

ASEA/AFSCME Local 52 POLITICAL ACTION COMMITTEE
RULES OF OPERATION
(Revised and adopted by the PAC on June 15, 2021)

Part I –Name

The name of this organization shall be the ASEA/AFSCME Local 52 POLITICAL ACTION COMMITTEE.

Part II – Purpose

1. To coordinate all ASEA/AFSCME Local 52 political activities relating to elections.
2. To endorse candidates for statewide and local offices without regard to political party affiliation.
3. To provide financial contributions to statewide and local candidates.
4. To raise funds for ASEA/AFSCME Local 52 Political Action Committee (PAC) activities and political contributions.
5. To recommend to the ASEA/AFSCME Local 52 Executive Board whether to support or oppose proposed legislation that the PAC has taken a position on.
6. To implement a plan to support legislative initiatives for the benefit of ASEA/AFSCME Local 52 membership.
7. To recommend to the ASEA/AFSCME Local 52 Executive Board ballot propositions and take positions on same.
8. To act as the custodian of P.E.O.P.L.E. contributions and all other PAC funds.

Part III –Composition

The ASEA/AFSCME Local 52 Political Action Committee (PAC) shall be composed of all voluntary financial contributors among the membership, retirees, and friends of ASEA/AFSCME Local 52.

The Executive Director of ASEA/AFSCME Local 52 shall serve on the PAC as an areawide PAC Director provided the Executive Director is a contributor to PEOPLE.

Part IV –Meetings

Section 1. Regular meetings of the PAC Directors shall be held at least monthly at a time and place to be fixed by the PAC Chair in consultation with the Political Action Coordinator.

Section 2. Special meetings may be called by the Chair or ten (10) PAC Directors. Prior notification of special meetings must be provided to all Directors by the PAC Secretary. Notice shall be provided within 72 hours, whenever possible.

Section 3. The quorum for meetings of the PAC shall be ten (10) Directors.

Part V -Directors and Appointments

Section 1. PAC Director Seats

A. The Directors of the PAC shall be selected from the members identified in Part III. Directors of the PAC shall be assigned to the Senate election district that they reside. There shall be no limit on the number of Directors in any Senate election district.

B. The officers of the PAC shall be comprised of a Chair, a Treasurer, and a Secretary. The officers shall serve one-year terms, such terms to commence July 1 and expire June 30.

C. All Directors of the PAC shall be Deputy Treasurers in compliance with APOC regulations and reporting procedures, to assure the ability to handle and receive monies coming into the PAC. Annual training shall be facilitated by PAC leadership to ensure compliance with relevant local, state and federal law.

D. Accounting staff of ASEA/AFSCME Local 52 shall be named Deputy Treasurers in compliance with APOC regulations and reporting procedures, to assure the ability to handle and receive monies coming into the PAC.

E. In accord with Article 8.04.C. of the AFSCME Local 52 Constitution, the President of ASEA/AFSCME Local 52 shall sit as an ex-officio Director of the PAC.

F. The Lobbyist shall sit on the PAC with a voice but no vote.

G. The Executive Director of ASEA/AFSCME Local 52 shall serve on the PAC as an areawide PAC Director provided the Executive Director is a contributor to PEOPLE.

H. All PAC Directors must be a contributor to the ASEA PAC. Voluntary contributions shall be made through payroll deduction for members of ASEA. Friends and retired members of the PAC must make a minimum contribution of \$52 (fifty-two dollars) annually, no later than the first quarter of the calendar year.

Section 2. To be eligible to hold office and vote, one must be an appointed Director selected from the PAC membership.

Section 3. Officers of the PAC are selected by the PAC Directors by a majority vote of the quorum present.

Section 4. The PAC shall notify the President of ASEA/AFSCME Local 52 of all Director appointments to the PAC.

Section 5. PAC Directors whose voluntary deductions stop or whose annual contribution is not renewed shall be removed on the last day of the first quarter of the following calendar year. A PAC

Director whose contributions begin again after removal is eligible to reapply to join the PAC Directors under the typical terms and conditions of PAC membership.

Part VI –Duties

Section 1. The Chair shall:

- A. Preside at all meetings of the PAC.
- B. Be a signatory to all bank accounts holding the funds of the PAC.
- C. Coordinate all PAC activities with the Political Action Coordinator.

Section 2. The Treasurer shall:

- A. Oversee the receipt of all monies incoming to the PAC.
- B. Oversee the deposit of all monies so received in the name of the PAC in a bank or banks as established by the PAC, and monies so deposited shall be withdrawn only by check signed in compliance with ASEA/AFSCME Local 52 check signing policies and procedures.
- C. Be a signatory to all bank accounts holding the funds of the PAC, and oversee the issuance of checks for such purposes that are required by these Rules of Operation or as authorized by a majority vote of the PAC, or as otherwise required by law.
- D. Oversee the conduct of the financial affairs of the PAC in accordance with the requirements of the AFSCME Financial Standards Code.
- E. In the absence of the Chair, the Treasurer shall preside at all meetings and perform all duties otherwise performed by the Chair.
- F. Be bonded for an amount to be fixed by the PAC, at the expense of the PAC.
- G. The Treasurer shall monitor Directors' contributions and share this with the Secretary to maintain an accurate record of the roll call.

Section 3. The Secretary shall:

- A. Keep a record of the proceedings of all meetings of the PAC.
- B. Oversee the official correspondence of the PAC.
- C. Be a signatory to all bank accounts holding the funds of the PAC.
- D. In the absence of the Treasurer, or the Treasurer's inability to serve, perform all duties performed by the Treasurer until a successor Treasurer is appointed.

E. With coordination of the PAC Officers, issue an annual notification to all PAC contributors of their option to become a PAC Director.

F. Draft and distribute an agenda for all regular and special PAC meeting to PAC Directors.

Section 4. The ASEA/AFSCME Local 52 Executive Director shall make or cause to be made, at least annually, an audit of the finances of the PAC, and shall report to the members of the PAC on the results of such audit.

Part VII -Voting Formula

A PAC endorsement of candidates, or a decision to support legislation or to take other actions that bind the PAC shall require a majority vote of the Directors' quorum present. Each Director is entitled to a single vote.

B. Proxy voting is not allowed.

Part VIII –Contributions

A. Contributions authorized in election campaigns will be determined according to Part VII and the laws of the State of Alaska.

B. Recommendations regarding contributions to candidates will be made to the PAC by the Political Action Coordinator, the PAC officers, and the ASEA/AFSCME Local 52 Executive Director.

C. In accordance with state law and APOC record-keeping requirements regarding contributions to political candidates, contributions from chapters will be made through a segregated political action fund, and dues money may not be contributed to the PAC.

D. Chapters of ASEA/AFSCME Local 52 will be allowed to supplement the PAC's monetary contributions, or make sole donations to candidates for public office, provided that:

(1) The candidate for office has already been endorsed by the PAC or, in the case of a local candidate, has been recommended by the Chapter.

(2) The supplemental amount, combined with the PAC's contributions or sole donation, does not exceed the maximum yearly amount allowed by state law.

(3) Any Chapter financial support must not come from ASEA/AFSCME Local 52 dues monies.

(4) If the above criteria are met, the ASEA/AFSCME Local 52 chapter must notify the PAC member for that Senate District or, if that position is vacant, the Political Action Coordinator, who shall inform the ASEA/AFSCME Local 52 Executive Director, or his or her designee, of their intent to make a supplemental or sole contribution. The Executive Director will check with the Political Action Coordinator to verify that a chapter's contribution will not result in a violation of state

contribution limits and, if it does not, the ASEA/AFSCME Local 52 Executive Director will ask that the Chapter transmit such contribution(s) to the PAC.

Part IX – Communications

The ASEA PAC has a Communications Team that works to elevate the positions of the ASEA PAC and control the narrative of ASEA PAC positions.

The ASEA PAC communications has the following parameters and goals for social media posts and communications:

- 1) Educate and elevate the public about ASEA PAC positions that have been voted on including bills, endorsed candidates, propositions, and other items
 - a. Be relevant, responsive, and timely with ASEA PAC posts on important issues
- 2) Support ‘get out the vote’ (GOTV) efforts for local elections that the ASEA PAC has taken a position or positions on by sharing election information
- 3) Educate ASEA members, allies, and other followers about the ASEA PAC, how positions are decided, the difference between the PAC and ASEA, and emphasizing that the PAC is made up of voluntary members and voluntary contributions, and not member dues

Sharing posts from friendly accounts with similar positions to the ASEA PAC is permissible so long as the message is in line with the ASEA PAC and on brand with the ASEA PAC.

Engagement with ASEA PAC social media accounts will be monitored. Any inappropriate comments will be removed where possible and trolls violating the *ASEA PAC Social Media code of conduct will be blocked.

Any account that receives negative or opposing comments that don’t violate the code of conduct is encouraged to allow allies to respond to those comments versus responding directly.

Any account that receives questions or messages that would benefit from a response should receive an answer and be addressed in a prompt manner.

The ASEA PAC Communications Team will continue to address the parameters for posts as circumstances and issues arise.

*ASEA PAC Social Media Code of Conduct: It is our expectation that our audience and engagement be respectful and kind with comments and interactions on our page. Hateful and derogatory language will not be tolerated.

Part X –Miscellaneous

Section 1. The PAC shall at all times be subject to the provisions of the AFSCME International Constitution, the ASEA/AFSCME Local 52 Constitution, and the AFSCME Financial Standards Code.

Section 2. Except to the extent specified in the Rules of Operation, no individual Director or member of the PAC shall have the power to act as an agent for or otherwise bind the PAC in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the PAC, except to the extent specifically authorized by these Rules of Operation.

Section 3. Robert's Rules of Order, Revised, shall apply in all cases to which they are applicable and in which they are not inconsistent with these Rules of Operation or of any special rules of the PAC or of ASEA/AFSCME Local 52 or AFSCME International.

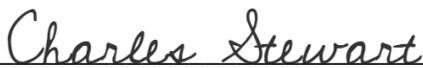
Section 4. Appendix A, entitled, "Policy and Procedure of the ASEA/AFSCME Local 52 Political Action Committee," is attached to these Rules of Operation and is, by this reference, made a part of these Rules of Operation.

Part XI-Amendments

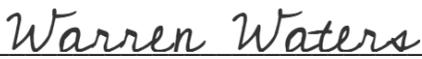
These Rules of Operation may be amended, revised, or otherwise changed by a majority vote of the then current PAC Directors. A written copy of the proposed amendment shall be furnished to every member of the PAC Directors at least 15 days before the meeting at which the vote is to be taken.

Part XII –Definitions

1. ASEA/AFSCME Local 52 -The representative union for bargaining unit members as defined under Article 4.0 of the ASEA/AFSCME Local 52 Constitution.
2. AFSCME International -The American Federation of State, County and Municipal Employees, AFL-CIO, with which ASEA/AFSCME Local 52 is affiliated.
3. Alaska Public Office Commission -A commission created in the Alaska Department of Administration under AS15.13.020, to which the Governor of Alaska appoints five members, and whose duties are defined under AS15.13.030.
4. P.E.O.P.L.E. -Public Employees Organized to Promote Legislative Equality.
5. Friends of ASEA/AFSCME Local 52 Political Action Committee (PAC) – include ASEA staff, and other individuals that wish to support union issues.



Charles Stewart, Chair
ASEA/AFSCME Local 52 PAC



Warren Waters, Secretary
ASEA/AFSCME Local 52 PAC

APPENDIX A
POLICY AND PROCEDURE OF THE
ASEA/AFSCME LOCAL 52 POLITICAL ACTION COMMITTEE

It is the policy of the ASEA/AFSCME Local 52 Political Action Committee (the PAC) to be involved politically in order to obtain the best results for members of ASEA/AFSCME Local 52, primarily, and for Labor in general. The best results for this endeavor can be obtained only if we are strong and united. Therefore, in order to ensure the maximum effectiveness of this policy, the following procedures shall be utilized:

1. All official ASEA/AFSCME Local 52 political activities relating to candidates running for political office shall be coordinated through the PAC Directors.
2. All interviews for the purpose of endorsing candidates for statewide office shall be conducted only by the PAC Directors, but shall be open to all members of ASEA/AFSCME Local 52.
3. Interviews of candidates for legislative offices, either at the state or local level, shall be coordinated through the PAC Directors or whenever possible, shall be conducted by the PAC members who represent the Senate or House district seat sought by the candidate being interviewed. The PAC Director from that Senate District should participate in the interview, if possible, and should encourage other ASEA/AFSCME Local 52 members from that district to attend the interviews.
4. For the purposes of consistency, uniformity, and fairness, interview teams shall use a standardized questionnaire, approved by the PAC Directors, as the primary basis for the interview.
5. Candidate interviews of non-incumbents shall be conducted whenever possible. In the case of incumbents, interviews may be conducted if the local ASEA/AFSCME Local 52 chapter's PAC desires to supplement its knowledge of the incumbent's voting record. Interviews should be conducted whenever possible or if a candidate expresses a desire to be interviewed.
6. In addition to recommendations from Chapters, the ASEA/AFSCME Local 52 Executive Director may make a staff recommendation on candidates and issues.
7. All endorsements shall be made by the PAC Directors.
8. Financial contributions may be made only to candidates who have been officially endorsed by the PAC Directors. Contributions shall be recommended to the PAC by the Political Action Coordinator, the PAC Directors, and the ASEA/AFSCME Local 52 Executive Director and must be approved by the PAC Directors.
9. In the case of local candidates, such as for school board or city assembly, the local ASEA/AFSCME Local 52 Chapter may interview candidates and make recommendations to the PAC for endorsements. The PAC Director(s) shall inform the Political Action Coordinator who shall inform the ASEA/AFSCME Local 52 Executive Director, or his or her designee, of a chapter decision to recommend a local candidate. The Chapters may not make direct contributions to candidates.

10. All contributions made by the ASEA/PAC shall comply with local, state and federal laws governing political contributions.

11. [policy regarding release of PAC member and ASEA member personal contact info be created for review by the ASEA PAC rules subcommittee and be presented to PAC directors prior to the next regularly scheduled PAC meeting.]

12. PAC Appointments – application and appointment process

Appendix B – Repealed

/end