

POST



Notice Regarding Campaigning

Use of CSEA Logo

Use of the CSEA Logo **CSEA** on any campaign material is strictly prohibited. Candidates are reminded not to use any Region, AFSCME, Local or Unit Logo either, as the use of such symbols improperly conveys the approval or endorsement of the entity behind the Logo.

Use of Union and/or Employer Funds Strictly Prohibited

1. Neither a union nor any employer may contribute money or anything of value (such as the use of facilities, equipment, or supplies) to promote the candidacy of any individual in a union election.
2. The restriction on the use of union funds applies to all moneys received by the union by way of dues, assessment, or similar levy.
3. The prohibition against the use of union and employer funds applies to any union and any employer, not just the union conducting the election or an employer of that union's members. For example, it is improper for a candidate to have campaign literature duplicated free of charge on a copy machine at a small business regardless of who owns the business.
4. Any expenditure of union or employer funds on behalf of a candidate, even if the amount is small, is a violation of federal law.
5. The use of union/employer funds or facilities is a violation of federal law even if candidates do not know about or approve of the use.
6. The prohibition against the use of union and employer funds applies to direct expenditures from the union or employer as well as indirect expenditures including:
 - a) Campaigning on time paid for by the union or employer. This means that incumbents on full time release need to utilize vacation and/or personal time for campaigning.
 - b) Use of union/employer owned or leased equipment such as telephones, fax machines, and copy machines, and cars.
 - c) Use of union/employer supplies such as stamps, paper, and envelopes.
 - d) Use of union employees/employer staff to prepare campaign literature while on union time/employer time (unless this service is offered to all candidates).
 - e) Use of the union letterhead and/or union or subdivision logo.

f) Use of union/employer property or facilities.

g) Printing articles which support or criticize an individual's candidacy in a union or employer newspaper or publication.

h) Giving free services or special discounts to a candidate customer such as printing, photocopying, etc.

7. The prohibition against the use of union funds includes the use of union staff for any candidate(s)' purpose or campaign. (Union staff may be used for neutral purposes of supporting the election process.)

Access to Constituency

Candidates standing for CSEA election are entitled to equal access to their constituency for campaign purposes under the law. A candidate coming into a Local or Unit should give advance notice to the local president or unit president, as appropriate, of his/her intention to be in the area.

Such notice is not deemed as seeking or requiring permission but is intended to respect the Local/Unit relationship with the employer and to insure compliance with any employer rules applicable to union electioneering or presence at the worksite.

Upon notice of a candidate's intention to visit an area, such local or unit president or his/her designee should notify the candidate of any employer-required protocol for access to the worksite.

Inspection of Membership List

Every duly qualified candidate has the right, once within thirty (30) days prior to the election, to inspect a list of names and last known home addresses of all members entitled to vote in the particular election. The right of inspection does not include the right to copy the list. Requests to examine the list shall be made to the Chair of the Statewide Election Committee, who will arrange for the review. All requests by candidates to inspect the membership list shall be honored as of the date set forth in the approved election schedule. The review of the list shall take place at CSEA Headquarters or such other place as the Statewide Election Committee shall designate.

Fund-Raising

A candidate is prohibited from utilizing union or employer funds to facilitate fund-raising activities. This prohibition includes:

a) Use of union/employer copy machines to duplicate notices of fund-raising events.

b) Use of union/employer telephones/fax machines/E-mail systems, etc., to solicit contributions.

c) Sale of raffle tickets or solicitation of contributions while on an employer's time or while on union time.

CSEA, Inc.
Local 1000, AFSCME, AFL-CIO
143 Washington Avenue, Albany, New York 12210

**STANDING RULES AND REGULATIONS
RELATING TO THE CONDUCT OF ELECTIONS FOR OFFICE
IN THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
PURSUANT TO THE BY-LAWS OF
THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.**

I. TIMETABLE

A. For Statewide, Region, State Executive Committee, Local Government Executive Committee Elections

At a timely Board meeting preceding each election year, the Board of Directors of CSEA, Inc. shall adopt an election schedule setting forth all pertinent dates to be observed throughout the nominating and election procedures.

B. For Local and Unit Elections

At a Local or Unit Election Committee meeting in the election year, the Local or Unit Election Committee shall adopt an election schedule setting forth all pertinent dates to be observed throughout the nominating and election procedures, consistent with applicable constitutional requirements.

II. NOMINATIONS

A. For Statewide, Region, State Executive Committee, Local Government Executive Committee Elections

1. Any member desiring to run for office in CSEA and who is a member in good standing since January 1st of the year preceding the election may secure a place on the ballot through the nominating petition procedure as set forth in the appropriate CSEA Constitution. Nominating Petition forms will be made available to members at all Region offices and at CSEA Headquarters as outlined in the appropriate Constitutions.
2. Nominating Petitions shall be validated by the CSEA Membership and Computer Services Departments in conformance with the past practices of this organization which shall include computer matching of names and 10-digit CSEA ID numbers, and visual scanning of petitions.
3. Any member who has submitted a Nominating Petition and who has received notice that he/she did not have the required number of valid signatures in order to qualify for a place on the ballot has the right, within five (5) days of notification, to review names which were rejected.
4. Slate Nominations and Slate Balloting may be utilized and must be done in accordance with the Board's Slate Procedures attached hereto and made a part hereof as "Appendix A".

B. For Local or Unit Elections

1. Any member desiring to run for office in the Association and who is a member in good standing since June 1st of the year preceding the election may secure a place on the ballot through the nominating petition or application procedure as set forth in the appropriate CSEA Constitution. Nominating Petition forms or applications will be made available to members through the Local or Unit Election Committee.
2. Nominating Petitions or applications shall be validated through records provided by the CSEA Membership and Computer Services Departments in conformance with the past practices of this organization which shall include computer matching of names and 10-digit CSEA ID numbers, and visual scanning of petitions.
3. Any member who has submitted a Nominating Petition and who has received notice that he/she did not have the required number of valid signatures in order to qualify for a place on the ballot has the right, within five (5) days of notification, to review those names that were rejected.
4. Slate Nominations and Slate Balloting may be utilized and must be done in accordance with the Board's Slate Procedures attached hereto and made a part hereof as "Appendix A".
5. After the Local/Unit President, on or before October 15 of the year preceding the election year, has notified the Membership Department of CSEA of the names and addresses of the Election Committee and its Chairperson, two computer printouts will be provided to the Chairperson of the respective Local/Unit at appropriate times, indicating the names of those persons in the Local or Unit who are eligible to (1) run for office (2) sign Nominating Petitions and (3) vote in the election.

III. ELECTION PROCESS

A. For Statewide, Region, State Executive Committee and Local Government Executive Committee: Independent Election Agency

1. The independent election agency shall be selected by the Board of the Association prior to July 15 of the year preceding the election.
2. The contract between CSEA, Inc. and the independent election agency shall incorporate all election procedures mandated in the CSEA Constitution.
3. The independent election agency shall mail the official ballots on the date indicated on the election schedule. The agency shall mail them from the largest postal service facility in the six (6) regions or receive assurance from the U.S. Postal Service that, upon receipt of the ballots at one facility, they will be promptly distributed to each Region by the U.S. Postal Service. Ballots shall be mailed by first class presorted mail.

B. For Local and Unit Elections: Election Process

The Election Process shall be determined by the Local or Unit Election Committee in accordance with the procedures and requirements contained in the Election Guidelines of the Board of Directors.

IV. BALLOT

- A. The name of the candidate as it will appear on the ballot shall be sent to the candidate. The Chair of the appropriate supervising Election Committee must be notified of any changes that a candidate wishes to make in relation to the use of his/her name on the ballot, by the date set forth in the applicable election schedule.
- B. In mail ballot elections, replacement ballots may be obtained by contacting the independent election agency or, in the case of Local and Unit elections, the appropriate election committee and requesting a replacement ballot. The replacement ballot shall be clearly marked "REPLACEMENT BALLOT".
- C. In order to be counted, all ballots must be received by the independent election agency or, in the case of Local and Unit elections, by the appropriate election committee by the date set forth in the approved election schedule for that election year.

V. COUNTING OF BALLOTS (TALLY)

A. For Statewide, Region, State Executive Committee and Local Government Executive Committee Elections

- 1. The independent election agency shall verify the ballots so as to assure one hundred percent (100%) confidence level.
- 2. During the election period, the agency may remove the ballots from the return envelope and prepare the ballots prior to counting. Ballots that cannot be counted by the machine will be counted manually during this period.
- 3. The ballots shall be counted on the date specified on the schedule, and the results of the election shall be made known to each candidate as soon as practicable.
- 4. The independent election agency shall keep all envelopes and ballots for a period of three (3) months following such election and shall then deliver this material to CSEA Headquarters, which shall maintain custody of the material for a period of one year from the date of the election.
- 5. The independent election agency shall permit any candidate or the authorized agent of any candidate, provided that agent is a member of CSEA in good standing, to review the entire election procedure (including the envelopes and ballots) during the regular business hours of the agency. Notice of intent to observe must be provided to the election agency prior to the visit.

B. For Local and Unit Elections

The Tally rules for Local and Unit Elections shall be established by the Local or Unit Election Committee as appropriate, in accordance with the procedures and requirements contained in the applicable Election Guidelines of the Board of Directors.

VI. CANDIDATES' RIGHTS

- A. Every bona fide candidate has the right, once within thirty (30) days prior to the election, to inspect a list of names and last known home addresses of all members entitled to vote in the particular election.

The right of inspection does not include the right to copy the list. Requests to examine the list shall be made to the Chair of the Statewide Election Committee, who will arrange for the review. All requests by candidates to inspect the membership list shall be honored as of the date set forth in the applicable approved election schedule. The review of the list shall take place at CSEA Headquarters or such other place, as the Statewide Election Committee shall designate.

- B. For the Statewide, Region, State Executive Committee, Local Government Executive Committee, and for Local elections, the Association will furnish upon request, at no expense to those candidates whose names will appear on the ballot, a set of labels of Local and Unit Presidents within their jurisdiction, upon written request addressed to:

Civil Service Employees Association, Inc.
Attention: Central Files Department
143 Washington Avenue
Capitol Station, Box 7125
Albany, New York 12224

- C. Candidates who qualify for one of the four Statewide offices, the six Region presidencies, or the Board of Directors, shall have the opportunity to have published in the official union publication their picture, the entity they work for, and the office they are running for.
- D. Candidates for the four Statewide offices may travel to each Region once at the expense of CSEA provided, however, that each trip does not exceed one day and that the expenses incurred are reasonable.
- E. Candidates for Region office may travel through their own Regions twice at the expense of CSEA provided, however, that each trip does not exceed one day, and that the expenses incurred are reasonable.
- F. Candidates standing for CSEA elections are entitled to equal access to their constituency for campaign purposes under the law.

A candidate coming into a Local or Unit should give to the Local President or Unit President, as appropriate, at least 48 hours notice of his/her intention to be in the area.

Upon notice of a candidate's intention to visit his/her area, such Local President or Unit President or his/her designee should notify the candidate of any employer-required protocol for access to the work site.

VII. RULES OF ELECTIONS


- A. Neither CSEA staff nor any CSEA affiliate staff shall be utilized for the purpose of or otherwise be involved in the distribution of campaign literature for any candidate for office.
- B. No Local or Unit funds may be utilized to promote or detract from the candidacy of any particular candidate running for office.
- C. No CSEA funds may be used for issuing statements involving candidates in the election. This does not forbid the use of union funds for election notices, factual statements of issues not involving candidates or other expenses necessary for the conduct of an election.
- D. While current incumbents retain their rights as members to participate in the campaign activities of any candidate, such campaign participation may not incur the use of union funds, nor occur on union paid time (time for which the union is paying you), nor include the use of union facilities, cars, equipment, telephones, fax machines, copiers, postage, staff and so on.
- E. The utilization of employer money is prohibited to support the candidacy of a person in a union election. This prohibition is **not** restricted only to employers who employ CSEA members or who have any business or contractual relationships with CSEA. **It applies to any and every employer.**
- F. Candidates/observers will be given the opportunity to observe any and all of the CSEA election process.
 - a. Written notification of intent to observe must be received by the supervising election committee, prior to any visit, and must include the candidate's/observer's name, 10-digit CSEA ID number, Local/Unit and date of visit (see attached form). If an observer is to be present for the candidate, the Notice of Intent to Observe must be signed by that candidate as indicated on the form. Please note that a candidate may only appoint one (1) observer at any one time and the observer must be a CSEA member in good standing.
 - b. For their own convenience, it is suggested that the observer contact the appropriate supervising Election Committee to confirm the schedule in case of any changes.
 - c. Candidates/observers must present proper identification, either a driver's license, work badge, paycheck stub or membership card to gain admission to observe the election process.
- G. All CSEA members have the right to support the candidate of their choice without being subjected to penalty, discipline, or improper interference or reprisal of any kind.
- H. All questions regarding the process must be directed to the appropriate supervising election committee.

VIII. DISTRIBUTION OF CAMPAIGN LITERATURE

Any candidate who has qualified to run for office has the right to mailing(s) to his/her constituency. Any mailing shall be at the candidate's expense. Processing and distribution of campaign materials will be subject to the following rules:

- A. Candidates must pay in advance all applicable costs, including postage, by certified check or money order, payable to "CSEA, Inc."
- B. CSEA will mail (1) campaign postcards; or (2) campaign literature that is in a standard #10 envelope.
- C. Campaign material, including mailing envelopes, if needed, must be printed and prepared elsewhere and delivered sealed, if applicable, and postage-ready to CSEA at least ten (10) workdays prior to the anticipated mail date. CSEA will charge the candidate for the labels, labeling and postage at cost.
- D. CSEA will label, add postage and mail the envelopes at cost.
- E. The maximum size for printed material is 8 ½ x 11 inches.
- F. The maximum number of enclosures in an envelope is one piece of campaign material.
- G. Requests for distribution of campaign material will be filled in the order of receipt. Candidates may make arrangements to observe the distribution procedures by calling the Statewide Election Committee Chair at CSEA Headquarters.
- H. Further information on the campaign mailings, including cost quotes, may be obtained by calling Central Files Department at 1-800-342-4146, extension 1261 or 518-257-1261.

IX. USE OF CSEA LOGO

Use of the CSEA Logo  on any campaign material is strictly prohibited. Candidates are reminded not to use any Region, Local or Unit Logo either, as the use of such symbols improperly conveys the approval or endorsement of the entity behind the Logo.

X. ELECTION PROTESTS

Protests against election results or election process must be filed as set forth in the Statewide CSEA Constitution and By-Laws and the applicable subdivision Constitutions.

Adopted: April 15, 1981

Last amended: April, 2011

CSEA, Inc.
Local 1000, AFSCME, AFL-CIO
143 Washington Avenue, Albany, New York 12210

Fill this form out completely and return it to the CSEA Statewide Election Committee by fax, mail or email.

NOTIFICATION OF INTENT TO OBSERVE

**TO: CSEA Statewide Election Committee
143 Washington Avenue
Albany, New York 12210
Fax: (518) 449-1525
Email: sec@cseainc.org**

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

- or -

by the observer named below (*fill out below*):

Name of Observer (*if not candidate*): _____

10-Digit CSEA ID No.: _____

Local # _____ Region # _____

Unit # _____

Telephone: Daytime: _____

Home: _____

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

Signature of Candidate

Dated: _____

If you have any questions about this form, please call 1-800-342-4146, extension 1447.

**FILL THIS FORM OUT COMPLETELY AND MAIL TO:
CSEA, Central Files Department, 143 Washington Ave., Albany, NY 12210
OR FAX TO: 518-434-8225**

If you have any questions about this form, please call (1-800-342-4146, extension 1261).

NOTICE OF INTENTION TO DISTRIBUTE CAMPAIGN MATERIAL

I _____ hereby request the following services:
(Print Name)

- _____ **A** Printing, Folding, Inserting, Addressing and Mailing of my campaign material which will be provided to Headquarters ready to copy.
- _____ **B** Addressing and Mailing of my campaign material which I will provide to Headquarters already printed, inserted and ready to address and mail.

My requested mail date is _____.

My campaign material will be at Headquarters by close of business on _____.

Candidate must give Headquarters sufficient production time according to the "Schedule For Requested Services" as set forth below.

Schedule For Requested Services:

- A** Services – 14 workdays
(Printing, Folding, Inserting, Addressing and Mailing)
- B** Services – 7 workdays
(Addressing and Mailing)

Failure to adhere to the required production time may delay completion of your material by your requested mail date.

(Candidate's Signature)

(Date)

APPENDIX "A"

SLATE PROCEDURES

as adopted by the Board of Directors

on June 3, 1994

Last amended July 10, 2003

SLATE DEFINITIONS

1. In Statewide elections, in order to constitute a slate, the slate must contain a candidate for each of the Statewide offices: President, Executive Vice President, Treasurer and Secretary.
2. In Region elections, in order to constitute a slate, the slate must contain a candidate running for the following Region offices: President, at least 3 Vice Presidents, Secretary, and Treasurer. The slate also must include candidates for such other offices which may have been created pursuant to Article IV of the Region Constitution and described in the applicable Region By-Laws.
3. In Local elections, in order to constitute a slate, the slate must contain a candidate running for the following Local offices: President, one or more Vice Presidents, Secretary, and Treasurer. The slate also may include candidates for such other offices which may have been created pursuant to Article IV of the Local Constitution and described in the Local By-Laws. In Locals which have created the office of Secretary-Treasurer consistent with Article IV, Section 2 of the Local Constitution, the slate shall contain one candidate for that office.
4. In Unit elections, in order to constitute a slate, the slate must contain a candidate running for the following Unit offices: President, one or more Vice Presidents, Secretary and Treasurer. The slate also may include candidates for any other offices which may have been created pursuant to Article IV of the Unit Constitution and described in the Unit By-laws. In Units which have created the office of Secretary-Treasurer consistent with Article IV, Section 2 of the Unit Constitution, the slate shall contain one candidate for that office.
5. In Board of Directors elections, slate petitioning and slate voting shall be available in those departments or political subdivisions which, in accordance with the CSEA Constitution and By-Laws, are entitled to more than one Board seat. In such instances, to constitute a slate, there must be a candidate for each of the seats to which the department or political subdivision is entitled in that election.

SLATE PETITIONING PROCEDURES

NOMINATION:

- (1) Each member of a slate must meet the constitutional eligibility requirements for the position he/she is seeking, in accordance with the applicable Constitution.
- (2) No person may be a candidate for officer and for delegate on the same slate. An officer candidate must circulate a separate Nominating Petition in order to appear on the ballot as a candidate for delegate. That person will appear on the slate as a candidate for the office sought and as an individual candidate for position as delegate.
- (3) Each person must complete and sign the Slate and Eligibility Consent form. The form indicates that all persons have consented to be part of a slate.
- (4) After the Slate and Eligibility Consent form has been completed and signed by all the slate candidates, the Slate Nominating Petition Request form must be completed and signed. The original of both forms must be submitted at the same time to the appropriate election committee in exchange for a supply of the Slate Nominating Petition or a Slate Application.
- (5) A slate that is otherwise eligible may qualify by submitting a Nominating Petition carrying not less than the required signatures and 10-digit CSEA ID numbers of members eligible to vote in the election or submit an Application, if applicable.
- (6) After verifying signatures on petitions or verifying the Application, the election committee must send a letter of notification to each candidate on the slate.
- (7) If a candidate withdraws from a slate based on involuntary circumstances, the position on the slate shall remain vacant. However, the slate will remain intact throughout the election and will appear as a slate on the ballot. For purposes of this section, "involuntary circumstances" means death, extended illness or disability, promotion or transfer out of the Unit, resignation from employment, extended leave of absence from employment, or any circumstance over which the candidate has no direct control.
- (8) If a candidate withdraws from a slate based on reasons not set forth in (7) above, that candidate may not appear on another slate. He/she may seek election to office as an individual candidate, if he/she meets all the qualifications and requirements to run for such office as an individual candidate. The remaining candidates will appear on the ballot as individual candidates, without reference to any slate unless, with sufficient time remaining in the petitioning period, such candidates successfully repetition as a complete slate.

Slate Petitioning Procedures
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- (9) The Slate Withdrawal form must be completed where there is a withdrawal from the slate.
- (10) If a candidate on a slate wishes to decline after qualifying, such declination must be done on or before the declination deadline and is subject to these rules.

SLATE VOTING PROCEDURES

DRAWING FOR POSITION:

- (1) All candidates are entitled to observe the drawing for positions. However, only one person from each slate will be allowed to draw for the slate's position on the ballot.
- (2) The order in which the candidates will draw for positions will be determined by alphabetical order of last name. 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.
- (3) For Board of Directors elections, ballot position will be determined by a drawing for position in alphabetical order of individual candidates' names and the name of the person designated by each slate as slate representative for ballot position drawing purposes.
- (4) The position number drawn by the slate representative will determine the placement for each candidate on that slate.
- (5) After the drawing is completed, the election committee must send a letter of notification as to the order of the ballot positions to each candidate on the ballot.

BALLOT SETUP:

- (1) Voters must be able to vote for slate members individually as well as by slate.
- (2) A slate designation box must be placed by the name of the slate. In addition, a box must be placed by each candidate's name on the slate, as well as by the names of 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.
- (3) Voting Instructions set forth on the ballot must include the following: (a) Mark "x" in the box by the name of the candidate of your choice. (b) If you wish to vote for an entire slate of candidates, mark the slate designation box appearing by the name of the slate. Marking the slate designation box and the individual boxes of candidates on the same slate will not invalidate the ballot. Such a mark will count as a vote for each individual on the slate. (c) A vote may be cast for individuals on a slate without voting for the entire slate by marking the boxes by the individual names of the candidates being voted for and not marking the slate designation box. (d) Non-slate candidates are selected by marking the box by their individual name. (e) If both the slate designation box and boxes of non-slate individual candidates for the same position are marked, the entire ballot is null and void. (f) Any other markings will render the ballot invalid.

BALLOT COUNT:

- (1) All candidates are entitled to have observers at the ballot count. However, the number of observers at any one time will be determined by the election committee, depending on the capacity of the area in which the count is taking place. In all circumstances, at least one representative of the slate will be included among the allowable observers.

APPENDIX "B"

CANDIDATE PRINTING/MAILING COSTS



CANDIDATE PRINTING / MAILING COSTS

Candidate Name(s): _____

Mailing Audience: _____

Mailing Count: _____

Mailing Date: _____

PRINTING SERVICES AVAILABLE (choose one):

Postcard (4" x 6" – text on 1 side only)	11 cents per copy	_____
Alert Card (5 ½" x 8 ½" – text on 1 side only)	11 cents per copy	_____
Flyer (8 ½" x 11" – text on 1 side only)	11 cents per copy	_____
Flyer (8 ½" x 11" – text on both sides)	22 cents per copy	_____

All printing services are black and white only and include return address, mailing labels, folding, tabbing, and inserting (if applicable). Candidate must provide a return address if one is wanted. Candidates who utilize the services of an outside company for printing and provide their materials in pre-sealed envelopes, folded self-mailers, postcards or alert cards, will be charged for mailing labels and postage only.

#10 ENVELOPES: 11 cents each _____

MAILING LABELS:

1 – 1,499	\$ 15.00	_____
1,500 – 3,999	\$ 40.00	_____
4,000 – 6,999	\$ 85.00	_____
7,000 – 9,999	\$125.00	_____
10,000 and up	\$195.00	_____

POSTAGE:

Postcard (4" x 6")	33 cents each	_____
Alert Card (5 ½" x 8 ½")	46 cents each	_____
Regular First Class (Flyer 8 ½" x 11")	46 cents each	_____

TOTAL AMOUNT DUE: _____

The U.S. Postal Service will not allow CSEA to utilize the not-for-profit postal permit for campaign material.

The standard first class postage rate is for both material printed by CSEA and material printed by an outside company. For candidates utilizing an outside printing service, the total weight for each piece can be no more than one (1) ounce to qualify for the regular first class rate. All materials printed by an outside company must be delivered to CSEA for mailing labels and postage to be adhered and sent out from CSEA.

