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**PROPOSED CHANGES TO  
ASEA/AFSCME LOCAL 52  
POLICIES AND PROCEDURES**

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**Comments may be forwarded  
to your State Executive Board  
Representative  
or to the Board at  
[joycew@afscmelocal52.org](mailto:joycew@afscmelocal52.org)**

**Deadline for receipt of  
comments:  
June 19, 2014**

*Approved for notice to Chapter Presidents by State Executive Board  
at meeting held May 14, 2014 in Kenai AK*

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

23 B. Nominating Petitions and Candidate Statements.

- 24 1. A standardized nominating petition will be provided with the Notice  
25 of Nomination and shall also be available from the Union Field  
26 Offices in Fairbanks and Juneau, as well as Union Headquarters in  
27 Anchorage, and shall be available in PDF format on the Union's web  
28 site.
- 29 2. Nominations shall be made on the standardized nominating petition,  
30 or in writing within a non-standardized format containing all the same  
31 information as the standardized nominating petition.
- 32 3. Nominating petitions may be emailed, mailed, faxed to Union  
33 Headquarters, or hand-delivered to Union Headquarters or any Union  
34 Field Office. A nominating petition received by email or fax shall be  
35 deemed an original document.
- 36 ~~4.~~ Nominating petitions will be date-stamped with the time of  
37 receipt written upon receipt by the Union, and all nominating  
38 petitions received by Union Field Offices shall be forwarded via fax  
39 or scanned and emailed to Union Headquarters that same date.
- 40 5. Union staff shall verify that nominees are under the proper  
41 occupational or regional category, when applicable, and that all  
42 candidates are members in good standing.

- 1           6.     Union support staff shall notify the Election Committee Chair of all  
2           qualified candidates, with documentation of any disqualified  
3           petitioner for nomination.  
4           7.     At the time nominees are verified to be eligible and are officially  
5           recognized as candidates by the Election Committee, their names will  
6           be considered public information and the list of nominees shall be  
7           posted to the ASEA website.  
8           8.     Each candidate is allowed to submit a statement of the candidate's personal  
9           qualifications for the office sought. A candidate's statement may only  
10          contain reference to personal qualifications, education, Union experience  
11          and accomplishments. Candidate statements may not contain references to  
12          other candidates or individuals. If the Election Committee disallows a  
13          candidate statement, the Election Committee shall give the candidate an  
14          opportunity to submit a corrected statement to be received by the Election  
15          Committee seven (7) days before the ballot mailing deadline. Statements  
16          that meet these criteria will be included in the ballot mailing.

17                 The candidate statement process shall be governed by the following  
18                 procedure:

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

33           9.     Candidate statements are due at the same time as Nominating Petitions.

34    C.     ASEA/AFSCME Local 52 Election Campaigning.

- 35           1.     No union funds may be spent campaigning for any candidate seeking union  
36           office.  
37           2.     No publication sponsored by or supported by the Union may endorse or  
38           discourage the endorsement of a candidate for union office. (Reference  
39           17.03.000, "E-mail.")  
40           3.     The Union shall control access to membership mailing lists. Notice of  
41           access to Union membership and chapter office mailing lists shall be  
42           included in the primary publication of the Union at the time of solicitation  
43           of candidate nominations.  
44           (a)     ASEA/AFSCME Local 52 candidates are entitled to mailing labels  
45           provided by the Union to be affixed to campaign literature, each

1 candidate will prepay for the cost of printing and affixing labels.  
2 Candidates are responsible for delivering to the ASEA/AFSCME  
3 Local 52 Anchorage office mail-ready campaign materials with  
4 postage affixed. ASEA staff will be responsible to address and mail  
5 campaign materials at the candidate's expense.

6 4. Access to Membership Lists.

7 No listing of member work and/or home numbers will be released by  
8 ASEA for the purpose of telephonic campaigning.

9 5. The Union's e-mail, website, or webmail systems may not be used in  
10 campaigning for union office. Chapter websites may not be used for  
11 campaigning or promotion of candidates.

12 6. Within a state owned or leased building or facility, campaign materials may  
13 only be posted on official Union bulletin boards.

14 D. Preparation and Mailing of the Ballots.

15 1. Following the nomination petition and candidate statement deadline, the  
16 Election Committee shall review all election materials. Packets of election  
17 materials (including copies of nominating petitions, candidate statements,  
18 and draft ballots) shall be distributed to all Election Committee members.  
19 The Election Committee may meet telephonically, if needed, during this  
20 review process. The Election Committee shall review the draft ballots for  
21 the following:

- 22 • the correct spelling of each candidate's name.
- 23 • The member's name and address are preprinted on the postage  
24 paid, pre-addressed business reply envelope.
- 25 • the correct dates and deadlines.
- 26 • clear identification of the number of people to vote for.
- 27 • instructions which clearly indicate how to mark the ballot.
- 28 • if more than one (1) ballot is required, ballots shall be color  
29 coded to properly identify the appropriate voting groups.

30 2. Candidates shall be listed on the ballot ~~alphabetically by last name~~ in the  
31 order in which they were recieved.

32 3. The ballot shall minimally include the following instructions:

- 33 (a) Mark the ballot.
- 34 (b) Place the ballot in the envelope with "BALLOT" printed on it.
- 35 (c) Seal the "BALLOT" envelope and place it in the postage paid,  
36 pre-addressed business reply envelope.
- 37 (d) Seal the return envelope, and provide the required information in  
38 the designated space on the postage paid, pre-addressed business  
39 reply envelope. ***Your vote will not be counted if this information***  
40 ***is not provided.***

41 4. Upon final approval by the Election Committee, Union staff shall  
42 administer the printing and mailing of the ballots and candidate statements.  
43 Staff shall inspect the membership data provided by the state for accuracy  
44 and completeness before transferring it to the mailing house.