



POLICIES and PROCEDURES

(Revised and, with due notice, approved 12/6/2023)

ASEA/AFSCME Local 52, AFL-CIO POLICIES and PROCEDURES
(Revised and, with due notice, approved December 6, 2023)

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PREAMBLE

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1. All prior policies and procedures shall be rescinded upon the adoption of the following policies and procedures by the ASEA Executive Board.
2. These policies and procedures shall be subject to all applicable state and federal laws.
3. ASEA/AFSCME Local 52 and its ASEA Executive Board shall at all times be subject to the AFSCME International Constitution, the ASEA/AFSCME Local 52 Constitution, the AFSCME Financial Standards Code, the Financial Accounting Standards Board (FASB) Financial Standards Code, and the Collective Bargaining Agreements of bargaining units for which ASEA/AFSCME Local 52 is the legal representative or party thereto.
4. This Preamble is considered policy.

1 **1.00.000 CHAPTER GUIDELINES**

2 **1.01.000 ESTABLISHMENT OF CHAPTERS**

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As authorized by ASEA Constitution Article 10, the ASEA Executive Board shall establish chapters to provide for the most effective means of permitting members of the Union to participate in the affairs of the Union.

PURPOSE: The ASEA Executive Board has created chapters to provide a local network for the membership in its area. The purpose of chapters is to bring chapter members together to share ideas, and perspectives, as well as activities to promote solidarity.

Chapters are subordinate entities of the Union. Each chapter, at a minimum, shall include an elected President, Secretary and Treasurer, who shall serve a term of office as prescribed in the chapter bylaws.

Chapters may create committees to carry out functions of the chapter. Those chapter committees are subordinate bodies of the chapter and may not act independent of the chapter. Chapters and chapter committees must follow established union policies.

Chapters shall meet at least once annually and shall adopt bylaws for the conduct of their affairs and an annual budget.

23 **1.02.000 REPORTING REQUIREMENTS**

- 24 A. Chapters will provide the ASEA/AFSCME Local 52 Executive Board with a fiscal
25 (July 1 through June 30) year-end accounting of funds expended, including an audit
26 report prepared in accordance with the Chapter bylaws and the AFSCME
27 Financial Standards Code. The fiscal year report will be provided through the
28 ASEA/AFSCME Local 52 Executive Director within one month following June 30
29 close of business.
- 30 B. In addition, chapters will provide the ASEA/AFSCME Local 52 Executive Board
31 (through the Executive Director) with the following:
 - 32 1. Chapter bylaws, if they have been updated since the prior fiscal year report.
 - 33 2. Lists of officers.
 - 34 3. Minutes of Chapter Executive Board and Chapter membership meetings.
- 35 C. The report will be signed by the Chapter President, Secretary, and Treasurer prior to
36 submission to and acceptance by the ASEA Headquarters. The ASEA Headquarters
37 will provide the forms for submission of the report.
- 38 D. After thirty (30) days' notice to the chapter, the Executive Director shall withhold
39 support checks from chapters that are not in compliance with the reporting
40 requirements. Chapters will receive all monies withheld upon compliance with
41 reporting requirements.

1 **1.03.000 GUIDELINES FOR STAFF ASSISTANCE TO CHAPTERS**

2 All Chapter requests for assistance shall be treated in the same manner.

- 3 A. Use of ASEA/AFSCME Local 52 Office meeting space for local Chapter meetings is
4 permitted and encouraged, as an economical means of holding chapter meetings.
- 5 B. A request for meeting space should be made ten (10) days prior to the actual meeting
6 date. Less notice is permissible if deemed an emergency by the Chapter board of
7 officers and requested by the president or secretary.
- 8 C. Union staff may be present at all meetings but at no additional expense to the union or
9 chapter.
- 10 D. Chapter members using the office space will straighten up the room and leave it neat.
- 11 E. Long distance calls may be made from ASEA/AFSCME Local 52 offices only for
12 Union-related business purposes. The local Chapter may be billed for the actual cost of
13 each long-distance call and reimbursement made to the Union.
- 14 F. Use of copying equipment is allowed for official chapter business only. Number of
15 copies will be noted on a copy log located at the copier.
- 16 G. Chapters may be billed for copying, not to exceed the per-click charge as designated in
17 the equipment service contract.
- 18 H. Production of printed notices and distribution of Chapter meeting notices will not
19 normally be done by Union staff.
- 20 I. Any mailings done by Union staff for Chapter business will require prior approval of
21 the Executive Director, and costs will be billed to the Chapter.
- 22 J. E-mail notification of Local Chapter meetings, special events, and informational
23 notices will be done by Union staff.
- 24 K. Business Leave for Chapter Use. The Executive Director may authorize the use of
25 Business Leave if, in their sole judgment, the proposed use would benefit a chapter.
26 Chapter Presidents or the President's designee must request business leave use by
27 completing the business leave request form.
- 28 L. Chapter presidents in Anchorage, Fairbanks, and Juneau will be granted independent
29 access to the local union office under the following conditions:
 - 30 1. Upon swearing into office, chapter presidents in Anchorage, Fairbanks, and
31 Juneau will sign a liability agreement and a confidentiality statement.
 - 32 2. Chapter presidents will ensure the union office is secured after their use of
33 the union office.
 - 34 3. At the end of each business day, staff will secure all documents containing
35 confidential information.

36 **1.03.010 Newsletters**

37 Staff shall not prepare Chapter newsletters.

38 **1.03.020 Websites**

- 39 A. Chapters and Committees must secure approval from the Executive Director or the
40 ASEA Communications Coordinator to establish a website or social networking
41 accounts using a designated form. The Executive Director shall report all requests to
42 the ASEA Executive Board in their quarterly report.

- 1 B. ASEA Anchorage Headquarters shall periodically review approved websites and
2 social media accounts to ensure posted content is consistent with the goals and
3 objectives of the Union.
4 C. The domains for ASEA chapters are the intellectual property of ASEA/AFSCME
5 Local 52. Chapters will be billed annually to maintain the domain's license.

6 **1.04.000 HIRING OF CHAPTER STAFF PERSONNEL**

7 Chapters may not hire employees.

8 **1.05.000 CHAPTER FUNDS**

- 9 A. Each chapter receives a share of dues, as allocated under ASEA Constitution Article
10 10.06. Chapter funds may only be spent in accordance with the AFSCME Financial
11 Standards Code. Chapter funds may only be held in checking, savings, or
12 certificates of deposit at an FDIC insured bank or NCUSIF insured credit union.
13 Chapters may not invest funds.
14 B. To maintain security of Union chapter funds, all chapters will be required to have on
15 file with the Union Headquarters an approved Automated Clearing House (ACH)
16 Deposit/Withdrawal form for all chapter financial institution accounts that are in the
17 name of the chapter. The ACH form will allow Union Headquarters to electronically
18 deposit chapter support payments to each chapter's designated account each month
19 rather than sending a check. In the event that a chapter is determined to be inactive,
20 the ACH will provide the Union with a method to be able to withdraw the funds of
21 the inactive chapter and hold them in escrow to prevent loss of the funds. A chapter
22 will be declared inactive by ASEA Executive Board motion on recommendation of
23 the ASEA Executive Director.
24 C. Chapter funds may not be spent for political purposes, or contributed to any political
25 candidate or political entity. Chapter funds may not be used to conduct member
26 surveys or to conduct activities inconsistent with the Union's goals as established by
27 the ASEA Executive Board.
28 D. Chapters may conduct fundraising activities consistent with the goals and objectives
29 of the Union. The Executive Director must be notified at least 14 calendar days in
30 advance of the activity. Raffles are specifically prohibited.
31 E. Chapter funds, including those raised by the Chapter, may not be used to purchase
32 any type of alcoholic beverage or marijuana.

33 **1.06.000 Chapter Convention Delegate Elections**

34 In addition to following the election requirements in individual local chapter Bylaws,
35 Chapters must also ensure that, when conducting elections for ASEA Biennial
36 Convention delegates, the Election Committee is appointed and hold its
37 organizational meeting no later than 30 days prior to the mailing of nomination
38 forms.

1 **2.00.000 ASEA EXECUTIVE BOARD COMMITTEES**

2 **2.01.000 GENERAL**

- 3 A. PURPOSE: The ASEA Executive Board has created committees to help identify
4 issues facing the membership. Each committee's specific purpose can be found in
5 P&P 2.03. In general, the purpose of committees is to bring committee members
6 together to share ideas, perspectives, and to identify issues unique to the group the
7 committee represents. A committee may develop strategies, ideas, actions, surveys
8 and suggestions for addressing issues and may submit recommendations to the
9 ASEA Executive Board, through the Executive Director or the ASEA Executive
10 Board liaison to the committee. The Executive Director may act on
11 recommendations that fall within the committee's purpose. Otherwise, the
12 Executive Director will refer recommendations to the ASEA Executive Board for
13 further consideration. The ASEA Executive Board may delegate assignments or
14 tasks to a committee.
- 15 B. BUDGET: The ASEA Executive Board shall adopt an annual budget for each
16 committee. Committees may submit budget requests to the ASEA Executive Board
17 through the Executive Director or the ASEA Executive Board liaison to the
18 committee. The cost of any teleconferences and face-to-face meetings of committee
19 members will be paid out of the committee's budget. All expenditures must be pre-
20 approved by the Executive Director. No committee or individual committee member
21 shall have the power to act as an agent for or otherwise bind the Union in any
22 manner whatsoever. (*ASEA Constitution 13.01*)
- 23 C. FUNDRAISING: Committees may conduct fundraising activities consistent with
24 the goals and objectives of the union. The Executive Director must be notified at
25 least 14 calendar days in advance of the activity. Raffles are specifically prohibited.
26 Funds received from fundraising efforts shall be placed in the ASEA/AFSCME
27 Local 52 general account. The ASEA Executive Board will allocate those funds to
28 the appropriate Committee.
- 29 D. Committee funds may not be spent for political purposes, or contributed to any
30 political candidate or political entity. Committee funds may not be used to conduct
31 member surveys or to conduct activities inconsistent with the Union's goals as
32 established by the ASEA Executive Board. Committee funds may not be used to
33 purchase any type of alcoholic beverage or marijuana.
- 34 E. Whenever Committee funds are used to fund, in whole or in part, a member's
35 attendance at a conference or event (hereinafter, "event"), the member shall be
36 required to submit a written report to the Committee within 21 days following the
37 event. Committees may also assign additional tasks to the member, such as in-person
38 presentations or trainings for other members. Prior to any expenditure, the
39 committee shall give the member written notice of these requirements. Provided
40 such written notice is given, if the member does not write the report or fulfill the
41 other requirements as assigned by the Committee, the member may be required to
42 reimburse the Committee for the expended funds.
- 43 F. The ASEA President will be informed of all committee meetings and the date of the
44 committee meeting will be posted on the ASEA website calendar.

- 1 G. Committees are required to provide the President, through the Executive Director,
2 written minutes of all meetings no later than 30 days from the date of the meeting.
- 3 H. A standing committee may be constituted only if specifically authorized as a
4 standing committee in the ASEA/AFSCME Local 52 Constitution.
- 5 I. Publications and materials distributed to the membership by ASEA Committees shall
6 be consistent with the goals and objectives of the union and shall be reviewed and
7 approved by the Executive Director or the ASEA Executive Board liaison to the
8 committee or in the absence of a Board liaison, the ASEA Communications
9 Coordinator. Every effort shall be made to approve such requests within 10 working
10 days of the request.

11 **2.02.000 ELECTED COMMITTEES/PANELS**

12 **2.02.010 Judicial Panel**

- 13 A. Members of the Judicial Panel shall be elected in accordance with Article 11 of the
14 ASEA/AFSCME Local 52 Constitution. ASEA/AFSCME Local 52 members in
15 good standing are eligible to run as candidates for the Judicial Panel, except
16 members of the ASEA Executive Board and the Contract Negotiating Committee.
- 17 B. In instances where the constitutional authority of the ASEA Executive Board
18 appears in conflict of the constitutionally granted authority of the ASEA/AFSCME
19 Local 52 Judicial Panel, the decision of jurisdiction will be made by the ASEA
20 Executive Board.
- 21 C. Vacancies in office shall be filled on a temporary basis by a vote of the ASEA
22 Executive Board, and the member so elected shall serve until the following
23 scheduled election. The membership shall then proceed to elect a member to replace
24 the board-elected member to serve out the balance of the unexpired term. The board
25 shall follow the election process outlined in Section 4.08.000.
- 26 D. Rules of Procedure. The Judicial Panel shall establish rules of procedure that are
27 consistent with the provisions of the constitutions of ASEA/AFSCME Local 52 and
28 AFSCME International. The rules and any changes in such rules shall be subject to
29 the approval of the ASEA Executive Board, and shall become effective only upon
30 the granting of such approval. A copy of such rules shall be filed with the Secretary
31 of ASEA/AFSCME Local 52 and shall be made available to any member of the
32 Union upon request. A copy of the rules shall be sent to all chapter presidents.

33 **2.02.020 Contract Negotiating Committees**

- 34 A. Members of the Contract Negotiating Committees shall be elected in accordance
35 with Article 12 of the ASEA/AFSCME Local 52 Constitution.
- 36 B. Members of the Contract Negotiating Committee shall be authorized to establish
37 their own rules of conduct and procedures concerning collective bargaining.

38 **2.02.021 Collective Bargaining Information**

39 During the collective bargaining process, in order to assure that all members are informed of
40 critical collective bargaining issues, the Union will provide the membership with regular
41 updates on negotiations and other collective bargaining information acceptable to the
42 Contract Negotiating Committee of ASEA/AFSCME Local 52.

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2.02.030 Elections for Judicial Panel and Contract Negotiating Committees

- A. Notwithstanding any other provisions of the ASEA governing documents, elections for the Judicial Panel and Contract Negotiating Committees may occur via electronic means. For any election conducted electronically, an option to request, receive, and utilize a paper ballot shall be offered.
- B. The Elections Committee shall conduct elections in accordance with the following timetable:
 - 1) The Elections Committee shall establish a date for the counting of ballots. This date shall be known as the election date, and shall be sixty (60) days after the notice of nominations and elections is distributed.
 - 2) The Elections Committee shall arrange to have notice of nominations and elections distributed through a separate mailing or by inclusion in an official publication of the union. Such notice shall be sent at least ninety (90) days prior to the election date and shall include the following:
 - a) The notice of the office(s) to be filled.
 - b) The deadline for receipt of nominating petitions.
 - c) Notice that any member so nominated must file a written acceptance of the nomination with the Elections Committee. Notice of acceptance by the nominee shall be submitted with the nomination petition.
 - d) Notice of the right of each candidate to submit a statement of their personal qualifications, in accordance with the provisions of Policies & Procedure Section 22.00.000 B.
 - e) Notice of the date on which ballots will be distributed, and the date for the counting of the ballots.

2.03.000 APPOINTED COMMITTEES

2.03.010 General

Appointed Committees, unless otherwise stated, are subject to the following:

- A. **APPOINTMENTS:** All committee members shall be appointed in accordance with Article 8.04 of the ASEA/AFSCME Local 52 Constitution.
- B. **COMPOSITION:** Appointed committees shall consist of up to ten (10) members. Two (2) members each from the Central region, the Northern region, and the Southeast region; one (1) member each from the Bush and Rural regions; and two (2) At-Large seats.

Committees will consist only of ASEA members in good standing. Staff or other parties may provide assistance; however, only ASEA members will be able to vote or chair meetings.
- C. **TERMS:** Members of each committee shall serve for a term of three (3) years from date of appointment.

All resignations by a committee appointee must be submitted in writing to the President, through the Executive Director. Upon a majority vote of the ASEA

1 Executive Board, a committee may be dissolved. A committee member may only be
2 removed on grounds provided in Article X of the AFSCME Constitution. Accused
3 committee members shall have the right to a fair trial with strict adherence to due
4 process.

5 D. COMMITTEE CHAIR: The President shall designate a Chair from the committee
6 members with confirmation from the ASEA Executive Board. The Chair's term of
7 appointment shall be for the duration of their regular appointment.

8 E. LIAISON: Except for the Grievance Review Committee, the Elections Committee,
9 ASEA Political Action Committee, and the Class I Committee, all committees listed
10 in the Policy & Procedures will have a designated ASEA Executive Board liaison
11 appointed by the President, with concurrence from the Board. Liaisons will have a
12 voice but no vote and cannot serve as chair. The Executive Director shall determine
13 which committees need staff liaisons, and shall assign those duties accordingly.

14 2.03.015 Websites

15 A. Committees must secure approval from the Executive Director or the ASEA
16 Communications Coordinator to establish a website or social networking accounts
17 using a designated form. The Executive Director shall report all requests to the
18 ASEA Executive Board in their quarterly report.

19 B. ASEA Anchorage Headquarters shall periodically review approved websites and
20 social media accounts to ensure posted content is consistent with the goals and
21 objectives of the Union.

22 C. Website domains for ASEA committees are the intellectual property of
23 ASEA/AFSCME Local 52. The Union will license, maintain and administer
24 domains and respective committees will be billed annually for the domain's license.

25 2.03.020 Election Committee

26 In accordance with Article 7 of the ASEA/AFSCME Local 52 Constitution all elections for
27 the ASEA Executive Board and AFSCME convention delegates shall be conducted under
28 the supervision of an Election Committee.

29 A. The Election Committee shall consist of six (6) members: the committee chair and
30 one (1) member representing each of the five (5) geographic regions (Central,
31 Northern, Southeast, Bush, and Rural).

32 B. Appointments to the Election Committee shall be made before the start of the
33 election cycle, so that committee members shall be in place at least forty-five (45)
34 days prior to the mailing of nomination forms.

35 C. The ASEA Executive Board may utilize the Election Committee in membership
36 balloting other than officer elections.

37 D. Upon receiving the ASEA Executive Board notice to hold an officer election, the
38 Election Committee shall execute all officer elections in accordance with the
39 elections process established in the constitutions of ASEA/AFSCME Local 52 and
40 AFSCME, and the AFSCME Elections Manual, and Policy 22.00.000 of this
41 manual.

42 E. The Election Committee should hold their organizational meeting no later than thirty
43 (30) days prior to the mailing of nomination forms. The committee shall elect a
44 secretary to keep the minutes of the committee.

1 2.03.030 Grievance Review Committee

- 2 A. The members of the Grievance Review Committee shall consist of experienced
3 GGU stewards from each of the five regions. Appointments shall run concurrently
4 with their term as an elected steward. The President shall designate the Chair of the
5 Grievance Review Committee. Members will continue to serve as long as they
6 remain stewards, and they meet training requirements noted in section C, below. No
7 members of the ASEA/AFSCME Local 52 ASEA Executive Board may serve on the
8 Grievance Review Committee.
- 9 B. For the purpose of this Policy and Procedure, an experienced steward is defined as
10 an ASEA member who is an elected steward and has at least two years of steward
11 experience.
- 12 C. ASEA/AFSCME Local 52 will provide mandatory training for all committee
13 members. New committee members must receive training prior to handling an
14 appeal.

15 2.03.031 Right of Appeal

- 16 A. Each General Government Unit member is entitled to have disputes with the State
17 promptly considered by the Union. This Grievance Review Policy is applicable to
18 all grievances covered by Article 16 of the current Collective Bargaining Agreement
19 or the comparable provision of any successor agreement. Appeals are not available
20 for complaints, as defined in Article 15 of the current Collective Bargaining
21 Agreement, or the comparable provision of any successor agreement, nor does it
22 apply to classification reviews (Article 17) or performance evaluations and
23 incentives (Article 18), or the comparable provisions of any successor agreement.
24 The following actions may be appealed by the member pursuant to this Grievance
25 Review Policy:
- 26 1. The refusal to advance a grievance at any step;
 - 27 2. Any disagreement regarding a proposed settlement; or,
 - 28 3. The decision whether to proceed to arbitration.
- 29 The jurisdiction of the Grievance Review Committee is limited to Items 1., 2., and 3.
30 above. Other disputes, such as disagreements over hearing strategy, witnesses, and
31 decisions falling within the discretion of the Business Agent or Executive Director,
32 are not subject to this Grievance Review Policy.
- 33 B. All members are entitled to appeal in writing any of the above-described actions to
34 the Union's Grievance Review Committee.
- 35 C. Upon certified receipt of the Union's notice that it will not proceed with the
36 grievance (as defined in Paragraph 1) the member may file a written appeal. The
37 member's appeal must be received by the Union, or postmarked within 10 calendar
38 days of the member's receipt of the Union's notice.
- 39 D. Questions of timeliness shall be decided by a panel of the Grievance Review
40 Committee. Circumstances beyond the member's control which delay the filing of
41 an appeal may be considered by the panel.
- 42 E. Appeals will be processed in an expedited manner. A panel of three (3) members of
43 the Grievance Review Committee shall meet as needed to hear and decide pending
44 appeals.

- 1 F. All proceedings shall be confidential, unless the member filing the appeal waives
2 confidentiality. All documents produced in support of or in opposition to any appeal
3 shall not be distributed to anyone other than the Business Agent, the member, the
4 Executive Director, and the members of the Committee hearing the appeal. Such
5 documents shall become a permanent part of the Union's grievance file.

6 2.03.032 Standards of Review

- 7 A. A panel comprised of members of the Grievance Review Committee shall meet as
8 needed to hear all pending appeals. The members of each Panel will be selected by
9 the Chair, who shall designate one Panel member to serve as Panel Chair. The
10 Executive Director (or their designee) will coordinate the hearing schedule. The
11 Panel shall not consist of co-workers of the appealing members. Any Panel member
12 who is biased or may appear to be biased shall withdraw.
- 13 B. Business leave will be authorized only for Panel members, for both preparation and
14 hearings. GGU members who are appealing decisions to the Panel shall be
15 responsible for their own expenses.
- 16 C. The Executive Director will forward all paperwork pertaining to the appeal issue to
17 the Hearing Panel members for review and to better prepare themselves to hear the
18 appeal. Panel members must safeguard all hearing documents from public view.
- 19 D. Neither ASEA/AFSCME Local 52 nor the appellant will be entitled to more than
20 two witnesses – in addition to the appellant, Steward, Business Agent, and Executive
21 Director – unless a request for additional witnesses is made in writing and received
22 10 calendar days prior to the date of the hearing. Hearings may be conducted
23 telephonically. Advance notice of the hearing shall be adequate to arrange the
24 presence of other witnesses deemed necessary by the participants or the Panel.
- 25 E. At the hearing the parties may present evidence and arguments. The right of the
26 parties to hear and cross-examine all witnesses shall be respected. The Panel Chair
27 shall assure that each side has a reasonable opportunity to present its case. However,
28 Panel Chair may limit the length of testimony and make reasonable rulings to
29 expedite the proceedings, subject to review by the entire Panel.
- 30 F. If the panel needs additional information, it shall act together and not separately in
31 requesting additional information be provided by the Union staff or appellant. The
32 Panel members shall avoid individual contact with any party or witness during the
33 appeal process with regard to the subject of the appeal. In the event additional
34 information is requested, the hearing shall be postponed until the next Panel meeting,
35 at which time the Panel will hear and decide the appeal.
- 36 G. Once the Panel has heard all the evidence and arguments presented at the hearing,
37 the Panel shall deliberate in closed session. Such deliberations shall be confidential.
- 38 H. In making a decision, the Panel may consider the following:
39 1. all information provided to them by the parties, so long as both parties have
40 had an opportunity to review and respond to the evidence;
41 2. the Union's budget for grievance/arbitration processing;
42 3. the testimony and credibility of witnesses; and,
43 4. any other evidence or considerations which are necessary to an equitable
44 determination of the appeal.

- 1 The Panel may not consider facts, rumors, documents or other information, which
2 are not a part of the grievance file or supplied by the parties at the hearing.
- 3 I. The Panel shall not overturn the decision of the Union staff unless the evidence
4 establishes that ASEA/AFSCME Local 52 has acted in an arbitrary or discriminatory
5 manner, or in bad faith.
- 6 J. 1. If an appeal is granted, the Panel may:
7 (a) direct the grievance be advanced through Step IV;
8 (b) direct the settlement be rejected and the Union to proceed to
9 arbitration; or
10 (c) direct the grievance be advanced to arbitration.
- 11 2. If an appeal is denied, the Panel shall affirm the decision made by the Union.
- 12 K. The Panel's decision shall be final and binding on the Union and the member.
13 However, the Panel may reconsider their decision if, and only if, new evidence
14 becomes known after the decision has been issued that may have caused the Panel to
15 decide the case differently. The final decision may not be appealed to the Union's
16 ASEA Executive Board or other Union board or officer.
- 17 L. The Panel's decision shall be sent in writing to the member with a copy to the
18 Executive Director, within 10 calendar days of the Panel's decision.

19 **2.03.040 ASEA/AFSCME Local 52 Political Action Committee**

20 As it is prohibited under Alaska Public Offices Commission (APOC) Regulations to use
21 ASEA/AFSCME Local 52 dues money for any partisan political purposes, all voluntary
22 political contributions are to be placed under the control of the ASEA/AFSCME Local 52
23 Statewide PAC and governed by the Rules of Operation that have been approved by the
24 ASEA/AFSCME Local 52 Political Action Directors. The PAC is not a committee under
25 the jurisdiction of the Union.

26 **2.03.050 Presidents' Advisory Committee**

27 The Presidents' Advisory Committee shall be comprised of the president of each chapter of
28 ASEA/AFSCME Local 52. The ASEA Executive Board President will be the committee
29 chair of the Presidents' Advisory Committee. The Presidents' Advisory Committee will
30 meet telephonically at least quarterly. They may have one face-to-face meeting annually in
31 lieu of a telephonic meeting. In the event a Chapter President is unable to attend any
32 committee meeting, that Chapter President may appoint a designee to attend in their stead,
33 and that designee shall have full voting rights at the meeting.

34 **2.03.060 Women's Issues Committee**

35 The Women's Issues Committee is created for members to address challenges, inequalities,
36 and recommendations for improving working conditions for ASEA women. The Women's
37 Issues Committee will meet telephonically at least quarterly and may meet in a face-to-face
38 meeting annually in lieu of a telephonic meeting.

39 **2.03.070 Bush/Rural Communities Committee**

40 The Bush/Rural Communities Committee is created for the Bush and Rural community
41 members, to address issues and concerns of chapters both on the rural road system and not
42 on a road system and to look into economic impacts and union opportunities. The

1 committee will consist of up to ten (10) members from Bush or Rural chapters. The ASEA
2 Executive Board Bush or Rural Representative will serve as a liaison between the
3 committee and the ASEA Executive Board. The Bush/Rural Communities Committee will
4 meet telephonically at least quarterly. They may have one face-to-face meeting annually in
5 lieu of a telephonic meeting.

6 **2.03.080 Probation/Parole Committee**

7 The Probation/Parole Committee is created to address issues and concerns of Probation and
8 Parole Officers. The committee will consist of up to ten (10) GGU members who are
9 Probation/Parole Officers from various regions. The ASEA Executive Board Class I
10 Representative will serve as a liaison between the committee and the ASEA Executive
11 Board. The Probation/Parole Committee will meet telephonically at least quarterly. They
12 may have one face-to-face meeting annually in lieu of a telephonic meeting.

13 **2.03.090 Class I Committee**

14 The Class I Committee is created for and comprised of GGU Class I members to represent
15 the needs of Class I employees. The ASEA/AFSCME Local 52 Class I Executive Board
16 representative shall be the Chair of the committee. The Committee shall meet monthly by
17 teleconference. Members of the Committee may meet face-to-face at least annually in lieu
18 of a telephonic meeting.

19 **2.03.100 Next Wave Committee**

20 The Next Wave Committee is created for ASEA members who are either newly active or 40
21 years of age and under, to recruit, engage, educate and address issues and concerns of those
22 members. The Next Wave Committee will meet telephonically at least quarterly and may
23 meet in a face-to-face meeting annually in lieu of a telephonic meeting.

24 **2.03.110 Nurses Committee**

25 The Nurses Committee is created for ASEA members who work as a registered nurse,
26 licensed practical nurse, certified nurse aide, nurse practitioner and psychiatric nurse
27 assistant. The Committee's purpose is to identify opportunities and to recommend solutions
28 for advancing quality and accountability in the healthcare setting. The Nurses Committee
29 will meet telephonically at least quarterly and may meet in a face-to-face setting annually in
30 lieu of a telephonic meeting.

31 **2.03.120 ASEA Pride Committee**

32 The ASEA Pride Committee is for ASEA members who identify with the lesbian, gay,
33 bisexual, transgender, questioning, intersexual, asexual, plus (LGBTQIA+) community.
34 The Committee stands for legal equity and fair treatment for all employees. The
35 Committee's purpose is to identify opportunities and to recommend solutions for advancing
36 these ideals. The ASEA Pride Committee will meet telephonically at least quarterly and may
37 meet in a face-to-face setting annually in lieu of a telephonic meeting.

38 **2.03.130 D.O.T. Special Issues Committee**

39 The D.O.T Special Issues Committee is created for the ASEA members who work for the
40 Alaska Department of Transportation department. The Committee's purpose is to identify

1 worksite opportunities and concerns and to recommend solutions as outlined in Section
2 2.01.000. The D.O.T. Special Issues Committee will meet telephonically at least quarterly
3 and nay meet in face-to-face setting annually in lieu of a telephonic meeting.

4 **2.03.140 DPA Committee**

5 The DPA Committee is created for ASEA members who work for the Alaska Department of
6 Health & Social Services Division of Public Assistance. The Committee’s purpose is to
7 identify worksite opportunities and concerns and to recommend solutions as outlined in
8 Section 2.01.000. The DPA Committee will meet will meet telephonically at least quarterly
9 and nay meet in face-to-face setting annually in lieu of a telephonic meeting.

10 **2.03.150 Veterans Issues Committee**

11 The Veteran’s Issues Committee is open to all ASEA members. The Committee’s purpose is
12 to advocate for and support activities within ASEA/AFSCME Local 52 that are special
13 interest to veterans, in accordance with 2.01.000. The Veterans Issues Committee will meet
14 will meet telephonically at least quarterly and nay meet in face-to-face setting annually in
15 lieu of a telephonic meeting.

16 **2.03.160 Information Technology Committee**

17 This Committee is created for ASEA members who work in Information Technology (IT)
18 for the State of Alaska and will consist of up to (10) members from various regions. The
19 Committee’s purpose is to review the methodologies of how the State of Alaska utilizes
20 ASEA members to accomplish IT work and address any resulting issues and inequalities.
21 The Information Technology Committee will meet telephonically at least quarterly, and may
22 meet in a face-to-face setting annually in lieu of a telephonic meeting.

23 **2.03.170 Conservative Caucus**

24 The Conservative Caucus Committee is created to study and address the concerns of
25 conservative members and to enhance their identification with and engagement in our union.
26 The Conservative Caucus Committee will meet telephonically at least quarterly and may
27 meet in a face-to-face setting annually in lieu of a telephonic meeting.
28

29 **2.04.000 SPECIAL ASEA EXECUTIVE BOARD COMMITTEES**

30 Special committees are appointed for a time-certain, providing a final report to the
31 ASEA/AFSCME Local 52 Executive Board no later than the conclusion of such
32 appointment or at the next regularly scheduled quarterly meeting, whichever comes first. All
33 special committee appointments shall cease to exist at end of time-certain.

34 **2.05.000 COMMITTEES REQUIRED UNDER COLLECTIVE BARGAINING**
35 **AGREEMENTS**

36 **2.05.010 General Government Unit Labor - Management Committees**

37 Labor-Management Committees or any committee provided for by the GGU Collective
38 Bargaining Agreement shall be coordinated by the ASEA staff.

1 **3.00.000 AFFILIATIONS**

2 **3.01.000 American Federation of Labor – Congress of Industrial**
3 **Organizations (AFL-CIO)**

4 ASEA/AFSCME Local 52 is a constituent member of the Alaska AFL-CIO and has
5 representation rights to that organization, as outlined in the Alaska AFL-CIO Constitution.
6 This representation is a contingent of delegates who represent ASEA at the Alaska AFL-
7 CIO Biennial Convention, and a number of vice presidents who represent ASEA in
8 accordance with the Alaska AFL-CIO Constitution.

9 **3.01.001 Alaska AFL-CIO Biennial Convention Delegates**

- 10 A. ASEA shall send a delegation to the Alaska AFL-CIO Biennial Convention. The
11 delegation shall consist of the ASEA ASEA Executive Board President, the ASEA
12 Executive Director, all ASEA Vice Presidents to the AFL-CIO, and the President of
13 each ASEA Chapter. In the event a Chapter President cannot or chooses not to attend,
14 they may appoint a member of their chapter to attend in their stead. If the above
15 individuals do not constitute a full slate of delegates, the ASEA Executive Board may
16 appoint the additional seats, subject to the availability of sufficient funds. Such
17 appointments shall be made by the ASEA President, subject to approval from the ASEA
18 Executive Board. An AFL-CIO Convention delegate must be a member in good
19 standing of ASEA, both at the time of the election and at the time the convention
20 convenes. A delegate who at the time of election meets the criteria, but does not meet
21 the criteria at the time the convention convenes, will be considered to have vacated the
22 position.
- 23 B. The Alaska AFL-CIO Constitution establishes the number of delegates that ASEA may
24 send to the Alaska AFL-CIO Biennial Convention, but does not set forth the manner by
25 which the delegates are selected, with one exception, as noted in 3.01.001 (C) below.
- 26 C. Under the Alaska AFL-CIO Constitution, the Executive Director is automatically a
27 delegate to the Alaska AFL-CIO Biennial Convention. The Executive Director is
28 eligible to represent ASEA by authority of Article IV of the Alaska AFL-CIO
29 Constitution.
- 30 D. The official delegate allocation for the Alaska AFL-CIO Biennial Convention will be
31 updated by the Alaska AFL-CIO prior to the opening of the convention. Article XII of
32 the Alaska AFL-CIO Constitution shall govern the number of votes each delegate shall
33 be allocated.
- 34 E. Only the Executive Director and delegates selected or appointed in accordance with
35 Section 3.01.001 A may serve as delegates to the Alaska AFL-CIO Convention. The
36 chair of the delegation shall be selected by the delegates.
- 37

38 **3.01.002 Alaska AFL-CIO Vice Presidents**

- 39 A. The Alaska AFL-CIO Constitution establishes the number of vice presidents who
40 represent ASEA on the Alaska AFL-CIO Executive Council.
- 41 B. The Executive Director is automatically designated a vice president from ASEA's
42 allotment per the Alaska AFL-CIO Constitution.
- 43 C. The delegation chair shall be selected by the ASEA delegates present at the
44 convention.

- 1 D. The ASEA delegates shall caucus the day prior to the election of the AFL-CIO vice
2 presidents and will take nominations and be given an opportunity to state their
3 interest in becoming a vice president. Every effort shall be given to nominate no
4 more than two members from a single region.
- 5 E. The Executive Director shall conduct a vote from among the delegates to determine
6 who from the delegation shall fill the remainder of the vice president allotment; in this
7 selection process, the top vote-getters shall be deemed elected. The chair or Executive
8 Director shall submit the names to the Alaska AFL-CIO President for election. The term
9 of office shall be determined under Article VII of the Alaska AFL-CIO Constitution.
- 10 F. Should a vacancy in the office of vice president occur during the period between
11 Alaska AFL-CIO Conventions, the ASEA President shall appoint a member in good
12 standing, subject to approval from the ASEA Executive Board, to complete the
13 remainder of the unexpired term.

14 **3.01.003 Alaska AFL-CIO Central Labor Councils**

- 15 A. Pursuant to the Rules Governing AFL-CIO Area Labor Councils and Central Labor
16 Councils, ASEA has a duty to join Central Labor Councils in their vicinity where such
17 exist. If a Central Labor Council (CLC) exists within the geographic area covered by a
18 chapter of ASEA, the Chapter President shall appoint representatives to the CLC; all
19 appointments shall be approved by the Chapter Executive Board. CLC representatives
20 must be members in good standing.
- 21 B. If more than one (1) chapter falls within the geographic boundaries of a CLC, then
22 the chapter with the greatest number of members shall have first pick of designating
23 a representative to the CLC. The next largest chapter shall pick second, and so on
24 until all positions on the CLC have been filled. Should a chapter decline to appoint a
25 representative, the chapter with the next largest number of members shall have the
26 option to appoint all remaining representatives.

27 **4.00.000 ASEA EXECUTIVE BOARD PROTOCOL**

28 **4.01.000 ABSENCES**

- 29 A. If a board member contacts the President of the Board in advance of a board meeting
30 that the member cannot attend, the Executive Board, by simple majority vote, shall
31 determine if that represents an excused absence and will report that decision in the
32 meeting minutes. If this determination must be made after the meeting, it will be
33 done by poll vote or by special meeting as soon after the absence as practicable. If
34 the President contacts the Secretary of the Board in advance of a board meeting that
35 the President cannot attend, the same procedure shall be employed.
- 36 B. The ASEA Executive Board will offer the opportunity to all absent board members
37 to join in meetings via teleconference.

38 **4.01.010 Voluntary Bumping**

39 Any board member who voluntarily bumps for a free ticket and misses a board business
40 meeting will:

- 41 1. Use their free ticket for the next out-of-town business meeting,
42 2. Forfeit per diem for that day, and

1 3. Receive an unexcused absence.

2 **4.02.000 MEETINGS**

3 4.02.010 Scheduled Meetings

4 A. The ASEA Executive Board will meet in accordance with Article 8.02 of the ASEA
5 Constitution. ASEA Executive Board members shall have access to business leave
6 for travel to and from and participation in board meetings.

7 B. The regular quarterly business meetings of the ASEA Executive Board shall have a
8 telephone access number through which any member who would otherwise be
9 eligible to attend in person, may call in to attend remotely, for all or part of any
10 meeting. Such call-in numbers shall be disseminated to the membership in the
11 agenda for each meeting. Remote attendance at the meeting shall not entitle the
12 member to speak during the meeting, except during a designated comment period.

13 C. Subject to the provisions of Policy 15.02.000.A.(7) and (8), the Executive Director
14 shall offer Business Leave for a Chapter President or their designee to attend the
15 ASEA Executive Board meeting when held in Chapter's area.

16 4.02.015 Unscheduled Meetings

17 A. Request of a Majority. In accordance with Article 8.01 of the ASEA/AFSCME
18 Local 52 Constitution, the President or a majority of the ASEA Executive Board
19 may call a meeting in addition to the regularly scheduled quarterly meetings. If the
20 President, or in their absence the Secretary, fails to respond within a 24 hour period
21 to the requests of a majority of the ASEA Executive Board to set up a meeting, then
22 the Executive Director shall be notified by a majority of the Executive Board to
23 request a meeting. The Executive Director shall then set up the meeting immediately
24 and notify the chapter presidents of the date, time and purpose of the meeting. If the
25 President, Secretary, or Treasurer are absent, the remaining board members shall
26 select a chair by a vote of the majority.

27 B. Teleconferences. The ASEA Executive Board interprets our constitution in regards
28 to meetings by teleconference as follows: (1) Insofar as there is no express
29 prohibition in our written current constitution; and, (2) insofar as past practice,
30 ASEA/AFSCME Local 52's operations since its inception have allowed and used
31 telephonic meetings to conduct business, teleconferences will be officially
32 considered as appropriate alternate means to conduct board meetings when
33 necessary.

34 4.02.020 Agenda

35 A. At least two weeks prior to the development of the agenda, the ASEA Executive
36 Board Secretary, in coordination with the Union Staff shall notify all ASEA
37 Executive Board members that agenda items are being solicited.

38 B. The Executive Director, under guidance of the Secretary, is directed to prepare or
39 cause to be prepared a document consisting of at least:

- 40 1. An outline of the agenda.
41 2. Time, date, and place of board meeting.

- 1 C. The audio recordings of regular quarterly and special business meetings of the
2 ASEA Executive Board shall be available to all members-in-good standing within 10
3 working days of the meeting through a secure online sign-in procedure.
4 A password will be provided to the member upon approval of the information
5 request process.
- 6 D. In the event of special board meetings, with the exception of notice to address a
7 Special Rule of Order (see Policy 98.00.000), the board members will be notified of
8 the agenda by phone 24 hours in advance of the meeting. Where practical, chapter
9 presidents will also be notified.

10 **4.02.030 Meeting Packets**

11 A copy of the policies and procedures manual shall be provided to each board member.

12 **4.03.000 RULES OF ASEA EXECUTIVE BOARD MEETINGS**

- 13 A. The President may appoint a timekeeper before each meeting.
- 14 B. Limitations on Speaking on an Issue.
- 15 1. The President may limit board members to speaking two (2) times on any
16 issue, two (2) minutes the first time and one (1) minute the second time, for a
17 total of three minutes. No one may speak for the second time until all those
18 seeking recognition have had an opportunity to speak.
- 19 2. Disruptive and disrespectful behavior may be censured by forfeiture of the
20 offending board member's remaining debate time on the issue under
21 immediate discussion.
- 22 3. Board Member comments shall be limited to ten minutes, except at the
23 discretion of the Board.
- 24 C. Proxies will not be allowed.
- 25 D. A motion is not subject to debate until it has been made, seconded, and submitted in
26 writing to the Secretary on a motion form. If requested the Secretary shall read the
27 motion in its entirety.
- 28 E. An appeal of the decision of the President may not be entertained unless it has a
29 support of one-third (1/3) of the voting board members present.
- 30 F. Reports may be oral or written.
- 31 G. A report, other than those of the President and Executive Director, shall not exceed
32 30 minutes, unless the time limit is waived by the Board.
- 33 H. Should two or more board members raise their hand to speak at the same time; the
34 President will decide which member shall speak first. This decision is not subject to
35 debate.
- 36 I. No board member shall interrupt another's remarks except to rise to a point of order
37 or a question of privilege.
- 38 J. All signatories shall be established by the ASEA Executive Board.
- 39 K. If not voted upon, written minutes of the ASEA Executive Board will be considered
40 approved without objection at the end of the quarterly business session in which they
41 were presented.
- 42 L. All discussions during an executive session are confidential and must not be
43 discussed with any person other than a fellow board member who would have been
44 eligible to be in attendance during that executive session.

- 1 M. Reasons for Executive Session shall be in accordance with Article 8.02 of the ASEA
2 Constitution. Additionally, discussions shall be confidential; however, the member
3 to be discussed should be notified of the pending Executive Session and be allowed
4 to be present during the Executive Session. The member may waive the right to
5 confidentiality of Executive Session and allow the discussion to become a matter of
6 record.

7 **4.04.000 PARLIAMENTARY PROCEDURES**

8 The board members will conduct their meetings as a large board in concert with and under
9 guidance of *Robert's Rules of Order, Newly Revised*, subject to policy and procedures set
10 within these Special Rules of Order of the ASEA Executive Board. (Also reference Policy
11 4.03.000 above.)

12 **4.05.000 RECORDKEEPING**

13 **4.05.010 Minutes**

- 14 A. Within the time lines set out in Article 8.05 of the ASEA/AFSCME Local 52
15 Constitution, a board-approved draft version of any board meeting minutes will be
16 sent to all chapter presidents and all board members.
- 17 B. Written Committee Reports shall be attached to the minutes of the meeting in which
18 they were presented, to become part of the official record of the meeting.
- 19 C. The minutes of ASEA/AFSCME Local 52 may include the following:
20 1. Roll (those members present, absent, and/or guests)
21 2. Reports, and Presentations with exhibits upon request
22 3. All motions, inclusive of their amendments
23 4. Voting record of each motion.
24 5. Financial statements.
25 6. Summary of discussions.
- 26 D. Upon discovery and reporting, the Minutes of ASEA quarterly business sessions
27 shall be corrected and duly noted in accordance with Roberts Rules of Order §48.15

28 **4.05.020 Polling**

- 29 A. The use of polls is limited to emergency and/or time-sensitive matters requiring
30 executive board action between scheduled meetings. Whenever possible
31 teleconferences should be considered in lieu of e-mail polls of the executive board.
- 32 B. Upon making a diligent attempt to contact all Board members, and as part of the
33 issuance of any email poll of the Executive Board, members will be advised to vote
34 by a time certain, with a response to both the President and Secretary. Any votes or
35 abstentions not submitted to both of those officers will not be recorded. The
36 Secretary shall report the voting results on an issue to the Board within two (2)
37 working days of such poll.
- 38 C. Polls shall be accepted with any minutes at the next quarterly meeting of the ASEA
39 Executive Board and, after these voting results have been published and action has
40 been executed, polls are not subject to reconsideration but are amendable only to
41 correct any typographical errors in the poll for purposes of the record.

1 **4.05.030 Report of ASEA Executive Board Actions**

2 A. In accordance with Article 8.01 of the ASEA/AFSCME Local 52 Constitution, the
3 ASEA Executive Board shall report their actions to the delegates of each biennial
4 convention of ASEA/AFSCME Local 52. In addition to a record on the disposition
5 of resolutions from the prior biennial convention, the Secretary shall maintain a
6 record of motions, activities, and events over the two-year period, and submit such
7 record for approval at the ASEA Executive Board's quarterly meeting prior to the
8 convention, for publication to the biennial convention delegation.
9

10 B. Within 30 days following the first quarterly Executive Board meeting after the close
11 of the Biennial Convention, the ASEA Executive Board shall update all ASEA
12 members, on the progress of implementation of the Resolutions passed during the
13 Convention. Such updates shall be sent on email. For any ASEA member who does
14 not have email access, such updates shall be mailed to the address on file. Such
15 updates shall also be posted to the ASEA website.
16

17 Following each quarterly Executive Board meeting, the ASEA Executive Board
18 shall update all ASEA members on the progress of the implementation of the
19 Resolutions passed during the Convention. Such updates shall be sent on email. For
20 any ASEA member who does not have email access, such updates shall be mailed to
21 the address on file. Such updates shall also be posted on the ASEA website.
22

23 Whenever a resolution has a final outcome, the ASEA Executive Board shall update all
24 ASEA members on the final outcome and justification for the outcome, of the resolution.
25 Such updates shall be sent on email. For any ASEA member who does not have email
26 access, such updates shall be mailed to the address on file. Such updates shall also be posted
27 to the ASEA website.

28 **4.05.040 ASEA Executive Board Correspondence**

29 A. Occasionally, the Board will assign to the President, Executive Director, individual
30 members, or to a Subcommittee of the Board the responsibility to make inquiries,
31 request documents, conduct investigations, or otherwise communicate with third
32 parties on behalf of the Executive Board. The Secretary has the duty to maintain the
33 official proceedings and correspondence of the Executive Board. To assist the
34 Secretary in maintaining an accurate record of all officially authorized Board
35 business, the President, Executive Director, the chair of a subcommittee, and each
36 individual member properly authorized shall:

- 37 1. Provide to the Secretary a copy of all letters, e-mail, or facsimile purporting
38 to be official Executive Board business within 10 days of the date of
39 issuance.
- 40 2. Provide to the Secretary a copy of any communication received in response
41 to items in paragraph A within 10 days of the receipt of such response.

42 The Secretary shall keep all official correspondence on file at the Union's
43 headquarters office. The Secretary shall report to the Board during quarterly
44 meetings on all official Executive Board correspondence sent and received.

- 1 B. At each quarterly ASEA Executive Board meeting, the Board will ascertain whether
2 or not any member comments received prior to or during the meeting require a
3 response from the Board. If so, the Board shall assign the appropriate person (s) to
4 work with the Secretary to provide a written response within 45 days after the
5 conclusion of the Quarterly Business Session in which the comment is made.

6 **4.06.000 LEGAL REPRESENTATION**

7 **4.06.010 Attorney-Client Confidentiality**

- 8 A. The official union records, of any and all dialogue in consultation with any legal
9 counsel, shall be expunged. All consultation with legal counsel shall be considered
10 in executive session, for purpose of attorney-client confidentiality.
11 B. All ASEA Executive Board members may not retain any written attorney-client
12 notes, reports, and documents that have been provided to or prepared by them in
13 executive session. All such materials must be returned immediately to the Executive
14 Director upon close of the executive session for disposal.

15 **4.06.020 Legal Contact**

- 16 No individual board member may contact outside Union counsel without prior approval of
17 the Executive Director or the Board for that expenditure, if any.

18 **4.07.000 ETHICS**

- 19 A. Members of the ASEA Executive Board may not be hired into ASEA staff positions
20 for one year after leaving the Board.
21 B. Soliciting campaign contributions by ASEA Members from Staff is not allowed.
22 C. The ASEA Executive Board has adopted an ASEA/AFSCME Local 52 Code of
23 Ethics. (See Appendix 1, Section 14.)

24 **4.08.000 VACANCIES**

25 **4.08.010 Election Process**

- 26 A. Vacancies on the ASEA Executive Board may be filled on a temporary basis in
27 accordance with ASEA Constitution Article 7.07.
28 B. When a board position becomes vacant, the President shall give notice to the board of
29 the intent to fill the vacant position. Upon notice, the Executive Director shall notify
30 the constituent members represented by the vacant position that any eligible members
31 in good standing may submit their name for consideration by the date given. The
32 notice process shall not be less than fifteen (15) days prior to the election, and shall be
33 the nomination period.
34 C. If there are no nominees at the close of the nomination period, the Executive Board
35 may re-open nominations of candidates from the remainder of the board for a period of
36 not less than 5 working days. Members so nominated for office must meet eligibility
37 requirements for that office.
38 D. If only one (1) member is nominated for the vacant position, then that member shall be
39 declared elected to that position. If more than one (1) member is nominated to fill the
40 vacancy, then the board shall proceed to conduct an election by secret ballot.

- 1 E. Ballot election. If a quorum of the board is present at the meeting, each board member
2 shall write their choice of candidate on a piece of paper and deposit it into a box (or
3 other suitable container) under the control of the Executive Director. At the request of
4 a majority of the board, the election may be conducted by electronic balloting. In the
5 case of electronic balloting, the Executive Director shall notify the Chair of the
6 Elections Committee that an election for the vacancy will be taking place by a date
7 certain. Board members shall cast their vote through the electronic balloting platform.
8 The Election Chair will report the results to the President and the Secretary of the
9 Board. The Secretary shall announce the vote tally to the Board and declare the
10 winner. The Election Chair shall forward hard copies of all election materials and
11 reports, to the Executive Director, who shall retain the election information in the
12 Union office for a period of one (1) year.

13 **5.00.000 TRAVEL AND EXPENSES**

- 14 A. Upon review of requests for reimbursement that are not specifically covered by this
15 policy, the President, Treasurer or the Executive Director shall recommend to the
16 Board, at its next regularly scheduled meeting, any additions to this policy that may be
17 necessary as a result of those reviews.
18 B. The Executive Director shall return denied expense reimbursement requests to those
19 submitting them. The returned expense requests should be accompanied with an
20 explanation for the denial. The return of a denied expense reimbursement request shall
21 constitute adequate response basis for an appeal to the Board should the member
22 choose to exercise their appeal rights.

23 **5.01.000 RESERVATIONS**

- 24 A. The Executive Director will have staff make airline reservations and/or hotel
25 reservations for a block of seats and/or rooms as needed at the lowest rates available,
26 with airlines and/or hotels for all Union-sponsored meetings. If at all possible, only
27 establishments with bona fide Union agreements will be used. Special
28 considerations and/or changes at the personal preference of an individual will be the
29 responsibility of the individual; and any additional cost as a result will be their
30 responsibility.
31 B. Union staff will continue to make arrangements for conference rooms and/or meals
32 provided by ASEA/AFSCME Local 52.

33 **5.02.000 EXPENDITURES FOR UNION BUSINESS**

34 **5.02.010 Expense Report Form**

35 To seek reimbursement of personal expenses for union business, a member should complete
36 a Union Statement of Expenses, attach receipts, and submit it to Union Headquarters for
37 review and approval of the Executive Director.

38 **5.02.020 Reimbursement of Expense**

- 39 A. All expense reimbursement requests must be accompanied by receipts for the
40 expenditure. If reimbursement is asked for without a receipt, a written explanation

- 1 should be provided. If the request is for reimbursement of a meal, the expense form
2 should contain the names of the individuals present, the purpose and the date.
- 3 B. Each individual must submit to the Executive Director requests for reimbursement
4 within sixty (60) days of completion of the authorized union activity. Any expense
5 not approved by the Executive Director, may be appealed to the Board. Any
6 expense report that exceeds \$500.00 (five hundred and no/100 dollars) and is over
7 sixty (60) days past the date of completion of the authorized union activity must be
8 approved by the Executive Board.

9 **5.02.021 Hotel Upgrades**

- 10 A. When an individual is staying in a hotel, the Union will reimburse the cost of the room
11 plus tax only.
- 12 B. A member of the Union may not ask for an upgrade of any type while on Union
13 business, unless the member pays for it. However, reasonable accommodation for
14 physical or medical disabilities will be provided by the Union.

15 **5.02.022 Alcoholic Beverages or Marijuana**

16 No charges for alcoholic beverages or marijuana shall be reimbursed.

17 **5.02.023 Transportation/Mileage**

- 18 A. Automobile rentals, while traveling on Union business shall only be reimbursed if pre-
19 approved by the Executive Director. In making that determination, items to be
20 considered shall be the expense for such a rental, the expense for alternate means of
21 transportation and the most efficient utilization of the individual's time. If the
22 individual will spend a great deal of their time waiting for alternate means of
23 transportation, an automobile rental may be pre-approved, even though the cost of that
24 rental might exceed the cost of alternate means of transportation.
- 25 B. The least expensive mode of ground transportation should be utilized. If airport
26 parking is to be reimbursed, the actual charges for the expected period to be absent
27 should not exceed the cost of cab fare.
- 28 C. Actual transportation costs will be reimbursed with the exception of the use of personal
29 conveyances, which will be reimbursed at the current rate allowable under the IRS
30 Code. The total expense is not to exceed the cost of coach airfare between an
31 individual's home and place of meeting.
- 32 D. All mileage reimbursement requests must be accompanied with an actual beginning
33 and ending odometer reading.
- 34 E. If the Board meeting/Union activity is held within the geographic area where a member
35 lives, that member will not be reimbursed for mileage.
- 36 F. When an ASEA/AFSCME Local 52 member is not at their regularly assigned work
37 location (duty station) and they must travel, ASEA/AFSCME Local 52 will only pay
38 the portion equivalent to the cost of the normal travel from and to their duty station.

39 **5.02.024 Airfare**

40 Any individual who is traveling on the business of the Union, and who, then, continues to a
41 different location for personal reasons, shall only be reimbursed by the Union for the normal

1 cost of the airfare and expenses to and from the destination for which the business was
2 conducted.

3 **5.02.025 Reservation Changes**

4 If changes to travel and/or hotel reservations paid by Union funds are made after purchase,
5 the individual traveling will be responsible for any additional charge if that change results in
6 additional fees or increased airfare.

7 If a change results in any monetary credit or refund, those funds are to be credited back to
8 the Union. Under no circumstance should any monetary credit or refund on any expenses
9 paid by Union funds be refunded to the person traveling or used for personal use.

10 **5.02.026 Meal Allowance**

11 A. When the Union provides lodging for a member traveling in or out of State on Union
12 business and when a member is on travel status for at least three (3) hours, the member
13 is entitled to a meal allowance, as follows: midnight – 10:00 a.m., breakfast \$16.00;
14 10:00 a.m. – 3:00 p.m., lunch \$21.00; 3:00 p.m. – midnight, dinner \$37.00.

15 B. At the discretion of the Executive Director, and in compliance with the IRS code, an in-
16 town taxable allowance of up to twenty-one dollars (\$21.00) may be paid to any
17 member on Union business for a minimum of four (4) hours within the geographic area
18 where the member lives. If the four (4) hours of Union business extends beyond 6:30
19 p.m., the member may receive an additional meal allowance up to the limits listed in
20 Section 5.02.026.A.

21 C. Upon request by the member, a one-time advance of up to one hundred fifty dollars
22 (\$150.00) shall be made available to all members serving in statewide elected
23 positions, for attendance at approved training seminars, meetings, conferences, and
24 conventions, and such advance must be returned at the end of their service. Meal
25 allowance checks will be sent out after events, upon receipt of the voucher indicating
26 attendance.

27 D. Except in cases where the member has special dietary needs, the Union will not pay
28 a meal allowance to a member in instances where meals are provided by the union or
29 the hotel. To qualify for an exception under this section, the member must attempt to
30 pre-arrange a substitute meal by contacting the Executive Director or designee at
31 least 10 days prior to the event at which the meal will be provided. If an appropriate
32 substitute meal cannot be arranged or is not provided, the member may make a
33 reimbursement claim for that meal. This exception must be noted on the expense
34 report.

35

1 **6.00.000**
2 [RESERVED]

3 **7.00.000**
4 [RESERVED]

5 **8.00.000 SEXUAL HARASSMENT**

6 Sexual Harassment will not be tolerated, and it shall be the intent of ASEA/AFSCME Local
7 52 to maintain compliance with all applicable state and federal laws.

8 **9.00.000 STEWARDS**

9 The following procedures apply to all chapters.

10 **9.01.000 GOALS**

- 11 A. To adhere to the principles set forth in the ASEA/AFSCME Local 52 Constitution and
12 the AFSCME Constitution, especially regarding the rights of all members to due
13 process and the presumption of innocence until proven guilty.
14 B. To ensure that stewards perform their duties in a responsible, knowledgeable, and
15 effective manner.
16 C. To ensure that stewards fulfill their “duty of fair representation” to each and every
17 member, without exception.

18 **9.02.000 DUTIES AND RESPONSIBILITIES OF STEWARDS**

- 19 A. The duties and responsibilities of stewards shall be as prescribed in the most current
20 ASEA/AFSCME Local 52’s and AFSCME International’s Stewards Handbook.
21 B. Stewards must sign and comply with the Expectations of a Steward as prescribed on
22 the Steward Nomination application form, which is incorporated herein by reference.
23 C. Stewards with two or more years of steward experience may serve on the Grievance
24 Review Committee in accordance with 2.03.030.

25 **9.03.000 TRAINING OF STEWARDS**

- 26 A. All stewards will receive ASEA/AFSCME Local 52 or AFSCME steward training. It
27 is the responsibility of ASEA/AFSCME Local 52 staff to provide mandatory statewide
28 basic and advanced steward training at least every six (6) months.
29 B. The steward must take the mandatory basic training within six (6) months after being
30 elected or appointed in accordance with 9.05.000. Every effort shall be made to
31 notify the stewards of the basic training opportunity at least forty-five (45) days in
32 advance. Only the Executive Director may excuse an absence. Two (2) consecutive
33 unexcused absences from either a basic or advanced training opportunity following
34 election or appointment shall result in a written complaint referral being made for
35 action under Section 9.07.000.
36 C. Following basic training, the steward shall complete at least four (4) hours of
37 advanced steward training annually. Every effort shall be made to notify the
38 stewards of the advanced training opportunity at least forty-five (45) days in
39 advance. steward training opportunities at least forty-five (45) days in advance.
40 Failure to complete annual advanced training for two (2) unexcused consecutive

- 1 training opportunities when offered by the Union shall result in the matter being
2 escalated to the Chief Steward Review panel for action in accordance with ASEA
3 Local 52 Policies and Procedures Section 9.07.020.
- 4 D. Chapter Chief Stewards shall provide training on an interim basis. The ASEA staff
5 will provide a training module for this purpose. Interim training does not substitute
6 for mandatory basic and advanced statewide training.
- 7 E. When possible experienced and trained stewards should mentor less experienced
8 stewards to provide continuity of service to members and aid in the training of
9 stewards.
- 10 F. Stewards eligible to serve on the Grievance Review Committee shall complete
11 mandatory training in accordance with section 2.03.030.

12 **9.04.000 GUIDELINES FOR STEWARDS (Procedures)**

- 13 A. When working on members' cases, it is strongly recommended that stewards work in
14 pairs. This allows a primary and secondary steward to function on each case, provides
15 a "witness" at key meetings, and the secondary is available whenever the primary
16 steward is not available.
- 17 B. It is the duty of stewards to develop and maintain a detailed case file of written records
18 and notes to effectively represent the member. Stewards should take extensive notes
19 during any meeting with management.
- 20 C. The steward's duty and role is to be an advocate for the member and not to be
21 concerned with their personal relationship with management. The steward's primary
22 job is to protect and defend the rights of every member.
- 23 D. If a member is in error, it is appropriate for the steward to provide counseling and to
24 inform the member of the potential repercussions. This counseling must always be
25 conducted in private and not communicated to management in any way.
- 26 E. On termination or written resignation as a steward, all confidential steward files shall
27 be conveyed to the appropriate business agent or Union office.
- 28 F. On termination or written resignation as a chief steward, all administrative files relating
29 to the duties, decisions, and chapter stewards shall be transferred to the successor chief
30 steward. If the former chief steward continues to serve as a steward, they shall retain
31 the confidential steward files. On termination of service as a steward, the confidential
32 member files will be conveyed in accordance with 9.04.000.E.

33 **9.05.000 SELECTION AND DISTRIBUTION OF STEWARDS**

- 34 A. The general policy of the Union is that there should be at least one (1) GGU steward
35 per thirty (30) GGU members. Chapters with less than thirty (30) members shall
36 have a steward. The municipal chapters shall have the number of stewards allowed
37 in their Collective Bargaining Agreement (CBA).
- 38 B. To be eligible to become a steward, a member must be a permanent status employee
39 in good standing with ASEA/AFSCME Local 52 for at least one (1) year. On-call or
40 short-term non-permanent employees are not eligible to become a steward.
- 41 C. Each chapter's executive board is responsible for appointment of stewards.
- 42 D. The chief steward may recommend members for appointment with the approval of
43 the chapter executive board. The chief steward or chapter president must verify the
44 member's status with ASEA staff.

- 1 E. The steward's term of office shall expire three months after the expiration of the 3-
2 year Collective Bargaining Agreement. In the event a steward does not complete the
3 term, the chapter chief steward may appoint a steward in accordance with
4 9.05.000.D.3.
- 5 F. The Executive Director will provide a current list of GGU stewards to the State
6 Department of Administration and a current list of municipal stewards to the
7 appropriate municipality.

8 **9.06.000 STATEWIDE STEWARD STRUCTURE**

9 **9.06.010 Chapter Steward Committee**

- 10 A. Each chapter shall have a steward committee.
11 B. Stewards in a chapter shall make up the Chapter Steward Committee.
12 C. The Chapter Steward Committee shall have a Chief Steward elected by the stewards
13 from the Chapter Steward Committee.
14 D. All chapter stewards work under the general direction of the chapter chief steward
15 and the ASEA/AFSCME Local 52 staff.
16 E. The Chief Steward's term of office shall run concurrently with their term as an
17 elected steward.
18 F. In the event a chapter has only one steward that steward shall be the Chief Steward.

19 **9.06.020 Statewide Chief Stewards Committee**

- 20 A. The Union shall have a Statewide Chief Stewards Committee whose mission is to
21 communicate and exchange information pertaining to steward issues.
22 B. The Statewide Chief Stewards Committee shall be made up of the chapter chief
23 stewards.
24 C. The Statewide Chief Stewards Committee shall have a chair who shall be elected by
25 a majority of the Chief Stewards. The Chair of the Committee's term of office shall
26 run concurrently with their term as an elected steward. Election of a chair will be
27 conducted at the first Chief's Stewards meeting after the term of office expires. If the
28 Committee chair position becomes vacant, the committee will hold a special meeting
29 to elect the chair.
30 D. The Statewide Chief Stewards Committee shall meet via teleconference at least
31 twice each calendar year.

32 **9.06.030 Member Action Team**

- 33 A. Member Action Team (MAT) shall be in place in the chapter using the MAT
34 structure.
35 B. Stewards and union officers shall be part of MAT.

36 **9.07.000 DISCIPLINE AND REMOVAL OF STEWARDS**

37 **9.07.010 Steward Review Panel**

- 38 A. The Statewide Steward Review Panel shall consist of the Chief Stewards from
39 Anchorage, Fairbanks, Juneau and one (1) from Rural and one (1) from Bush. The
40 rural and bush members shall be selected by their regional Chief Stewards.
41 B. A quorum of three (3) members is required.

- 1 C. The Chief Steward who is from the region where a complaint occurs shall be excluded
2 from that panel.

3 **9.07.020 Procedures**

4 A. Complaints against a steward.

- 5 1. The Chairperson of the Statewide Stewards Review Panel will select two (2) or
6 more panel members to investigate written complaints received. The Panel
7 shall request a written response to the complaint by the steward involved.
8 2. Steward Review Panel members will not investigate complaints or vote on
9 issues involving their own work units, divisions, or departments within the
10 region of their designated seat.
11 3. Upon completion of the investigation, the Panel will make a written decision
12 whether to charge the steward or dismiss the complaint. A decision will be
13 based on the merit(s) of the complaint(s) and will require the concurrence of at
14 least two (2) panel members.
15 4. The Panel will submit all charges and recommendations to the Statewide Chief
16 Stewards Committee and Executive Director in writing, with a copy sent to the
17 charged steward. Charges need to provide specific reference to names, dates,
18 places, and the grounds for complaint. The Chief Stewards Committee shall
19 conduct a hearing to consider the action to be taken. A quorum of seven (7) is
20 required to conduct the hearing and take action. The steward shall have full due
21 process rights. A steward who is charged shall have the right to a hearing
22 before the ASEA/AFSCME Local 52 Judicial Panel.
23 B. In the event a complaint is brought against a chief steward, it is to be submitted to the
24 ASEA/AFSCME Local 52 Judicial Panel.
25 C. A steward **may** only be dismissed as a steward for a violation of **Article X** of the
26 AFSCME Constitution, or for the failure to perform the expectations, duties and
27 responsibilities as a steward under section 9.02.000.

28 **10.00.000**

29 [RESERVED]

30 **11.00.000 SEGREGATED ACCOUNTS**

31 **11.01.000 SETTLEMENT ACCOUNTS**

32 No segregated accounts shall be established without the authority of the ASEA Executive
33 Board.

34 **11.02.000 BARGAINING & STRIKE RESERVE ACCOUNT**

35 11.02.010 Use of Assets

36 This Account was established December 23, 1999, to be managed and utilized to provide
37 benefits and funding to the General Governmental Unit as follows:

- 38 A. The Account's earnings shall be tracked from year-to-year and disclosed to the
39 membership as the Bargaining and Strike Reserve Account. The earnings may be
40 allocated by a vote of the Executive Board to provide funds to pay:

- 1 1. For approved expenditures to facilitate contract negotiations with the State of
- 2 Alaska,
- 3 2. For bargaining or strike related activities, including member education
- 4 regarding contract or strike related issues.
- 5 B. The Account's assets may be used for other purposes, provided that:
- 6 1. The amount does not exceed 10 percent of the Account's assets on the date of
- 7 appropriation or the average asset balance during the current fiscal year
- 8 whichever is less, and
- 9 2. A two-thirds majority vote is obtained.
- 10 C. The ASEA Executive Board will review the operating account at least annually to
- 11 determine if additions to the Bargaining and Strike Reserve Account shall be made.

12 11.02.020 Investment Management

13 The ASEA Executive Board shall utilize the services of an Investment Management
14 Consultant. The Investment Management Consultant shall report quarterly to the ASEA
15 Executive Board and be responsible for advising the ASEA Executive Board about the
16 selection and allocation of asset categories, the identification of specific assets and
17 investment managers within each asset category, the monitoring of the performance of all
18 selected assets, and the preparation and presentation of all appropriate reports. A condensed
19 report shall be made available to the membership for reporting purposes but in no case does
20 this prevent any member from obtaining a full report.

21 11.02.030 Investment Policy

22 The ASEA Executive Board, in consultation with the Investment Management Consultant,
23 shall adopt and maintain an Investment Policy Statement. The Investment Policy Statement
24 shall provide the ASEA Executive Board with the principles and guidelines regarding
25 decisions relating to how the management of the assets of the Account are made and shall be
26 reflective of the fiduciary relationship that exists between the ASEA Executive Board,
27 Investment Management Consultant, and the various individual money managers.

28 12.00.000 UNION ACTIVITIES

29 12.01.000 MEMBERSHIP PARTICIPATION

30 The ASEA/AFSCME Local 52 Executive Board will make every effort to promote
31 representative participation and involvement of all persons, regardless of race, creed, color,
32 national origin, sex, disability, age, sexual orientation, marital or parental status or political
33 belief.

34 12.02.000 DISABILITY ACCOMMODATION

35 Members who require accommodation for a disability must notify ASEA/AFSCME Local
36 52 Headquarters of their needs at least one (1) week prior to an activity of the Union or
37 meeting of the ASEA Executive Board.

38 13.00.000

39 [RESERVED]

1 **14.00.000 DUES/FEES**

2 **14.01.000 AFSCME COST OF LIVING ALLOWANCE INCREASES**

3 It is determined by the ASEA Executive Board that the ASEA/AFSCME Local 52
4 Constitution should reflect those dues that have been authorized by the membership to be
5 collected, plus whatever the dues are that have been authorized by AFSCME. Therefore,
6 every time there is a change from AFSCME in dues, the Constitutional language in Article 5
7 of ASEA/AFSCME Local 52 should be amended to reflect those dues actually being
8 deducted from paychecks of ASEA/AFSCME Local 52 members. Such amendment to the
9 language approved through AFSCME will not require ratification by the membership or
10 AFSCME because the mandate already exists within the approved language of Article 5,
11 Section 3, of the ASEA/AFSCME Local 52 Constitution.

12 **15.00.000 BUSINESS LEAVE**

13 Business Leave is an asset of the Union and is to be used for legitimate union business only
14 in accordance with the collective bargaining agreements of those bargaining units that are
15 represented by ASEA/AFSCME Local 52, subject to applicable state laws.

16 **15.01.000 REPORTING**

- 17 A. The Executive Director will give a report of Business Leave usage at each quarterly
18 meeting of the ASEA Executive Board, including the union position or title of the
19 member and purpose for usage of such business leave.
20 B. A trust established by ASEA/AFSCME Local 52 shall be billed by ASEA/AFSCME
21 Local 52 for business leave used by its Board of Trustees in conducting the business
22 of the Trust.

23 **15.02.000 GENERAL USE**

- 24 A. Circumstances for which Business Leave shall be approved shall include but not be
25 limited to:
26 1. Serving on official committees of the Union.
27 2. Participating as a grievant or serving as a witness in ASEA/AFSCME Local
28 52 arbitrations.
29 3. Serving as a member and/or alternate of the ASEA/AFSCME Local 52
30 Judicial Panel. No petitioner, respondent or witness of a Judicial Panel
31 hearing shall be eligible for business leave.
32 4. Serving as an elected official on the ASEA/AFSCME Local 52 Executive
33 Board.
34 5. Serving as a delegate to the ASEA/AFSCME Local 52 or AFSCME biennial
35 conventions.
36 6. Serving as a trustee on a trust established by ASEA/AFSCME Local 52.
37 Eligibility for Business Leave for Health Trustees and Legal Trustees shall
38 be pre-approved by the Executive Director with specific information
39 provided on justification for need and purpose. Such business leave to be for
40 ministerial duties and member claims appeals.
41 7. Business Leave for Chapter Use, see Policy 1.03.000.K.

- 1 8. Performing other official union business when pre-approved by the
2 Executive Director.

3 **16.00.000 CORPORATE CHARGE CARDS**

- 4 A. ASEA/AFSCME Local 52 shall maintain a corporate credit card account for the
5 business of the Union.
6 B. Individual corporate credit cards shall not be issued to board members.

7 **17.00.000 INFORMATION REQUESTS**

- 8 A. An Information Request Form must be completed by any member requesting written
9 information from the Union.
10 B. An Information Request Form will indicate the purpose for which the information
11 will be used.
12 C. Upon receipt of an Information Request Form the Executive Director will
13 acknowledge to the requestor within ten (10) days the receipt of the information
14 request and the latest date by which the information request will be completed.
15 Requests routinely will be completed within fifteen (15) days unless circumstances
16 require an extended period of time. Completed requests shall either be approved and
17 the requested information provided, or shall be denied in writing, with citation to the
18 appropriate governing document where applicable.
19 D. Chapter requests will be given a higher priority for information requests, if the
20 information requested is time-sensitive and/or is required for Chapter elections.
21 E. Information requested by a ASEA Executive Board member during a Quarterly
22 Business Session shall be provided during the meeting at which it is requested.
23 Information requested outside the Quarterly Business Meeting shall be provided as
24 soon as possible, but no later than 10 days from the date of request.

25 **17.00.010 ASEA/AFSCME Local 52 Logo/Letterhead**

- 26 A. Any ASEA Executive Board Member wanting business cards may be allowed to get
27 up to 500 business cards.
28 B. The logo is not for general use by any member of the Union.
29 C. The Local 52 Logo and Letterhead may not be used on any newsletter, publication, or
30 communication without submission of the Information Request Form and approval of
31 the Executive Director.
32 D. Chapters wishing to incorporate the Union's logo into their letterhead stationery must
33 submit a sample of the letterhead design for pre-approval by the Executive Director.
34 E. Use of the Union's logo by chapters on promotional items must be pre-approved by
35 the Executive Director or the ASEA Communications Coordinator.

36 **17.01.000 MEMBERSHIP INFORMATION**

37 **17.01.010 Mailing Labels/Data**

- 38 A. Upon receipt of the information request from a chapter officer (Chapter President,
39 Secretary or Chief Steward) the Union shall provide to a mailing house the
40 electronic membership lists for newsletters, meeting announcements, and other
41 chapter purposes as determined by the chapter that are consistent with the objectives

1 and principles of ASEA/AFSCME Local 52. The request shall include a sample of
2 what will be distributed and indicate the purpose for which the information will be
3 used and certify to confine the use of the information to such purpose. A mailing
4 house will provide a confidentiality statement to the Union.

5 B. For all ASEA/AFSCME Local 52 election issues, please refer to Policy 22.00.000.

6 **17.01.020 Roster of Chapter Members**

7 Upon receipt of the information request from a chapter president, secretary, or chief
8 steward, the Union shall release a roster of chapter members which may include work
9 telephone numbers and work locations, to include departments and member status, for
10 chapter purposes as determined by the chapter that are consistent with the objectives and
11 principles of ASEA/AFSCME Local 52. The request shall indicate the purpose for which
12 the information will be used and certify to confine the information to such purpose.

13 **17.01.030 Requests for Financial Information**

14 Financial records shall be made available to union members to view in an ASEA office
15 utilizing the information request procedure. Where a union office is not accessible to the
16 member, ASEA Headquarters will coordinate with a local chapter officer or steward to
17 provide the requested information. The Executive Director's contract is deemed a financial
18 record for purposes of Information Requests. Financial Information requested by a ASEA
19 Executive Board Member shall be transmitted directly to that member.

20 **18.00.000 FINANCIAL**

21 The Executive Director will report on the status of the Annual budget to the Board during
22 the Executive Director's Report at the ASEA Executive Board meetings.

23 **18.00.010 Disbursement of Funds**

24 A. The disbursement of ASEA/AFSCME Local 52's union funds will be by ACH, EFT,
25 Wire Transfer or check and shall require the authorization by two Executive Board
26 Members specified in Article 8 of the ASEA/AFSCME Local 52 Constitution.

27 B. The Executive Director shall have the authority to use electronic signatures in the
28 payroll and payables check writing process, insofar as either process involving check
29 creation meets all AFSCME Financial Standards Codes and FASB Codes.

30 Any utilization of the electronic signatures shall be under a secure environment with
31 ASEA/AFSCME Local 52 Headquarters.

32 C. The Executive Director shall approve all vouchers and payroll time sheets before
33 creation of any checks and advise slips for review by the authorized Executive Board
34 members. A Check Detail Report (Account Payable or Payroll) shall be prepared by
35 the appropriate accounting staff.

36 D. Upon completion of the Check Detail Report, the preparer shall initial and verify the
37 accuracy of the Check Detail Report.

38 E. The Check Detail Report will then be forwarded to the Treasurer (or their board-
39 approved designee); it shall then be presented to the President (or their board-
40 approved designee) for approval.

41 1. Review by the Treasurer (or their board-approved designee). The Treasurer
42 (or their board-approved designee) shall review the Check Detail Report and,

1 within 48 hours from receipt, shall notify the Executive Director (or their
2 designees) in person, or via a faxed copy of the Check Detail Report bearing
3 their signed approval, their approval to disburse the payables and/or payroll
4 expenditures. The Treasurer's copy of the Check Detail Report bearing their
5 original signature (or that of their board-approved designee) shall then be
6 forwarded to the appropriate accounting staff at ASEA/AFSCME Local 52
7 Headquarters.

8 2. Review by the President (or their board-approved designee).

9 (a) Upon receipt of the Treasurer's (or their board-approved designee)
10 signed approval to disburse, the President (or their board-approved
11 designee) shall be provided with the Check Detail Report signed by
12 the Treasurer (or their board-approved designee).

13 (b) The President (or their board-approved designee) shall review the
14 Check Detail Report and, within 24 hours from receipt, shall notify
15 the Executive Director (or their designees) in person, or via a faxed
16 copy of the Check Detail Report bearing their signed approval, their
17 approval to disburse the payables and/or payroll expenditures. The
18 President's copy of the Check Detail Report bearing their original
19 signature (or that of their board-approved designee) shall then be
20 forwarded to the appropriate Accounting Department at
21 ASEA/AFSCME Local 52 Headquarters.

22 3. ACH, EFT and Wire Transfers shall follow the procedure outlined in E.1 and 2.

23 F. If upon review corrections need to be made to the payables and/or payroll, the
24 Executive Director (or their designees) shall be notified immediately by the officer
25 and the corrections, if appropriate, will be made by the appropriate accounting staff.

26 G. Upon the President's (or their board-approved designee's) review and approval to
27 disburse the payables and/or payroll items from the check detail report, electronic
28 signatures shall be affixed to the corresponding checks by the appropriate staff.

29 H. All payroll and payables files shall be available for review at ASEA Headquarters
30 for the ASEA Executive Board members authorized in 18.00.010.A.

31 **18.00.020 Staff Authorizations**

32 The Board authorizes the Executive Director (or designee) to initiate wire transfers, EFTs,
33 ACHs and checks after approval of the authorized Board members and to obtain account
34 balances.

35 **18.00.030 Expenditure Authorization**

36 The Executive Director shall have the authority to oversee and administer the adopted
37 operating and capital budget.

38 **18.02.000 PERSONNEL**

39 **18.02.010 Staff Policy Manual**

40 The Executive Director shall provide each staff member and each board member with a
41 copy of the current staff policy manual.

1 **18.02.020 Staff Vacancies**

- 2 A. The Executive Director shall be responsible for hiring staff. Vacancies shall be
3 filled in accordance with terms of the Staff Collective Bargaining Agreement, Staff
4 Policies and ASEA/AFSCME Local 52 Policies and Procedures.
- 5 B. If time permits, staff vacancies shall be advertised for a period of up to thirty (30)
6 days. In an emergency situation, the Executive Director may fill a vacancy within a
7 shorter period of not less than ten (10) working days' notice. All vacancy notices
8 shall be sent to chapter presidents, posted to the Union website, placed with the State
9 of Alaska Department of Labor Job Service, posted in all ASEA/AFSCME Local 52
10 offices and posted in any current Union publication at least ten (10) working days
11 prior to the vacancies being filled.
- 12 C. The Executive Director will see that the membership is notified in a timely manner
13 of hiring of any new staff.
- 14 D. The Executive Director shall report all hires at the next regularly scheduled quarterly
15 business session after hire and shall provide documentation that recruiting notice
16 timelines and all qualifications are met.

17 **18.02.030 Staff Termination**

18 The Executive Director shall have authority to terminate staff in accordance with the
19 applicable provisions of the Staff Collective Bargaining Agreement or employment contract.

20 **19.00.000 TELECONFERENCES**

- 21 A. No meal allowance or other expenses, except business leave when required, shall be
22 paid for any teleconferences, unless authorized by the Executive Director.
- 23 B. For scheduling purposes, the Administrative Assistant shall be notified, whenever
24 possible, at least 24 hours before a teleconference is desired.

25 **20.00.000 RATIFICATION**

26 **20.01.000 DUES RATIFICATION**

- 27 A. The ASEA Executive Board shall meet and certify that the proposed changes meet
28 all ASEA/AFSCME Local 52's and AFSCME's constitutional requirements.
- 29 B. The ASEA Executive Board shall draft an informational briefing paper that will
30 accompany the ballots for the members with statements of the reasons for the dues
31 change. This briefing paper must be factual and objective.
- 32 C. The ASEA Executive Board shall schedule informational meetings for the
33 membership during and prior to the balloting. These meetings shall be conducted by
34 members of the ASEA Executive Board, and shall not be later than seven days prior
35 to the ballot counting.
- 36 D. The ASEA Executive Board shall schedule the ratification vote.
- 37 E. Proxy voting will not be allowed.
- 38 F. Issues not addressed by this policy, or exceptions to this policy, shall be subject to
39 the approval of the ASEA Executive Board prior to implementation.

1 **20.02.000 RATIFICATION OF COLLECTIVE BARGAINING AGREEMENT**

- 2 A. The Contract Negotiating Committee spokesperson will sign all tentative Collective
3 Bargaining Agreements, upon approval of the Contract Negotiating Committee.
4 B. Once a tentative Collective Bargaining Agreement has been reached, the Contract
5 Negotiating Committee or authorizing body shall inform the ASEA Executive Board
6 in writing that a ratification vote will be held.
7 C. The Contract Negotiating Committee shall draft a statement reflecting the gains and
8 losses over the old contract that will accompany the ballots for the members.
9 D. The ASEA Executive Board will be informed that the Contract Negotiating
10 Committee, with staff assistance, shall schedule and conduct informational meetings
11 for the membership during and prior to the ratification vote.
12 E. A copy of the entire tentative Collective Bargaining Agreement shall be made
13 available to any member upon request and shall be posted to the Union website.
14 F. Voting procedures shall be determined by the Contract Negotiating Committee.
15 G. Proxy voting will not be allowed.
16 H. Once a tentative Collective Bargaining Agreement has been ratified by the
17 membership, in addition to any signatory to any Collective Bargaining Agreement
18 who may be authorized by the Contract Negotiating Committee, the President of
19 ASEA/AFSCME Local 52 will be a signatory to such agreement.
20 I. Issues not addressed by this policy, or exceptions to this policy, shall be subject to
21 the approval of the ASEA Executive Board prior to implementation.

22 **20.03.000 STRIKE AUTHORIZATION VOTING POLICY**

- 23 A. Ballots will be handled as follows:
24 1. To be counted, all ballots must be returned by mail and date stamped by the
25 ballot counting contractor with required information on the outer envelope by
26 12:00 noon of the election date.
27 2. Improperly marked ballots will not be counted.
28 3. In the event, more than one ballot is cast, only the last received ballot will be
29 counted.
30 4. If the ballot includes more than one question, each question will be tallied
31 separately and all votes will be counted.
32 5. The following instructions will be included with each ballot:
33 (a) Mark your ballot and then place it in the envelope labeled
34 “OFFICIAL BALLOT.”
35 (b) Place the Official Ballot envelope (with your ballot enclosed) into the
36 postage paid, business reply envelope pre-addressed to [the ballot
37 counting contractor].
38 (c) Seal the “BALLOT” envelope and place it in the postage paid,
39 pre-addressed business reply envelope.
40 (d) All ballots MUST BE RETURNED BY U.S. MAIL and they will
41 only be counted if received by 12:00 noon on or before [election
42 date].
43 (e) Ballots will be opened and counted no earlier than at 12:00 noon on
44 [election date].
45 (f) Improperly marked ballots will not be counted.

- 1 (g) If more than one ballot is received from a member, only the most
2 recent ballot will be counted.
- 3 B. The ballots will be mailed to:
- 4 1. All those the Union thinks may meet the Alaska Labor Relations Agency
5 requirements.
- 6 2. All people on the Excelsior List provided by the State.
- 7 C. The ballot package to be mailed out will include:
- 8 1. Ballot
- 9 2. Contract Negotiating Committee Statement
- 10 3. Executive Board Statement
- 11 4. Ballot Instructions
- 12 5. Official Ballot Envelope
- 13 6. Postage paid, Pre-addressed Business Reply Envelope
- 14 7. Outgoing Envelope
- 15 D. Every effort will be made to have a strike vote meeting(s) in each community with
16 more than 25 voting members. All communities with fewer than 25 voting members
17 will be contacted by phone. Onsite contacts will be by a core group of trained
18 communicators who shall be provided with a membership list. An outline for
19 communicators will be a consistent message.
- 20 E. Appointed members of the ASEA Executive Board to an ad hoc ballot committee
21 shall resolve all balloting issues. Decisions may be appealed to the ASEA Executive
22 Board. The ASEA Executive Board certifies the election.

23 **21.00.000 BONDS/LIABILITY/INDEMNIFICATION COVERAGE**

- 24 A. Wherever possible, indemnification coverage shall be obtained for the
25 ASEA/AFSCME Local 52 Executive Board and ASEA/AFSCME Local 52 Staff, to
26 protect them from personal liability.
- 27 B. Chapter activities are covered by ASEA's liability policy.

28 **22.00.000 ELECTION PROCESS FOR OFFICERS AND AFSCME**
29 **CONVENTION DELEGATES**

- 30 A. Notice of Nominations.
- 31 1. The Election Committee shall cause to be mailed, either separately or by
32 prominent inclusion in an official publication of the Union, a Notice of
33 Nominations and Elections to all eligible ASEA/AFSCME Local 52
34 members at their last known address, in accordance with or subject to the
35 timelines established in Article 7 of the ASEA/AFSCME Local 52
36 Constitution. A mailing house may be used for this purpose.
- 37 2. Notices of Nominations shall include the following information:
- 38 (a) the office to be filled and the term of each office.
- 39 (b) all pertinent dates and deadlines pertaining to nominating petitions
40 and candidate statements, when ballots will be mailed, when ballots
41 will be counted, run-off elections and ballot counting.
- 42 (c) instructions on how to complete and submit the nominating petition
43 and candidate statement.
- 44 (d) a nominating petition.

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- 1 (b) The order of appearance of statements shall follow the same order
2 used to list the candidates' names on the ballot.
- 3 (c) On each candidate statement, the following disclaimer by the Union
4 shall be noted: "(This statement is the candidates. Its factual accuracy
5 has not been verified and it does not necessarily represent official
6 ASEA/AFSCME Local 52 policy or positions.)"
- 7 (d) Candidate statements are to be submitted to the Union Office, and
8 will be date-stamped with the time of receipt written on the back of
9 the statement by Union Office staff.
- 10 9. Candidate statements are due at the same time as Nominating Petitions.
- 11 C. ASEA/AFSCME Local 52 Election Campaigning.
- 12 1. No union funds may be spent campaigning for any candidate seeking union
13 office.
- 14 2. No publication sponsored by or supported by the Union may endorse or
15 discourage the endorsement of a candidate for union office. (Reference
16 17.03.000, "E-mail.")
- 17 3. The Union shall control access to membership mailing lists. Notice of access
18 to Union membership and chapter office mailing lists shall be included in the
19 primary publication of the Union at the time of solicitation of candidate
20 nominations.
- 21 (a) ASEA/AFSCME Local 52 candidates are entitled to mailing labels
22 provided by the Union to be affixed to campaign literature, each
23 candidate will prepay for the cost of printing and affixing labels.
24 Candidates are responsible for delivering to the ASEA/AFSCME
25 Local 52 Anchorage office mail-ready campaign materials with
26 postage affixed. ASEA staff will be responsible to address and mail
27 campaign materials at the candidate's expense.
- 28 4. Access to Membership Lists.
29 No listing of member work and/or home numbers will be released by ASEA
30 for the purpose of telephonic campaigning.
- 31 5. The Union's e-mail, website, or webmail systems may not be used in
32 campaigning for union office. Chapter websites may not be used for
33 campaigning or promotion of candidates.
- 34 6. Within a state owned or leased building or facility, campaign materials may
35 only be posted on official Union bulletin boards.
- 36 D. Preparation and Mailing of the Ballots.
- 37 1. Following the nomination petition and candidate statement deadline, the
38 Election Committee shall review all election materials. Packets of election
39 materials (including copies of nominating petitions, candidate statements,
40 and draft ballots) shall be distributed to all Election Committee members.
41 The Election Committee may meet telephonically, if needed, during this
42 review process. The Election Committee shall review the draft ballots for the
43 following:
- 44 • the correct spelling of each candidate's name.
 - 45 • The member's name and address are preprinted on the postage paid,
46 pre-addressed business reply envelope.

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- 1 • the correct dates and deadlines.
- 2 • clear identification of the number of people to vote for.
- 3 • instructions which clearly indicate how to mark the ballot.
- 4 • if more than one (1) ballot is required, ballots shall be color coded to
- 5 properly identify the appropriate voting groups.
- 6 2. Candidates shall be listed on the ballot in random order as determined by the
- 7 Elections Committee.
- 8 3. The ballot shall minimally include the following instructions:
- 9 (a) Mark the ballot.
- 10 (b) Place the ballot in the envelope with “BALLOT” printed on it.
- 11 (c) Seal the “BALLOT” envelope and place it in the postage paid,
- 12 pre-addressed business reply envelope.
- 13 4. Upon final approval by the Election Committee, Union staff shall administer
- 14 the printing and mailing of the ballots and candidate statements. Staff shall
- 15 inspect the membership data provided by the state for accuracy and
- 16 completeness before transferring it to the mailing house.
- 17 (a) A master membership list shall be run at the same time the ballot
- 18 labels are prepared.
- 19 (b) Ballots mailed to locations which are not connected to the Anchorage
- 20 road systems will be mailed First Class.
- 21 (c) If a member, for whatever reason, is in need of a replacement ballot,
- 22 Union Headquarters shall provide the replacement ballot in a timely
- 23 manner.
- 24 5. Any problem with the election process should be brought to the Election
- 25 Committee’s attention as soon as possible. Notification can be by phone or
- 26 e-mail and should include all Election Committee members. Written
- 27 documentation of any such contact shall be kept by Union staff.
- 28 6. If problems involving an election arise that require investigation, the Election
- 29 Committee should oversee the inquiry.
- 30 E. If a third-party independent contractor is selected to count the ballots, the Election
- 31 Committee will provide them a key to the Election Committee Post Office box.
- 32 F. Security of Ballots.
- 33 1. All ballots are mailed to a U.S. Post Office box paid for and designated
- 34 solely for election purposes. During the election process, ballots shall be
- 35 retained at the U.S. Post Office until the designated time for the counting of
- 36 ballots.
- 37 2. During the election process, keys to the Election Committee Post Office box
- 38 are to be kept by the Election Committee Chair [or designee(s)].
- 39 G. Observers.
- 40 1. Each candidate may designate their own observer to be present during the
- 41 ballot counting. A candidate may not serve as the observer.
- 42 2. The observers may not assist in the actual conduct of the election, may not
- 43 engage in any kind of campaigning, may not wear buttons or badges in
- 44 support of a candidate, pass out leaflets, or attempt to discuss the election
- 45 with anyone while observing.

- 1 3. Observers have the right to call to the attention of the Election Committee
2 members present any perceived violation of proper procedure which they
3 may observe during the ballot counting.
- 4 H. Disruptive Behavior. Observers, Election Committee members, or other members of
5 the Union who, in the judgment of the Election Committee or the third-party
6 independent contractor, are disruptive to the conduct of the ballot counting, may be
7 required to leave by the Election Committee.
- 8 I. Counting of Ballots.
 - 9 1. Ballot counting takes place at ASEA/AFSCME Local 52 Headquarters in
10 Anchorage AK or other location if another facility is selected to
11 accommodate the ballot counting.
 - 12 2. The following procedure shall be used in counting the ballots.
 - 13 (a) Upon delivery of the ballots, the ballots are sorted alphabetically.
 - 14 (b) The names on each ballot are then to be compared with lists [provided
15 by the Executive Director (or designee)] of ASEA/AFSCME Local
16 52 members in good standing. Any ballots with names not listed are
17 to be sent to the Executive Director (or designee) for confirmation as
18 a disallowed ballot. Disallowed ballots are to be put in the
19 “Disallowed Ballot” pile.
 - 20 (c) Following the check-off of names, the outer envelopes shall be
21 opened and the contents removed. Contents should be the inner ballot
22 envelope. The outer envelopes are to be batched up and saved (in the
23 event of a recount).
 - 24 (d) The inner ballot envelopes are then opened and ballots removed. If
25 the intent of the member voting is clear, the ballot should be counted
26 regardless of any comments written on the ballot, with the exception
27 of any member identification on the ballot. If a voter has signed their
28 name to or initialed the ballot, the entire ballot will be disallowed.
 - 29 (e) Such deviations from the instructions on the ballot, as making a
30 check-mark instead of an “X,” should not serve to disallow a ballot.
31 If the intention of the voter is clear, count the vote.
 - 32 (f) If a ballot is partly spoiled, that does not void the entire ballot. For
33 example, if a voter has voted for two (2) candidates for President,
34 their ballot is void for that office. But if the same voter has voted for
35 only one (1) candidate for other listed offices, the vote for those
36 offices is counted.
 - 37 (g) Write-in votes are not counted; those ballots are treated as though
38 they were blank for the office for which a write-in appears.
 - 39 (h) In a situation where the Election Committee must rule on a ballot
40 being allowed or disallowed, a majority vote of the Election
41 Committee will decide the question.
 - 42 (i) A record is maintained of the number of disallowed and void or
43 totally blank ballots. These will not be included in the tally of valid
44 ballots.
 - 45 (j) When the tabulation of the unquestioned ballots has been completed,
46 the Election Committee should turn its attention to any remaining

- 1 questioned ballots. If the number of questioned ballots is not large
2 enough to change the outcome of any of the contests, the Election
3 Committee is free to refuse to decide the questioned ballots. In that
4 case, the ballots remain in the sealed envelopes but are retained with
5 the rest of the ballots and the election records. If the number of
6 questioned ballots is great enough that it might affect the outcome of
7 one or more races, the Election Committee must then take up each
8 questioned ballot separately and, without opening the envelope, make
9 a decision as to whether or not the ballot should be counted. In those
10 cases where the Election Committee decides to count the ballot, the
11 envelope should be opened and the ballot deposited, unexamined, in
12 the now-empty ballot box. When all questioned ballots have been
13 disposed of, the ballots in the box should be counted and added to the
14 previous tally. A record should be maintained of the names of those
15 whose ballots were questioned and of the disposition of each.
- 16 (k) The ballots are then to be batched together into groups of 25
17 ballots/group. The Executive Director (or designee) will provide tally
18 sheets. A tally sheet goes with each group of 25 ballots. Votes are
19 then counted and recorded on the tally sheet. A second person must
20 confirm the vote count on each group of 25 ballots. Each person will
21 place their initials on the tally sheet.
- 22 (l) If the counting must be interrupted on the Election Day and continued
23 the following day, all materials must be secured for the night by
24 boxing up all election ballots, documents, and materials, and
25 temporarily storing these boxes in a locked room. The following
26 morning, all ballot materials are returned to the count area, and the
27 count resumed.
- 28 (m) In the event finalization of a count must be delayed, no Election
29 Committee member or volunteer working on the count shall divulge
30 preliminary results before the Election Committee certifies final
31 results.
- 32 3. Following batching and count, results are then consolidated and entered onto
33 a Summary Count Form [provided by the Executive Director (or designee)].
- 34 4. Results are then confirmed by the Election Committee.
- 35 (a) A signed, formal report is submitted by the Election Committee to the
36 Executive Director for distribution to the ASEA Executive Board.
37 The report should state the total number of ballots counted, the final
38 count, and the number of disallowed and totally blank ballots. The
39 formal report shall also state the winner(s) of the election in
40 accordance with AFSCME Elections Manual procedures.
- 41 (b) All Candidates shall then be called by the Election Committee and
42 notified of the election results.
- 43 (c) The Elections Report shall be placed on the ASEA/AFSCME Local
44 52 web site.
- 45 5. Upon completion of the formal report, all election materials (including
46 counted ballots, tally sheets, return envelopes, disallowed and totally blank

1 ballots) must be boxed up, taped, secured, labeled, dated, and initialed by at
2 least two (2) Election Committee members. These boxes are then to be
3 archived in the secured storage of Union Headquarters for no less than one
4 year from the Date of Election.

5 6. Recount.

6 (a) In the event of a recount, the election boxes shall be unsealed in the
7 presence of Election Committee members and observers.

8 (b) The postage paid, pre-addressed business reply envelopes (with
9 required information) are to be checked off against the list of
10 members in good standing.

11 (c) The ballots are then to be recounted and results compared to the tally
12 sheets and final Summary Count Form.

13 (d) All disallowed ballots are then to be reviewed by Election Committee
14 members and observers.

15 (e) The Election Committee will submit a signed Final Report to the
16 Executive Director for distribution to the ASEA Executive Board on
17 the results of the recount. All members of the Election Committee
18 participating in the recount are to sign the formal report.

19 (f) All Candidates shall then be called by the Election Committee and
20 notified of the election results.

21 (g) In order to notify the membership, the Elections Report shall be
22 placed on the ASEA/AFSCME Local 52 web site.

23 J. Run-Off Elections for Officers Only.

24 1. In the case no candidate receives a majority of the votes, a run-off election
25 for that office must be held. The ballot for a run-off election will contain two
26 (2) names for each office. In most cases this will mean listing the two (2)
27 candidates who ran first and second place during the original election.

28 2. If one of the top two vote-getting candidates withdraws, the third highest
29 vote-getting candidate will take their place. Only if all other candidates
30 withdraw from the race can a run-off election be avoided.

31 3. The run-off election shall be held on the dates identified on the original
32 Notice of Nomination and shall follow the same election rules as that of the
33 original election. This includes the preparation and mailing of the ballots,
34 security of the ballots, observers, and counting the votes. No new statements
35 from the candidates will be accepted. The original statements shall be
36 included with the run-off ballots.

37 4. The 30-day rule to conduct the election will apply to run-off elections.

38 K. Protests. A protest is not the same as a challenge. A challenge questions a
39 nominee's right to run for office and must be raised by a member before the election
40 is actually held. A protest questions the actual conduct of the election itself.

41 1. Protests and challenges shall be filed with the Election Committee in
42 accordance with Appendix D of the AFSCME Constitution.

43 2. Any protester or nominee adversely affected by a decision of the Election
44 Committee on a challenge or a protest may file an appeal with the AFSCME
45 Judicial Panel, which retains jurisdiction in all election matters.

46 L. Installation of Officers.

- 1 1. Newly elected officers have, in fact, been the officers of the Union from the
2 moment the Election Committee’s Report was presented to the Executive
3 Director for distribution to the ASEA Executive Board and are legally bound
4 by the Obligation of an Officer.
- 5 2. Outgoing officers are obligated to turn over to their successors all books,
6 papers, and other property of the union, and they remain under bond until
7 they have done so. (AFSCME Local Union Elections Manual, “Installation
8 of Officers”)
- 9 M. Constitutional Amendments. Constitutional amendments may also be submitted
10 outside the Biennial Convention in accordance with Article 16.C, of the
11 ASEA/AFSCME Local 52 Constitution. Upon receipt the ASEA Executive Board
12 will support, oppose, or reject the proposed constitutional amendment in such a
13 manner that the election may be held in accordance with the timelines in Article
14 7.05. of the ASEA/AFSCME Local 52 Constitution.
- 15 N. At the conclusion of the election cycle, the Election Committee shall provide a
16 comprehensive report to the ASEA Executive Board, which includes at a minimum:
 - 17 1. Procedural problems or irregularities, and the resolution of problems or
18 irregularities.
 - 19 2. Ineligible candidate listing, and the reason for ineligibility.
 - 20 3. Minutes of all Election Committee meetings and/or teleconferences.
 - 21 4. Suggested improvements/changes for the next election cycle.

22 **23.00.000 COMMUNICATIONS**

23 **23.01.000 PUBLICATIONS**

24 To the extent possible, official publications of the Union will be available on the Union’s
25 website.

26 **23.02.000 E-MAIL**

27 **23.02.010 E-Mail and Electronic Media**

- 28 A. The bargaining unit employer’s e-mail and other electronic media shall not be used
29 to broadcast information detrimental to the interest of ASEA/AFSCME Local 52 or
30 to engage in “spamming,” “flaming,” and attacks on any ASEA/AFSCME Local 52
31 members.
- 32 B. This procedure prohibits utilization of State of Alaska or City of Sitka electronic
33 media for ASEA/AFSCME Local 52 election campaign purposes.

34 **23.02.020 ASEA/AFSCME Local 52 E-Mail**

35 The Union’s e-mail system and electronic media may not be used to issue a campaign
36 statement or to attack any union member.

37 **23.02.030 Broadcasting from Union E-Mail System**

38

1 **23.02.031 Replies**

2 Any e-mail broadcast from the Union's e-mail system must be sent in a manner that the
3 recipient may only reply to the originator.

4 **23.02.032 Approval**

5 A. Union e-mail broadcasts must be limited to relevant union business and require
6 approval of the Executive Director or the ASEA Communications Coordinator.
7 Within two (2) working days of the request for approval, emails that are approved
8 will be forwarded to the ASEA Data Processing Technician and/or ASEA
9 Information Officer for broadcast pursuant to 23.02.040.
10

11 **23.02.040 Broadcast E-Mails to Members**

- 12 A. All broadcast emails to members including messages regarding official union and
13 chapter activities must be submitted to the Executive Director or the ASEA
14 Communication Coordinator for approval and broadcast distribution. Broadcasts
15 shall be distributed within 24-hours of their approval under Section 23.02.032.
16 B. Chapter broadcast emails must be drafted by the chapter in a ready-to-send format.
17 ASEA staff will not prepare the email message.
18 C. Broadcast messages from the Chapter President or Chapter Chief Steward to the
19 Chapter stewards shall be copied to the Executive Director and the ASEA
20 Communications Coordinator.

21 **24.00.000 OCCUPATIONAL CLASSIFICATIONS**

22 Occupational classifications for Administrative, Technical, Professional, will be in
23 accordance with the state's classification system. The Board may develop and publish
24 written criteria to be uniformly applied for deviation from the state's classification system.
25 If the Board determines a deviation necessary, it will send written notice of its findings and
26 criteria to affected job classes prior to annual notice for nominations and elections.
27

28 **42.00.000 [RESERVED]**

29 **98.00.000 POLICIES AND PROCEDURES**

30 As Special Rules of Order, these policies and procedures shall become effective upon
31 adoption by the ASEA/AFSCME Local 52 Executive Board.

32 **98.01.000 AMENDMENTS**

33 A. The ASEA Executive Board, upon a 30-days' notice of the proposed change to all
34 ASEA members, may amend these Policies and Procedures by a two-thirds (2/3rds)
35 vote at a regularly scheduled meeting. Notice of proposed changes shall be sent by
36 email. For any member who does not have email access, the notification shall be
37 mailed to the address on file. The notification shall provide the web link where the
38 proposed changes are outlined, and shall include a discussion of the rationale for
39 making the changes.

- 1 B. Notwithstanding the provisions of 98.01.000.A, addition of ASEA Executive Board
2 committees under Section 2.00.000 may be made upon a simple majority vote of
3 the ASEA Executive Board at a regular or special meeting, or by a poll. Such
4 committees shall be deemed created upon the report of this initial vote.
5 Membership shall be sent an advisory notice within 30 days of the creation of any
6 committee created under this section.
- 7 C. All amendments to this manual must be incorporated and made available to the
8 ASEA Executive Board and Chapter Presidents and published on the ASEA website,
9 within 30 calendar days of their adoption.

10 **98.02.000 SUSPENSION OF THE RULES**

11 By a two-thirds (2/3rds) vote of the ASEA Executive Board, these policies and procedures
12 may be temporarily suspended.

13

1 **100.00.000 DEFINITIONS**

2 **Majority Vote:** A majority vote means more than half of the votes cast by persons legally
3 entitled to vote and who vote on a particular matter, excluding disallowed and totally
4 blank ballots.

5 **Officers:** Members of the ASEA Executive Board.

6 **Officials:** Means ASEA Executive Board Members, Chapter Executive Board Members,
7 Judicial Panel Members, Stewards, and committee members.

8 **Poll:** A legitimate action taken under Article 8.02.3. of the ASEA/AFSCME Local 52
9 Constitution, which is immediately executed upon attainment of a simple majority
10 vote of the members of the ASEA Executive Board, all of whom have in good-faith
11 and documented efforts been contacted by the President or the Secretary.

12 **Staff:** All staff under individual full-time employment contracts with the Union, or
13 Business Agents employed by the Union, or other staff as designated by the
14 Executive Director.

15 **Quarterly Meeting:** A meeting of the ASEA Executive Board that is scheduled at any time
16 within the calendar quarters of January through March, April through June, July
17 through September, October through December.

18 **Regularly Scheduled Meeting:** All quarterly meetings and any meeting of the ASEA
19 Executive Board that meets the proper notice of meeting established in Article 8.05
20 of the ASEA/AFSCME Local 52 Constitution.

21 **Special Meeting:** A meeting of the ASEA Executive Board with less than ten (10) days'
22 notice, to discuss a limited number of issues that must be decided prior to the next
23 regularly scheduled meeting.

24

APPENDIX 1

List of Referenced Corporate Documents

Copies of the following documents may be obtained through the ASEA offices and/or they are available on the ASEA website at www.afscmelocal52.org

1. AFFILIATION AGREEMENT
2. ARTICLES OF INCORPORATION
3. NONPROFIT CERTIFICATE
4. AFSCME INTERNATIONAL CONSTITUTION
 - A. AFSCME Financial Standards Code
 - B. AFSCME Judicial Panel Rules
 - C. AFSCME Local Union Election Manual
5. ASEA/AFSCME Local 52 CONSTITUTION
 - A. ASEA/AFSCME Local 52 Judicial Panel Rules
6. ASEA EMPLOYMENT
 - A. Executive Director Job Description
 - B. Lobbyist Job Description
 - C. Staff Collective Bargaining Agreement
 - D. Staff Policies & Procedures
7. COLLECTIVE BARGAINING AGREEMENTS
 - A. GGU Collective Bargaining Agreement
8. ASEA/AFSCME Local 52 POLITICAL ACTION COMMITTEE RULES OF OPERATION
9. STATE OF ALASKA AFL-CIO CONSTITUTION
10. ASEA/AFSCME Local 52 BIENNIAL CONVENTION RESOLUTIONS
11. ASEA LEGAL SERVICES TRUST
 - A. ASEA Legal Services Trust Declaration of Trust
 - B. ASEA Legal Services Plan Booklet
12. ASEA/AFSCME Local 52 HEALTH BENEFITS TRUST
 - A. ASEA/AFSCME Local 52 Health Benefits Trust Declaration of Trust
 - B. ASEA/AFSCME Local 52 Health Benefits Plan Booklet
13. ALASKA AFSCME RETIREE CHAPTER 52
 - A. AARC52 Constitution
 - B. AARC52 Policies and Procedures
14. CODE OF ETHICAL PRACTICES (pg. 50)
15. OCCUPATIONAL CLASSIFICATIONS

CODE OF ETHICAL PRACTICES

1

2

3 A. This Code of Ethical Practices shall be applicable to ASEA/AFSCME Local 52
4 members and staff, to include the ASEA Executive Board, all chapter affiliates and
5 all ASEA committees (standing and appointed); all of which shall be referred to
6 collectively herein as the union.

7

8 B. All officers, chapter trustees, managerial employees, and staff of the union, whether
9 elected or appointed, contracted, or otherwise employed, are held to a high fiduciary
10 duty to honestly and faithfully serve the best interests of ASEA and its membership.

11

12 C. No officer, chapter trustee, or employee of the union shall own or have a personal
13 financial interest, which is inconsistent with such officer's or employee's fiduciary
14 duties. In particular, it shall not be permissible for any officer or managerial
15 employee of the union to:

16

17 1. have a significant financial interest in any agency, which bargains collectively
18 with the union;

19 2. own or have a significant financial interest in any firm which does business or
20 seeks to do business with the union;

21 3. make a decision, or cause a decision to be made, concerning a business
22 relationship with a firm in which a parent, spouse, spousal equivalent or
23 dependent child of that relationship, child, grandparent, grandchild, brother,
24 sister, first or second cousin, mother-in-law, father-in-law, sister-in-law,
25 brother-in-law, son-in-law, daughter-in-law, step sibling or step or foster
26 parent or child, uncle, aunt, niece, nephew or business partner of such officer,
27 chapter trustee, or managerial employee has a significant financial interest.

28

29 D. No officer, chapter trustee, or employee of the union shall accept any gift or personal
30 payment that is of greater than nominal value from any employer which bargains
31 collectively with the union, other than regular pay or benefits for work performed as
32 an employee of such employer, or from any business or professional firm which does
33 business or seeks to do business with the union.

34

35 E. No officer, chapter trustee, or employee of the union who serves in a fiduciary
36 position with respect to, or who otherwise exercises responsibilities or influence in
37 the administration of, a retirement, health or welfare benefit fund or plan shall have a
38 significant financial interest in any investment manager, insurance carrier, broker,
39 consultant or other firm doing business or seeking to do business with such fund or
40 plan. For the purpose of this provision, a benefit "fund" or "plan" means a fund or
41 plan sponsored by the union.

ASEA/AFSCME Local 52, AFL-CIO POLICIES and PROCEDURES
(Revised and, with due notice, approved December 12, 2019)

- 1 F. No officer, chapter trustee, or managerial employee of the union shall convert any
2 funds or other property belonging to the union to such individual's personal use or
3 advantage.
4
- 5 G. Unless otherwise provided for in applicable law, no person who has been convicted
6 of a crime, the nature of which is such as to bring the Union as an organization into
7 disrepute shall serve as an officer, chapter trustee, managerial employee, contracted
8 employee, or employed staff of the union.
9
- 10 H. 1. Charges of a violation of this policy shall be filed with the ASEA Judicial
11 Panel.
12 2. A charge of a violation of this Code of Ethical Practices may be filed only by
13 a member of ASEA. Such charge must be specific and must, to the extent
14 possible, be supported by substantiating documentation.
15 3. Pursuant to the procedures of the International Constitution, any member may
16 bring Judicial Panel charges based on their belief that a violation of the Code
17 might have occurred.
18
- 19 I. Nothing contained herein shall limit the rights of an individual otherwise provided for
20 in the International Constitution, ASEA Local 52 Constitution, ASEA Local 52
21 Policies & Procedures, any applicable Collective Bargaining Agreement, Alaska
22 municipal ordinances, Alaska State laws, or Federal laws.
23

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