

*Civil Service Technical Guild, Local 375
AFSCME, AFL-CIO*

*ELECTION MANUAL
(Bylaws - Guild Constitution - Article XV)*

I. NOMINATIONS

- A. Nominating Committee
1. The President (*for Guild elections the President of the Guild and for Chapter elections the President of the Chapter*) shall appoint this committee. (Guild Constitution - Art. XII, XIII & XVI)
 - a. The Committee shall be appointed no later than the September (Guild Delegates & Chapter Membership) meeting in the election year.
 - b. The President (of the Guild) should consider diverse appointments from the *various Chapters that comprise the Guild*.
 - c. The Chapter Presidents should also *consider appointments* from various sections depending on *the size of the Chapter*.
 - d. No candidate for office or delegate position may serve as a member of the Nominating Committee.
 2. *Members who wish to be nominated must submit their qualifications to the Nominating Committee for review.*
 3. The Committee shall present nominations for each office at the nomination meeting.
 4. Additional nominations shall be permitted from the floor at the nomination meeting.
- B. Notice of Nominations
- At least 15 days advance notice* shall be given to the membership prior to the nomination meeting. (Guild Constn. - Art. XIII, Sec. 1 and Int'l Constn. Appendix D., Sec. 2,D). *Notice may be mailed to each member or an advertisement in the DC 37 Newspaper the "Public Employee Press" shall be deemed sufficient form of notice in lieu of a direct membership mailing.*
- C. Nominating Meeting
1. Nominations for **Local Officers** shall take place at a general membership meeting *which may be held at or prior to the regular meeting of the Guild's Board of Delegates in the month of October of each election year.*
 2. *Nominations for Chapter Officers and Delegates* shall take place at a general membership meeting *of the Chapter* in the month of October of each election year.
- D. Acceptance of Nomination
1. *Declination of a nomination requires affirmative action by the member nominated.* (International Constitution, Appendix D, Sec. 2). Declination may be made at the nominating meeting. If the *nominated member* is not present *he/she* must be contacted and asked to indicate *his/her* acceptance or declination in writing to the Election Committee (formerly the Nominations Committee).
 2. No member can be a candidate for more than one Local Union office *or more than one Chapter office.* (Guild Constn. Art. XIV, Sec. 7). (Note: *Delegate positions* such as Delegate to a Convention or Central Labor Council *are* not deemed offices.)

- a. If a member is nominated to two or more offices in the same election, the member must *select the office for which he/she wishes to be a candidate and decline all except that one*. If the member *fails to do so*, the Election Committee *shall* assume the member is running for the first office for which *he/she* was nominated and *that he/she* has declined all other nominations. (AFSCME Election Manual Page 10).
- b. *For the Local:*
To be eligible for nomination a candidate must be a member in good standing for at least one year prior to nomination.
- c. *For the Chapter:*
To be eligible for nomination a candidate must be a member in good standing for at least one year prior to nomination and must be a member of the Chapter in which he/she wishes to become a candidate.

II. CAMPAIGN

- A. Funds
No funds of the Guild or Chapter shall be used to support the candidacy of any member.
- B. Publications
No publication sponsored or supported by the Guild or Chapter shall endorse or support any candidate.
- C. Campaign Literature
 1. Any nominee or announced candidate shall have the right *to one mailing to the membership* - mailed through the Guild's Secretary - *prior to the election*. *This mailing must be at private expense*. (AFSCME Constitution appendix Section 1c). *There is no prohibition on a joint mailing by two or more candidates.*
 2. A mailing by a candidate, utilizing the Guild's runoff, must be processed as follows:
 - a. The *candidate* must obtain from the *Secretary of the Guild* a certification that *he/she* is a candidate for office entitled to one mailing, providing *that he/she* meets DC 37's requirement *that payment by certified check, money order or cash must be made to DC 37 for the cost thereof.*
 - b. The *candidate* shall submit this certification, *with the payment*, to the office of DC 37's Associate Director for the processing of the mailing.
 3. *Candidates* are **not** entitled to the Guild's runoff *of the membership list or any part thereof.*
 4. Mailings must be only through the DC 37 Mailroom.

III. ELECTION

- A. Appointment of *Election Committee*
The President of the Guild or the President of the Chapter shall appoint an Election Committee for his/her respective election (Guild Constitution Art. XII & XVI).
 1. The President of the Guild shall consider appointing a minimum of 15 members, selected from different Chapters.
 2. Any Chapter with more than 30 members should have a minimum of two members appointed to the *Chapter's Election Committee*.
 3. *No candidate for a Local Office or Delegate position may serve as a member of the Local's Election Committee.*
 4. *No candidate for a Chapter Office or Delegate position may serve as a member of the Chapter's Election Committee.*
 5. The *Election Committee* shall be appointed no later than the Guild's Delegate Meeting and Chapter Membership Meeting in September of the Election year.
 6. *Nominating and Election Committees* may be composed of the same members or the Nominating Committee *may* become the Election Committee.
 7. *Election Committee Correspondence*
All mailings and letters of the Committee must be on stationery showing only the Guild's and/or Chapter's name (no officers) (Guild Constrn. Art. XIII, Sec. 12.)

B. *Responsibilities of the Election Committee*

1. *Conducting elections pursuant to the Constitution (Chapter, Guild, AFSCME).*
2. *Preparing the Ballot*
 - a. *Candidates shall be listed on the ballot for each office in the order of nomination. If a change in the method of listing candidates is desired such change must be approved by membership vote or by the Election Committee BEFORE the nominations begin (AFSCME Election Manual Page 16 and 17).*
 - b. *The ballot should be headed "Official Ballot" followed by the Guild's name and Local number. The ballot shall include instructions for the return of the ballot and cite the announced date of the deadline for the return of the ballots. (Guild Constn. Art. XIII, Sec. 3.)*
3. *Hearing Challenges*
 - a. *A challenge is a formal objection to someone's right to run for office. It must be raised by a member before the election is actually held.*
 - b. *The challenge must be referred to the Election Committee in writing and the Committee must report its recommendation to the Guild's Executive Board prior to the election (AFSCME, App.D, Section 4).*
 - c. *Such challenges must be made no later than 10 days after the nominating meeting.*
 - d. *Challenges concerning eligibility of a voter or a ballot shall be referred to the Election Committee at the ballot count and the Election Committee shall make a determination at that time.*

C. *Election Procedure*

1. *For Local Elections Only:*

Ballots are to be mailed to all eligible members on file with DC 37 at the time of mailing said Ballots. These Ballots should be mailed at least 15 days prior to the deadline for the return of said Ballots (Guild Constitution Art. XIII, Sect. 3).

2. *For Chapter Elections Only:*

- a. *Elections may be held by mailed ballot as above; (or)*
- b. *Elections may be held at a membership meeting provided that the membership is duly notified in advance of these events and that all candidates agree to this procedure in writing; (or)*
- c. *Nominations, Elections and Ballot counting may be held at the same time.*

J. H. H. C.

3. *Procedure for Mailing Ballots:*

- a. *Ballot shall be enclosed in an envelope together with an unmarked envelope (or one marked "Ballot") for insertion in the return envelope in accordance with aforementioned instructions for return.*
- b. *The return envelope shall provide on its face, for identification and confirmation of eligibility, the member's name (written and printed for legibility) address and the last four (4) numbers of the member's social security number.*
- c. *The Ballot will be voided if the voting member's name is not legible.*
- d. *The aforementioned instructions accompanying the ballot shall indicate the designated date and location for the counting of the ballots, which shall be a date prior to the Board of Delegates meeting or, for Chapter Elections, the Chapter Membership Meeting in December of the year of election.*

4. *Procedure for Return of Ballots for Local Elections:*

- a. *For the Local Elections the ballot shall be returned to a location selected by the Election Committee other than the Guild office, such as a Post Office Box.*
- b. *The Ballots shall be picked up by the Local's Election Committee Chair and/or 2 or more members of the Local's Election Committee. Representatives of the candidates may witness this procedure if they so desire.*
- c. *Information as to date, time and place of ballot pick-up and ballot count will be furnished in the ballot package which will be sent to all members of the Local.*

5. *Procedure for Return of Ballots for Chapter Elections:*
 - a. *For Chapter elections the ballots shall be returned to a location selected by the Chapter's Election Committee such as the mail room at DC 37 or a Post Office Box.*
 - b. *For Chapter Elections the ballots shall be picked up by the Chapter's Election Committee Chair and/or 2 or more members of the Chapter's Election Committee. Representatives of the candidates may witness this procedure if they so desire*
 - c. *Information as to date, time and place of ballot pick-up and ballot count will be furnished in the ballot package which will be sent to all members of the Chapter.*

6. *Procedure When Member does not Receive a Ballot*
 - a. *For Local Elections the Chapter President's authorized designee or Chapter Election Committee Chair shall furnish the name, home address and social security number of any member who does not receive a ballot directly to the Guild's Election Committee.*
 - b. *For Chapter Elections the Chapter's Election Committee Chair shall receive and furnish the name, home address and Social Security number of any member who does not receive a ballot directly to the Chapter Election Committee.*
 - c. *Such request must be made no later than seven (7) days prior to the deadline set for the return of all ballots.*
 - d. *The election Committee shall mail the ballot package directly to the home of the member together with a coded return envelope.*

7. *Recording the Ballot Count.*
 - a. *If a ballot is partly spoiled (such as by voting for two candidates in one office or voting for more candidates than indicated) only that portion of the ballot shall be voided. The vote for the unspoiled portion shall be recorded.*
 - b. *A complete record of void or blank ballots shall be kept.*

8. *Reporting Election Results*
 - a. *The results of the Local election shall be reported at the Guild's Board of Delegates meeting following the specified date for the return of ballots but no later than the delegate meeting in December of the election year.*
 - b. *All results of Chapter elections must be submitted by the Chapter's Election Committee Chair to the Guild's Secretary no later than the Guild's Board of Delegates meeting in December of the election year.*
 - c. *The newly elected Chapter President shall submit to the Secretary of the Local the names of all the newly elected or appointed Officers, Delegates, and Alternate Delegates, their home addresses, their Social Security Numbers, their home phone numbers and their work phone numbers.*

IV. PROTESTS

- A. *Filing*
Protests of Local Elections must be in writing and filed with the Election Committee Chair or the President or the Secretary of the Guild within 10 days following the ballot count (AFSCME App. D Sect. 4B).

- B. *Reporting*
The Election Committee shall report its findings to the Guild's Executive Board at its first meeting or special meeting immediately following the election.

C. *Decision*

1. The Guild's Executive Board shall vote on the Committee's recommendation on the day presentation is made by the Election Committee.
2. If the Executive Board finds that a violation affected the outcome of the election, it *may* order the election or any part thereof set aside and a new election held. Any officer installed prior to such determination shall remain in office pending the outcome of any new election or future appeal (AFSCME Int'l Constr. - Appendix D Sec. 4c).
 - a. The Election/Nominating Committee (Guild and Chapter) shall remain active for at least 10 days after the vote count (The deadline for filing protests) or at least to the final conclusion of any filed protests.
 - b. The President (Guild and Chapter) can appoint or reappoint the Election/Nominating Committee or it can be dismissed after all filed protests are concluded (*Guild Bylaws III-a Election Committee*).

D. *Protests of Chapter Elections*

Protests of Chapter elections shall be handled by the ~~Election~~ Committee of the individual Chapter. The Chapter's Election Committee must submit its decision on such protests in writing to the Secretary of the Local within ten (10) days of that decision. Anyone wishing to appeal a Chapter decision must submit an appeal in writing to the Secretary of the Local within ten (10) days of the Secretary's receipt of the decision of the Chapter's Election Committee. Such appeals shall then be handled through the procedures IV B and IV C above.

Jailis

V. *SANCTIONS FOR FAILURE TO HOLD CHAPTER ELECTIONS*

- A. If a chapter fails to hold a *proper* Chapter election *in time* for the results *to* be submitted *by the Chapter's Election Committee Chair* to the Guild's Secretary in December of the Election year, *the* Guild will immediately suspend all payments of per caps, meeting expense money and Executive Steward payments due as of December. The *Chapter* will forfeit all suspended payments.
- B. *If a Chapter fails to properly conduct its election, the Secretary or the President of the Guild can move to have the Guild conduct the Chapter election. Such requests must be submitted to either the Executive Board or the Board of Delegates for approval.*
- C. *Upon approval by the Executive Board or Board of Delegates, the Guild's Election Committee will conduct the Chapter's Nominations & Elections and charge any and all expenses accrued in the conduct of the Chapter's Election to the Chapter.*
- D. All payments to the Chapter *of* per caps, meeting expense money and Executive Steward payments will begin only after the newly elected officers of the Chapter are sworn in.

VII. TIME SCHEDULE FOR ELECTIONS

Time schedule for Elections Local & Chapter (Guild Construction - Art. XIII, Section 1: International Constitution - App. D, Sec. 2,D; AFSCME Election Manual, Page 31, ¶5)

