

Civil Service Employees Association, 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 process.

**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 1<sup>st</sup> 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 Information Systems Departments in conformance with the past practices of this organization which shall include computer matching of names and constitutionally mandated identifying information, 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 and Unit Elections**

1. Any member desiring to run for office in the Association and who is a member in good standing since June 1<sup>st</sup> 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 Information Systems 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, a computer printout 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 (if applicable), 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**

The Election Process shall be determined by the Local or Unit Election Committee in accordance with the procedures and requirements contained in these rules, the constitutions and the Election Procedures Manuals.

**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 Procedures Manuals.

## **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 running 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 the incumbent), 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 form on p. 7). If an observer is to be present for the candidate, the Notification 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**

Candidates who have qualified to run for office have the right to mailing(s) to their constituency. Mailings shall be at each 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, (2) alert cards, or (3) campaign literature that is in a standard #10 envelope.
- C. Candidates who wish only to have their campaign materials mailed by CSEA, may have their campaign material and envelopes printed and stuffed elsewhere and may deliver the sealed envelopes to CSEA for addressing and mailing. Such material must be delivered by the published due date in the election schedule in order to guarantee the mail date. Compliance with the Notice of Intention rules may also insure the mail date. Where material/envelopes are printed outside, CSEA will charge candidates for addressing and for postage at cost. Please be advised that postage and addresses will not adhere to glossy card stock.
- D. The maximum size for printed material is 8 ½ x 11 inches.
- E. The maximum number of enclosures in an envelope is one piece of campaign material, if printed by CSEA Headquarters.
- F. Requests for distribution of campaign material will be filled in the order of receipt (see form on p. 8). Candidates may make arrangements to observe the distribution procedures by calling the Statewide Election Committee Chair at CSEA Headquarters, at 1-800-342-4146, extension 1447 or 518-257-1447.
- G. Further information on campaign mailings, including cost quotes, may be obtained by calling the 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, AFSCME, 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, 2013*

*Last revised: December, 2016*

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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 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 call 1-800-342-4146, extension 1447.

Revised – February 2015

**FILL THIS FORM OUT COMPLETELY AND MAIL TO:  
CSEA, Central Files Department, 143 Washington Avenue, 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 and/or Copying, Folding, Inserting, Addressing, Postage, and Mailing** of my campaign material which will be provided to CSEA Headquarters ready to copy.
- \_\_\_\_\_  **B** **Addressing, Postage, and Mailing** of my campaign material which I will provide to CSEA Headquarters printed, inserted, sealed, and ready to address and mail.

My requested mail date is \_\_\_\_\_.

My campaign material will be at CSEA Headquarters by close of business on \_\_\_\_\_.

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

**Schedule For Requested Services:**

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

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### 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 Director's** 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.

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### **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 Candidates Eligibility and Consent form. The form indicates that all persons have consented to be part of a slate.
- (4) After the Slate Candidates Eligibility and 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) For Statewide, Region, State Executive Committee, Local Government Executive Committee elections, a slate that is otherwise eligible may qualify by submitting a Nominating Petition carrying not less than the required signatures and constitutionally mandated identifying information of members eligible to vote in the election. For Local and Unit elections, 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*  
*Page Two*

- (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.

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### **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, it will be recorded as an overvote for the affected position(s). No vote will be counted for those position(s). (f) Any other markings may 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 or Slate Name: \_\_\_\_\_

Mailing Audience: \_\_\_\_\_

Mailing Count: \_\_\_\_\_

Mailing Date: \_\_\_\_\_

**PRINTING SERVICES AVAILABLE (choose one):**

Postcard (4" x 6" – text on 1 side only)	.10 per copy	_____
Alert Card (5 ½" x 8 ½" – text on 1 side only)	.10 per copy	_____
Flyer (8 ½" x 11" – text on 1 side only)	.10 per copy	_____
Flyer (8 ½" x 11" – text on both sides)	.20 per copy	_____

All printing services are black and white only and include return address, mailing labels, folding and inserting (if applicable). Candidate must provide a return address or none will be printed. Candidates who utilize the services of an outside company for printing and provide their material in pre-sealed envelopes, postcards or alert cards, will be charged for mailing labels and postage only (*avoid glossy card stock for postcards/alert cards*).

**#10 ENVELOPES:** .10 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")	.35 each	_____
Alert Card (5 ½" x 8 ½")	.49 each	_____
Regular First Class (Flyer 8 ½" x 11")	.49 each	_____

*(Postage rates fluctuate as mandated by the USPS. Costs will be adjusted for a postage rate increase or decrease.)*

**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. Additional weight will increase postage costs.

All materials printed by an outside company must be delivered to CSEA for mailing addresses and, if requested, postage to be adhered and sent out from CSEA.