



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

I. TIMETABLE

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. 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.

B. Nominating Petitions or applications shall be validated by the Local or Unit Election Committee through records provided by the CSEA Membership Enrollment & Administration and Information Technology Departments in conformance with the past practices of this organization which shall include matching of names and 10-digit CSEA ID numbers, and visual scanning of petitions.

C. 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.

D. 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".

E. After the Local/Unit President, on or before October 15 of the year preceding the election year, has notified the Legal Department of CSEA of the names and addresses of the Election Committee and/or 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

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 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 appropriate election committee by the date set forth in the approved election schedule for that election year.

V. COUNTING OF BALLOTS (TALLY)

The Tally rules 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. 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. 5). 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, (3) self-mailers, or (4) 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, which may incur additional costs.
- 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. 6). 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 1214 or 518-257-1214 or by emailing central.files@cseainc.org.

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, 2024



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

FILL THIS FORM OUT COMPLETELY AND MAIL TO:
CSEA, Central Files Department, 143 Washington Avenue, Albany, NY 12210
OR FAX TO: 518-434-8225, OR EMAIL TO: central.files@cseainc.org
If you have any questions about this form, please call 1-800-342-4146, extension 1214

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