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Schedule to Hold Mail Ballot Election (*Schedule 2*)

(You may choose a schedule that fits your timeframe on pp. 1-6 here, or create your own schedule using the guidelines on pp. 7-9 in the Part 1 Procedures Manual)

DATE	EVENT
Mar 15	Election Committee posts notice/nominations of officers and schedule of election, advising of positions to be elected, nomination period and date for return of ballots. <i>(Must be at least 15 days before the start of the nomination period.)</i>
Mar 31 – Apr 17	Nomination Period (<i>Petitions/Applications</i>) <i>(Two week minimum/Four week maximum.)</i>
Apr 1	Voter Eligibility Date
Apr 17	Deadline for receipt of Petitions (or Applications where applicable)
Apr 18	Deadline for Letters to Successful Candidates/Ineligible Nominees <i>(The day after the close of the nomination period.)</i>
Apr 25	Deadline for review of non-qualifying signatures (<i>Petitions only</i>) <i>(Five to seven days after petitioning ends.)</i>
Apr 25	Deadline for Name Confirmation and Appearance on ballot; Declination Deadline
Apr 26	Drawing for placement on ballot <i>(The day after confirmation/declination deadline.) (One day.)</i>
Apr 26	Posting of Candidate Names and order of ballot position <i>(Immediately after drawing.)</i>
May 16	Ballots mailed <i>(Earliest date based on Local/Unit Constitutions.)</i>
May 23	Requests for replacement ballots <i>(One week after ballots are mailed.)</i>
Jun 6	Ballots Due and Tallied <i>(Must be out for a minimum of 21 days.)</i>
Jun 8	Results Certified, Announced and Posted <i>(Within 48 hours of the end of the balloting period.)</i>
Jun 16	Results filed with Statewide Secretary <i>(Within 10 days after results are announced.)</i>
Jun 18	End of Protest Period <i>(Ten days after results are announced.)</i>

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CSEA NOMINATION NOTICE (Locals and Units with 151 or More Members)

694 (Local) or (Unit)

Positions to be elected are listed below:

President
First Vice-President Second Vice-President
Treasurer
Secretary

NOMINATING PETITION REQUEST FORMS ARE AVAILABLE FROM:

Name: Colleen Abbott
Location: Albany
Telephone Number: (518) 421-9916

When (dates & time): Mon - Thurs 8:30 - 5:00

Nominating Petition Request Forms may be filled out and returned ahead of time to the Election Committee, but Nominating Petitions will not be released until March 31, the first day of the petitioning period.

ORIGINAL NOMINATING PETITIONS must be received no later than 5pm on April 17th BY: (date) (time)

Name: Colleen Abbott
Location: P.O. Box 7344, Capital Station Albany, NY 12204
Telephone Number: (518) 421-9916

UPON REQUEST, COPIES OF THE "CSEA CANDIDATES' HANDBOOK" ARE AVAILABLE.

See Eligibility Requirements on Reverse

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CSEA ELIGIBILITY REQUIREMENTS

Persons running for office may petition and appear on a ballot individually or as a slate. To constitute a slate for Local or Unit office, the slate must contain a candidate for each of the (Local)(Unit) offices. See Standing Rules and Regulations for slate procedures.

To be eligible to seek office, a candidate 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.

In addition to meeting the above eligibility requirements, for Locals and Units with 151 members or more, Individual and Slate Nominating Petitions, carrying the original signatures with their 10-digit CSEA ID numbers of not less than _____ members in good standing eligible to vote in the election, must be submitted to the (Local) (Unit) Election Committee in a timely fashion.
(# needed)

The submission of completed petition forms is the responsibility of the person seeking to become a qualified candidate.

Any member believing himself/herself aggrieved by any aspect of the nomination or 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.

Protests to be filed with:

<u>ELECTION</u>	<u>SUPERVISING ELECTION COMMITTEE</u>
Local:	Statewide Election Committee and simultaneously with the Local Election Committee. Contact the Statewide Election Committee for more information at 1-800-342-4146, ext. 1447.
Unit:	Local Election Committee and simultaneously with the Unit Election Committee. Contact your Local Election Committee for more information.

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

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INDIVIDUAL PETITION REQUEST AND CANDIDATE ELIGIBILITY

THE FRONT AND BACK OF THIS FORM MUST BE PROPERLY COMPLETED PRIOR TO RECEIVING NOMINATING PETITIONS.

I HEREBY REQUEST NOMINATING PETITIONS FOR _____ WHO
WISHES TO QUALIFY FOR: _____ (Candidate Name)
(check one) ☐ Local -or- ☐ Unit _____
(Name office sought)

CANDIDATE INFORMATION:

10-digit CSEA ID Number: _____

Region#: _____ Local Name/ #: _____ Unit Name/ #: _____

Residence Address: _____

Work Site: _____

Phone Nos.: (work: _____) (home: _____) (cell: _____)

REQUESTING MEMBER'S INFORMATION (if not the candidate):

Name _____

10-digit CSEA ID Number: _____

Region#: _____ Local#: _____ Unit#: _____

Phone Nos.: (work: _____) (home: _____)

(cell: _____)

Signature _____

Date _____

Number of Petitions Requested: _____

Check one of the following:

☐ Petitions will be picked up by [Name]: _____

- OR -

☐ Petitions are to be mailed to [Name & Address]: _____

- OVER -

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

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INDIVIDUAL CANDIDATE ELIGIBILITY AND CONSENT

THE FRONT AND BACK OF THIS FORM MUST BE PROPERLY COMPLETED PRIOR TO RECEIVING NOMINATING PETITIONS.

"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 year's upcoming elections.

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

I CERTIFY THAT I have been a member in good standing of the applicable CSEA Local/Unit 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