electronically file this form through the CSEA website, fax to the number above, or you may mail the completed forms to the Statewide Secretary, 143 Washington Avenue, Albany, New York 12210. Your responsibility is not complete until these forms are completed and filed with Headquarters. If you have any questions about this form, please call 1-800-342-4146, ext. 1257.

Please complete applicable section below:

LOCAL ELECTION ONLY	Local Name: _____
	Local #: _____ Region #: _____
	Local Address*: _____ _____
	* Local Office mailing address — otherwise, please use the newly elected Local President's mailing address
	Local Phone #: (____) _____
Local Fax #: (____) _____	

UNIT ELECTION ONLY	Local Name: _____
	Unit Name: _____
	Unit#: _____ Local#: _____ Region#: _____

Please check the appropriate box below:

- If the election was CONTESTED (races), please attach a copy of the Election Report providing the actual counts for each candidate
- UNOPPOSED (no races)

Certified by:

PRINT NAME OF ELECTION CHAIRPERSON, VICE CHAIR OR ADMINISTRATOR (where applicable)

SIGNATURE OF ELECTION CHAIRPERSON, VICE CHAIR OR ADMINISTRATOR (where applicable)

DATE OF ELECTION or, if unopposed, LAST DATE of NOMINATIONS/APPLICATION PERIOD

Only the Election Meeting Chair, Election Committee Chair, Election Committee Vice Chair or CSEA Administrator (where applicable) is authorized to sign these results.

ER-1
PLEASE PRINT

PRESIDENT

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK

Employment
JOB TITLE: _____

.....
EXECUTIVE VICE PRESIDENT

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK

Employment
JOB TITLE: _____

ER-1

FIRST VICE PRESIDENT

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____

.....
SECOND VICE PRESIDENT

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____

ER-1

THIRD VICE PRESIDENT

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____

.....
FOURTH VICE PRESIDENT

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____

ER-1

FIFTH VICE PRESIDENT

10-Digit CSEA ID # _____

First Name _____ MI _____ Last Name _____ (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City _____ State _____ Zip + 4 _____

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City _____ State _____ Zip + 4 _____

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____

SIXTH VICE PRESIDENT

10-Digit CSEA ID # _____

First Name _____ MI _____ Last Name _____ (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City _____ State _____ Zip + 4 _____

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City _____ State _____ Zip + 4 _____

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____

ER-1

SECRETARY

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK

Employment
JOB TITLE: _____

.....
SECRETARY-TREASURER

10-Digit CSEA ID # _____

(Applicable only for 150 members or less)

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK

Employment
JOB TITLE: _____

ER-1

TREASURER

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK

Employment
JOB TITLE: _____



ER-1

DELEGATE # of votes received: _____

10-Digit CSEA ID # _____

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Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

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City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK

Employment
JOB TITLE: _____

ER-1

EXECUTIVE BOARD MEMBER

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____

.....
EXECUTIVE BOARD MEMBER

10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (____) _____ Extension _____

Work Phone: (____) _____ Extension _____ (or beeper)

Fax: (____) _____ Cell: (____) _____

Home Address: _____

City State Zip + 4

Home Phone: (____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____

ER-1

ALTERNATE DELEGATE # of votes received: _____ 10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (_____) _____ Extension _____

Work Phone: (_____) _____ Extension _____ (or beeper)

Fax: (_____) _____ Cell: (_____) _____

Home Address: _____

City State Zip + 4

Home Phone: (_____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____

.....
ALTERNATE DELEGATE # of votes received: _____ 10-Digit CSEA ID # _____

First Name MI Last Name (Sr., Jr., III)

Preferred First Name: _____ Gender: Male Female
(nickname)

D.O.B.: _____

Work Address: _____

City State Zip + 4

Work Phone: (_____) _____ Extension _____

Work Phone: (_____) _____ Extension _____ (or beeper)

Fax: (_____) _____ Cell: (_____) _____

Home Address: _____

City State Zip + 4

Home Phone: (_____) _____ Is it unlisted? yes no

Personal E-mail: _____

Please send mail to: HOME WORK Employment
JOB TITLE: _____