

1 **22.00.000 ELECTION PROCESS FOR OFFICERS AND AFSCME**
2 **CONVENTION DELEGATES**

3 A. Notice of Nominations.

- 4 1. The Election Committee shall cause to be mailed, either separately or by
5 prominent inclusion in an official publication of the Union, a Notice of
6 Nominations and Elections to all eligible ASEA/AFSCME Local 52
7 members at their last known address, in accordance with or subject to the
8 timelines established in Article 7 of the ASEA/AFSCME Local 52
9 Constitution. A mailing house may be used for this purpose.
10 2. Notices of Nominations shall include the following information:
11 (a) the office to be filled and the term of each office.
12 (b) all pertinent dates and deadlines pertaining to nominating petitions
13 and candidate statements, when ballots will be mailed, when
14 ballots will be counted, run-off elections and ballot counting.
15 (c) instructions on how to complete and submit the nominating
16 petition and candidate statement.
17 (d) a nominating petition.
18 3. Prior to distribution, ASEA/AFSCME Local 52 support staff shall present
19 a draft Notice of Nominations to the Election Committee Chair for
20 approval by the committee.

21 B. Nominating Petitions and Candidate Statements.

- 22 1. A standardized nominating petition will be provided with the Notice of
23 Nomination and shall also be available from the Union Field Offices in
24 Fairbanks and Juneau, as well as Union Headquarters in Anchorage, and
25 shall be available in PDF format on the Union's web site.
26 2. Nominations shall be made on the standardized nominating petition, or in
27 writing within a non-standardized format containing all the same
28 information as the standardized nominating petition.
29 3. Nominating petitions may be mailed, faxed, or hand-delivered to Union
30 Headquarters or any Union Field Office. A nominating petition received
31 by fax shall be deemed an original document.
32 4. Nominating petitions will be date-stamped upon receipt by the Union, and
33 all nominating petitions received by Union Field Offices shall be
34 forwarded via fax to Union Headquarters that same date.
35 5. Union staff shall verify that nominees are under the proper occupational or
36 regional category, when applicable, and that all candidates are members in
37 good standing.
38 6. Union support staff shall notify the Election Committee Chair of all
39 qualified candidates, with documentation of any disqualified petitioner for
40 nomination.
41 7. At the time nominees are verified to be eligible and are officially
42 recognized as candidates by the Election Committee, their names will be
43 considered public information and the list of nominees shall be posted to
44 the ASEA website.

1 8. Each candidate is allowed to submit a statement of the candidate's
2 personal qualifications for the office sought. A candidate's statement may
3 only contain reference to personal qualifications, education, Union
4 experience and accomplishments. Candidate statements may not contain
5 references to other candidates or individuals. If the Election Committee
6 disallows a candidate statement, the Election Committee shall give the
7 candidate an opportunity to submit a corrected statement to be received by
8 the Election Committee seven (7) days before the ballot mailing deadline.
9 Statements that meet these criteria will be included in the ballot mailing.

10 The candidate statement process shall be governed by the
11 following procedure:

- 12 (a) Union Headquarters will mail a candidate's statement form to each
13 candidate. The form will be an 8-1/2 x 11 sheet of paper and shall
14 contain the standardized union disclaimer noted in
15 22.00.000.B.8(c). Those candidates wishing to submit a
16 candidate's statement will use this form.
- 17 (b) The order of appearance of statements shall follow the same order
18 used to list the candidates' names on the ballot.
- 19 (c) On each candidate statement, the following disclaimer by the
20 Union shall be noted: "(This statement is the candidate's. Its
21 factual accuracy has not been verified and it does not necessarily
22 represent official ASEA/AFSCME Local 52 policy or positions.)"
- 23 (d) Candidate statements are to be submitted to the Union Office, and
24 will be date-stamped on the back of the statement by Union Office
25 staff.

26 9. Candidate statements are due at the same time as Nominating Petitions.
27 C. ASEA/AFSCME Local 52 Election Campaigning.

- 28 1. No union funds may be spent campaigning for any candidate seeking
29 union office.
- 30 2. No publication sponsored by or supported by the Union may endorse or
31 discourage the endorsement of a candidate for union office. (Reference
32 17.03.000, "E-mail.")
- 33 3. The Union shall control access to membership mailing lists. Notice of
34 access to Union membership and chapter office mailing lists shall be
35 included in the primary publication of the Union at the time of solicitation
36 of candidate nominations.
 - 37 (a) ASEA/AFSCME Local 52 candidates are entitled to mailing labels
38 provided by the Union to be affixed to campaign literature, each
39 candidate will prepay for the cost of printing and affixing labels.
40 Candidates are responsible for delivering to the ASEA/AFSCME
41 Local 52 Anchorage office mail-ready campaign materials with
42 postage affixed. ASEA staff will be responsible to address and
43 mail campaign materials at the candidate's expense.

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- 1 4. Access to Membership Lists.
- 2 No listing of member work and/or home numbers will be released by
- 3 ASEA for the purpose of telephonic campaigning.
- 4 5. The Union's e-mail, website, or webmail systems may not be used in
- 5 campaigning for union office. Chapter websites may not be used for
- 6 campaigning or promotion of candidates.
- 7 6. Within a state owned or leased building or facility, campaign materials
- 8 may only be posted on official Union bulletin boards.
- 9 D. Preparation and Mailing of the Ballots.
- 10 1. Following the nomination petition and candidate statement deadline, the
- 11 Election Committee shall review all election materials. Packets of
- 12 election materials (including copies of nominating petitions, candidate
- 13 statements, and draft ballots) shall be distributed to all Election
- 14 Committee members. The Election Committee may meet telephonically,
- 15 if needed, during this review process. The Election Committee shall
- 16 review the draft ballots for the following:
- 17 • the correct spelling of each candidate's name.
- 18 • The member's name and address are preprinted on the postage
- 19 paid, pre-addressed business reply envelope.
- 20 • the correct dates and deadlines.
- 21 • clear identification of the number of people to vote for.
- 22 • instructions which clearly indicate how to mark the ballot.
- 23 • if more than one (1) ballot is required, ballots shall be color
- 24 coded to properly identify the appropriate voting groups.
- 25 2. Candidates shall be listed on the ballot alphabetically by last name.
- 26 3. The ballot shall minimally include the following instructions:
- 27 (a) Mark the ballot.
- 28 (b) Place the ballot in the envelope with "BALLOT" printed on it.
- 29 (c) Seal the "BALLOT" envelope and place it in the postage paid,
- 30 pre-addressed business reply envelope.
- 31 (d) Seal the return envelope, and provide the required information in
- 32 the designated space on the postage paid, pre-addressed business
- 33 reply envelope. ***Your vote will not be counted if this information***
- 34 ***is not provided.***
- 35 4. Upon final approval by the Election Committee, Union staff shall
- 36 administer the printing and mailing of the ballots and candidate
- 37 statements. Staff shall inspect the membership data provided by the state
- 38 for accuracy and completeness before transferring it to the mailing house.
- 39 (a) A master membership list shall be run at the same time the ballot
- 40 labels are prepared.
- 41 (b) Ballots mailed to locations which are not connected to the
- 42 Anchorage road systems will be mailed First Class.
- 43 (c) If a member, for whatever reason, is in need of a replacement
- 44 ballot, Union Headquarters shall provide the replacement ballot in
- 45 a timely manner.

- 1 5. Any problem with the election process should be brought to the Election
2 Committee's attention as soon as possible. Notification can be by phone
3 or e-mail and should include all Election Committee members. Written
4 documentation of any such contact shall be kept by Union staff.
- 5 6. If problems involving an election arise that require investigation, the
6 Election Committee should oversee the inquiry.
- 7 E. If a third-party independent contractor is selected to count the ballots, the Election
8 Committee will provide them a key to the Election Committee Post Office box.
- 9 F. Security of Ballots.
 - 10 1. All ballots are mailed to a U.S. Post Office box paid for and designated
11 solely for election purposes. During the election process, ballots shall be
12 retained at the U.S. Post Office until the designated time for the counting
13 of ballots.
 - 14 2. During the election process, keys to the Election Committee Post Office
15 box are to be kept by the Election Committee Chair [or designee(s)].
- 16 G. Observers.
 - 17 1. Each candidate may designate his or her own observer to be present
18 during the ballot counting. A candidate may not serve as the observer.
 - 19 2. The observers may not assist in the actual conduct of the election, may not
20 engage in any kind of campaigning, may not wear buttons or badges in
21 support of a candidate, pass out leaflets, or attempt to discuss the election
22 with anyone while observing.
 - 23 3. Observers have the right to call to the attention of the Election Committee
24 members present any perceived violation of proper procedure which they
25 may observe during the ballot counting.
- 26 H. Disruptive Behavior. Observers, Election Committee members, or other members
27 of the Union who, in the judgment of the Election Committee or the third-party
28 independent contractor, are disruptive to the conduct of the ballot counting, may
29 be required to leave by the Election Committee.
- 30 I. Counting of Ballots.
 - 31 1. Ballot counting takes place at ASEA/AFSCME Local 52 Headquarters in
32 Anchorage AK or other location if another facility is selected to
33 accommodate the ballot counting.
 - 34 2. The following procedure shall be used in counting the ballots.
 - 35 (a) Upon delivery of the ballots, the ballots are sorted alphabetically.
 - 36 (b) The names on each ballot are then to be compared with lists
37 [provided by the Business Manager (or designee)] of
38 ASEA/AFSCME Local 52 members in good standing. Any ballots
39 with names not listed are to be sent to the Business Manager (or
40 designee) for confirmation as a disallowed ballot. Disallowed
41 ballots are to be put in the "Disallowed Ballot" pile.
 - 42 (c) Following the check-off of names, the outer envelopes shall be
43 opened and the contents removed. Contents should be the inner
44 ballot envelope. The outer envelopes are to be batched up and
45 saved (in the event of a recount).

- 1 (d) The inner ballot envelopes are then opened and ballots removed.
2 If the intent of the member voting is clear, the ballot should be
3 counted regardless of any comments written on the ballot, with the
4 exception of any member identification on the ballot. If a voter
5 has signed their name to or initialed the ballot, the entire ballot will
6 be disallowed.
- 7 (e) Such deviations from the instructions on the ballot, as making a
8 check-mark instead of an "X," should not serve to disallow a
9 ballot. If the intention of the voter is clear, count the vote.
- 10 (f) If a ballot is partly spoiled, that does not void the entire ballot. For
11 example, if a voter has voted for two (2) candidates for President,
12 his or her ballot is void for that office. But if the same voter has
13 voted for only one (1) candidate for other listed offices, the vote
14 for those offices is counted.
- 15 (g) Write-in votes are not counted; those ballots are treated as though
16 they were blank for the office for which a write-in appears.
- 17 (h) In a situation where the Election Committee must rule on a ballot
18 being allowed or disallowed, a majority vote of the Election
19 Committee will decide the question.
- 20 (i) A record is maintained of the number of disallowed and void or
21 totally blank ballots. These will not be included in the tally of
22 valid ballots.
- 23 (j) When the tabulation of the unquestioned ballots has been
24 completed, the Election Committee should turn its attention to any
25 remaining questioned ballots. If the number of questioned ballots
26 is not large enough to change the outcome of any of the contests,
27 the Election Committee is free to refuse to decide the questioned
28 ballots. In that case, the ballots remain in the sealed envelopes but
29 are retained with the rest of the ballots and the election records. If
30 the number of questioned ballots is great enough that it might
31 affect the outcome of one or more races, the Election Committee
32 must then take up each questioned ballot separately and, without
33 opening the envelope, make a decision as to whether or not the
34 ballot should be counted. In those cases where the Election
35 Committee decides to count the ballot, the envelope should be
36 opened and the ballot deposited, unexamined, in the now-empty
37 ballot box. When all questioned ballots have been disposed of, the
38 ballots in the box should be counted and added to the previous
39 tally. A record should be maintained of the names of those whose
40 ballots were questioned and of the disposition of each.
- 41 (k) The ballots are then to be batched together into groups of 25
42 ballots/group. The Business Manager (or designee) will provide
43 tally sheets. A tally sheet goes with each group of 25 ballots.
44 Votes are then counted and recorded on the tally sheet. A second
45 person must confirm the vote count on each group of 25 ballots.
46 Each person will place their initials on the tally sheet. (See sample

- 1 of Tally Sheet inserted in this section of the policy manual at
2 Union offices in Anchorage, Fairbanks and Juneau.)
- 3 (l) If the counting must be interrupted on the Election Day and
4 continued the following day, all materials must be secured for the
5 night by boxing up all election ballots, documents, and materials,
6 and temporarily storing these boxes in a locked room. The
7 following morning, all ballot materials are returned to the count
8 area, and the count resumed.
- 9 (m) In the event finalization of a count must be delayed, no Election
10 Committee member or volunteer working on the count shall
11 divulge preliminary results before the Election Committee certifies
12 final results.
- 13 3. Following batching and count, results are then consolidated and entered
14 onto a Summary Count Form [provided by the Business Manager (or
15 designee)]. (See sample of Summary Count Form inserted in this section
16 of the policy manual at the Union offices in Anchorage, Fairbanks and
17 Juneau.)
- 18 4. Results are then confirmed by the Election Committee.
- 19 (a) A signed, formal report is submitted by the Election Committee to
20 the Business Manager for distribution to the State Executive
21 Board. The report should state the total number of ballots counted,
22 the final count, and the number of disallowed and totally blank
23 ballots. The formal report shall also state the winner(s) of the
24 election in accordance with AFSCME Elections Manual
25 procedures.
- 26 (b) All Candidates shall then be called by the Election Committee and
27 notified of the election results.
- 28 (c) The Elections Report shall be placed on the ASEA/AFSCME
29 Local 52 web site.
- 30 5. Upon completion of the formal report, all election materials (including
31 counted ballots, tally sheets, return envelopes, disallowed and totally
32 blank ballots) must be boxed up, taped, secured, labeled, dated, and
33 initialed by at least two (2) Election Committee members. These boxes
34 are then to be archived in the secured storage of Union Headquarters for
35 no less than one year from the Date of Election.
- 36 6. Recount.
- 37 (a) In the event of a recount, the election boxes shall be unsealed in
38 the presence of Election Committee members and observers.
- 39 (b) The postage paid, pre-addressed business reply envelopes (with
40 required information) are to be checked off against the list of
41 members in good standing.
- 42 (c) The ballots are then to be recounted and results compared to the
43 tally sheets and final Summary Count Form.
- 44 (d) All disallowed ballots are then to be reviewed by Election
45 Committee members and observers.

- 1 (e) The Election Committee will submit a signed Final Report to the
2 Business Manager for distribution to the State Executive Board on
3 the results of the recount. All members of the Election Committee
4 participating in the recount are to sign the formal report.
- 5 (f) All Candidates shall then be called by the Election Committee and
6 notified of the election results.
- 7 (g) In order to notify the membership, the Elections Report shall be
8 placed on the ASEA/AFSCME Local 52 web site.
- 9 J. Run-Off Elections for Officers Only.
- 10 1. In the case no candidate receives a majority of the votes, a run-off election
11 for that office must be held. The ballot for a run-off election will contain
12 two (2) names for each office. In most cases this will mean listing the two
13 (2) candidates who ran first and second place during the original election.
- 14 2. If one of the top two vote-getting candidates withdraws, the third highest
15 vote-getting candidate will take their place. Only if all other candidates
16 withdraw from the race can a run-off election be avoided.
- 17 3. The run-off election shall be held on the dates identified on the original
18 Notice of Nomination and shall follow the same election rules as that of
19 the original election. This includes the preparation and mailing of the
20 ballots, security of the ballots, observers, and counting the votes. No new
21 statements from the candidates will be accepted. The original statements
22 shall be included with the run-off ballots.
- 23 4. The 30-day rule to conduct the election will apply to run-off elections.
- 24 K. Protests. A protest is not the same as a challenge. A challenge questions a
25 nominee's right to run for office and must be raised by a member before the
26 election is actually held. A protest questions the actual conduct of the election
27 itself.
- 28 1. Protests and challenges shall be filed with the Election Committee in
29 accordance with Appendix D of the AFSCME Constitution.
- 30 2. Any protester or nominee adversely affected by a decision of the Election
31 Committee on a challenge or a protest may file an appeal with the
32 AFSCME Judicial Panel, which retains jurisdiction in all election matters.
- 33 L. Installation of Officers.
- 34 1. Newly elected officers have, in fact, been the officers of the Union from
35 the moment the Election Committee's Report was presented to the
36 Business Manager for distribution to the State Executive Board and are
37 legally bound by the Obligation of an Officer.
- 38 2. Outgoing officers are obligated to turn over to their successors all books,
39 papers, and other property of the union, and they remain under bond until
40 they have done so. (AFSCME Local Union Elections Manual,
41 "Installation of Officers")
- 42 M. Constitutional Amendments. Constitutional amendments may also be submitted
43 outside the Biennial Convention in accordance with Art. 6.07.B.3. of the
44 ASEA/AFSCME Local 52 Constitution. Upon receipt the State Executive Board
45 will support, oppose, or reject the proposed constitutional amendment in such a

- 1 manner that the election may be held in accordance with the timelines in Article
2 7.05.B. of the ASEA/AFSCME Local 52 Constitution.
- 3 N. At the conclusion of the election cycle, the Election Committee shall provide a
4 comprehensive report to the State Executive Board, which includes at a
5 minimum:
- 6 1. Procedural problems or irregularities, and the resolution of problems or
7 irregularities.
 - 8 2. Ineligible candidate listing, and the reason for ineligibility.
 - 9 3. Minutes of all Election Committee meetings and/or teleconferences.
 - 10 4. Suggested improvements/changes for the next election cycle.
- 11