

NOTICE OF ELIGIBILITY REQUIREMENTS AND ELECTION PROCESS

CSEA STATEWIDE OFFICERS

Persons running for office may petition and appear on a ballot individually or as a slate. To constitute a slate for Statewide office, the slate must contain a candidate for each of the Statewide offices: ***President, Executive Vice President, Secretary and Treasurer.***

To be eligible to seek office, a candidate must be at least 18 years of age, a member in good standing of CSEA since January 1, 2023, shall not have been a member of a competing labor association or union since January 1, 2023, shall not currently be serving a disciplinary penalty imposed by the Judicial Board of CSEA, and must not have been the subject of a bonding claim by the Association or disqualified from being covered by the Association's surety bond.

In addition to meeting the above eligibility requirements, Individual and Slate Nominating Petitions, carrying the original signatures, along with the 10-digit CSEA ID numbers, of not less than 1,000 members in good standing eligible to vote in the election, must be submitted to CSEA Headquarters in a timely fashion.

Nominating Petition Request forms may be obtained from Local Presidents, CSEA Region offices, and CSEA Headquarters beginning July 28, 2023. **A request form may be filled out and returned to Headquarters and/or the Region offices ahead of time, but Nominating Petitions will not be released until Tuesday, September 5, 2023, the first day of the petitioning period.**

After obtaining the required number of signatures, along with CSEA ID numbers, the original Nominating Petitions must be received no later than 5:00 p.m. on Thursday, October 12, 2023, by the CSEA Legal Department, Attention: Bonnie VanAlphen, 143 Washington Avenue, Albany, New York 12210. It is suggested to submit fully completed petitions for review/processing prior to the deadline to afford time to obtain additional signatures, if needed. The submission of completed nominating petition forms is the responsibility of the person seeking to become a qualified candidate. Only original forms will be accepted. Candidates may make and retain a copy of the petitions for their own records.

Ballots will be mailed on Tuesday, January 16, 2024, based on the membership records of CSEA Local 1000, AFSCME, AFL-CIO as of December 1, 2023.

Any member believing himself or herself aggrieved by any aspect of the nomination or election process may file a written protest with the Statewide Election Committee, CSEA, Inc., 143 Washington Avenue, Albany, New York 12210. Such written protest must be postmarked or electronically filed within ten (10) calendar days after the member knew or should have known of the act or omission complained of.

Yours in unionism,
CSEA Statewide Election Committee



NOTICE OF ELIGIBILITY REQUIREMENTS AND ELECTION PROCESS

CSEA REGION OFFICERS

Persons running for office may petition and appear on a ballot individually or as a slate. To constitute a slate for Region office, the slate must contain a candidate running for the following Region offices: ***President, at least three (3) Vice Presidents, Secretary and Treasurer.*** The slate also may include candidates for such other offices as have been created pursuant to Article IV of the mandated Region Constitution and described in the particular Region's By-Laws.

To be eligible to seek office, a candidate must be at least 18 years of age, a member in good standing of the Region since January 1, 2023, shall not have been a member of a competing labor association or union since January 1, 2023, shall not currently be serving a disciplinary penalty imposed by the Judicial Board of CSEA, and must not have been the subject of a bonding claim by the Association or disqualified from being covered by the Association's surety bond.

In addition to meeting the above eligibility requirements, Individual and Slate Nominating Petitions, carrying the original signatures with the 10-digit CSEA ID numbers of not less than 500 members in good standing eligible to vote in the election, must be submitted to CSEA Headquarters in a timely fashion.

Nominating Petition Request forms may be obtained from Local Presidents, CSEA Region offices, and CSEA Headquarters beginning July 28, 2023. **A request form may be filled out and returned to Headquarters and/or the Region offices ahead of time, but Nominating Petitions will not be released until Tuesday, September 5, 2023, the first day of the petitioning period.**

After obtaining the required number of signatures, along with CSEA ID numbers, the original Nominating Petitions must be received no later than 5:00 p.m. on Thursday, October 12, 2023, by the CSEA Legal Department, Attention: Bonnie VanAlphen, 143 Washington Avenue, Albany, New York 12210. It is suggested to submit fully completed petitions for review/processing prior to the deadline to afford time to obtain additional signatures, if needed. The submission of completed nominating petition forms is the responsibility of the person seeking to become a qualified candidate. Only original forms will be accepted. Candidates may make and retain a copy of the petitions for their own records.

Ballots will be mailed on Tuesday, January 16, 2024, based on the membership records of CSEA Local 1000, AFSCME, AFL-CIO as of December 1, 2023.

Any member believing himself or herself aggrieved by any aspect of the nomination or election process may file a written protest with the Statewide Election Committee, CSEA, Inc., 143 Washington Avenue, Albany, New York 12210. Such written protest must be postmarked or electronically filed within ten (10) calendar days after the member knew or should have known of the act or omission complained of.

Yours in unionism,
CSEA Statewide Election Committee



NOTICE OF ELIGIBILITY REQUIREMENTS AND ELECTION PROCESS

CSEA STATEWIDE BOARD OF DIRECTORS ***(State and Local Government Representatives)***

Persons running for a Board seat may petition and appear on a ballot individually or as a slate. To constitute a slate, there must be a candidate for each of the Board seats to which the voting jurisdiction within the Division or political subdivision is entitled in that election.

State Departmental Representatives:

To be eligible to seek office, a candidate must be at least 18 years of age, a member in good standing of the applicable voting jurisdiction for the Board seat being sought since January 1, 2023, shall not have been a member of a competing labor association or union since January 1, 2023, shall not currently be serving a disciplinary penalty imposed by the Judicial Board of CSEA, and must not have been the subject of a bonding claim by the Association or disqualified from being covered by the Association's surety bond.

Local Government Representatives:

To be eligible to seek office, a candidate must be at least 18 years of age, a member in good standing of the applicable voting jurisdiction of that county or, in the case of Educational Representatives, of the Region, since January 1, 2023, shall not have been a member of a competing labor association or union since January 1, 2023, shall not currently be serving a disciplinary penalty imposed by the Judicial Board of CSEA, and must not have been the subject of a bonding claim by the Association or disqualified from being covered by the Association's surety bond.

In addition to meeting the above eligibility requirements, Individual and Slate Nominating Petitions, carrying the original signatures with the 10-digit CSEA ID numbers of not less than ten percent (10%) and no more than 300 signatures, of the members in good standing eligible to vote in the election, must be submitted to CSEA Headquarters in a timely fashion.

Nominating Petition Request forms may be obtained from Local Presidents, CSEA Region offices, and CSEA Headquarters beginning July 28, 2023. **A request form may be filled out and returned to Headquarters and/or the Region offices ahead of time, but Nominating Petitions will not be released until Tuesday, September 5, 2023, the first day of the petitioning period.**

After obtaining the required number of signatures along with CSEA ID numbers, the original Nominating Petitions must be received no later than 5:00 p.m. on Thursday, October 12, 2023, by the CSEA Legal Department, Attention: Bonnie VanAlphen, 143 Washington Avenue, Albany, New York 12210. It is suggested to submit fully completed petitions for review/processing prior to the deadline to afford time to obtain additional signatures, if needed. The submission of completed nominating petition forms is the responsibility of the person seeking to become a qualified candidate. Only original forms will be accepted. Candidates may make and retain a copy of the petitions for their own records.

Ballots will be mailed on Tuesday, January 16, 2024, based on the membership records of CSEA Local 1000, AFSCME, AFL-CIO as of December 1, 2023.

Any member believing himself or herself aggrieved by any aspect of the nomination or election process may file a written protest with the Statewide Election Committee, CSEA, Inc., 143 Washington Avenue, Albany, New York 12210. Such written protest must be postmarked or electronically filed within ten (10) calendar days after the member knew or should have known of the act or omission complained of.

Yours in unionism,
CSEA Statewide Election Committee



2024 STATEWIDE BOARD OF DIRECTORS ELECTIONS
NUMBER OF MEMBER SIGNATURES REQUIRED FOR NOMINATION

The nominating petition(s) must contain not less than ten percent (10%) of the signatures and valid 10-digit CSEA ID numbers of the members in good standing eligible to vote in the election; however, in no event will more than 300 valid member signatures be required.

<u>State Executive Committee Representatives</u>	<u>Number of Positions to be Elected</u>	<u>Number of Member Signatures Required</u>
Agriculture and Markets	1	10
Audit and Control	1	43
Civil Service.....	1	5
Correctional Services & Community Supervision.....	1	271
Economic Development.....	1	1
Education	1	57
Environmental Conservation	1	82
Executive*	1	300
Family Assistance (OCFS & OTDS).....	1	105
Financial Services	1	12
Health.....	1	116
Judiciary.....	2	300
Labor.....	1	115
Law	1	27

*Executive Board seat includes members from the following agencies: Alcohol & Beverage Control, Office of General Services, State Police, Military & Naval Affairs, Homeland Security and Emergency Services, Housing and Community Renewal, Human Rights, Office of Information Technology, Veterans Affairs, Adirondack Park Agency, Council on the Arts, Office for the Aging, Victims Services, Criminal Justice Services, NYS Gaming Commission, Commission of Correction, Board of Elections, Justice Center, Cannabis Management, Labor Management; Parks, Recreation & Historic Preservation.

State Executive Committee Representatives	Number of Positions to be Elected	Number of Member Signatures Required
--	--	---

Mental Hygiene – Region 1	1.....	118
Mental Hygiene – Region 2	1.....	300
Mental Hygiene – Region 3	1.....	269
Mental Hygiene – Region 4	1.....	120
Mental Hygiene – Region 5	2.....	300
Mental Hygiene – Region 6	1.....	300
Motor Vehicle	1.....	211
Public Service	1.....	4
State.....	1.....	18
State Public Authorities (incl. Waterfront Comm'n)	1.....	210
Taxation and Finance.....	1.....	139
Teachers' Retirement System	1.....	28
Transportation	1.....	300
Universities	3.....	300

***Total State Executive Committee
Representatives to be elected..... 32***

2024 STATEWIDE BOARD OF DIRECTORS ELECTIONS
NUMBER OF MEMBER SIGNATURES REQUIRED FOR NOMINATION

The nominating petition(s) must contain not less than ten percent (10%) of the signatures and valid 10-digit CSEA ID numbers of the members in good standing eligible to vote in the election; however, in no event will more than 300 valid member signatures be required.

<u>Local Government Local Representatives</u>	<u>Number of Positions to be Elected</u>	<u>Number of Member Signatures Required</u>
801 Albany County	1.....	173
802 Allegany County	1.....	30
804 Broome County.....	1.....	70
805 Cattaraugus County.....	1.....	93
806 Cayuga County.....	1.....	68
807 Chautauqua County.....	1.....	130
808 Chemung County	1.....	74
809 Chenango County.....	1.....	32
*** Clinton County [†]	1.....	116
811 Columbia County	1.....	27
812 Cortland County.....	1.....	42
813 Delaware County	1.....	36
814 Dutchess County	1.....	161
815 Erie County	1.....	300
816 Essex County	1.....	43
817 Franklin County	1.....	63

[†] Clinton County Board Seat includes:
810 Clinton County Municipal and School Employees & 884 Clinton County Employees

<u>Local Government Local Representatives</u>	<u>Number of Positions to be Elected</u>	<u>Number of Member Signatures Required</u>
818 Fulton County	1.....	64
819 Genesee County	1.....	23
820 Greene County	1.....	42
822 Herkimer County	1.....	52
823 Jefferson County	1.....	111
825 Lewis County	1.....	60
826 Livingston County	1.....	45
827 Madison County.....	1.....	50
828 Monroe County	1.....	214
829 Montgomery County.....	1.....	33
*** Nassau County [‡]	2.....	300
832 Niagara County	1.....	81
833 Oneida County	1.....	20
834 Onondaga County	1.....	246
835 Ontario County.....	1.....	85
836 Orange County	1.....	300
837 Orleans County	1.....	35
838 Oswego County.....	1.....	147
839 Otsego County	1.....	37
840 Putnam County.....	1.....	68

[‡] Nassau County Board Seat includes:

830 Nassau County, 880 Town of Hempstead, 881 Town of Oyster Bay &
882 Nassau County Municipal Employees

<u>Local Government Local Representatives</u>	<u>Number of Positions to be Elected</u>	<u>Number of Member Signatures Required</u>
842 Rensselaer County	1.....	38
844 Rockland County	1.....	250
845 St. Lawrence County.....	1.....	70
846 Saratoga County.....	1.....	86
*** Schenectady County [§]	1.....	128
848 Schoharie County.....	1.....	22
849 Schuyler County.....	1.....	20
850 Seneca County	1.....	22
851 Steuben County.....	1.....	107
852 Suffolk County.....	1.....	300
853 Sullivan County	1.....	36
854 Tioga County	1.....	18
855 Tompkins County.....	1.....	70
856 Ulster County.....	1.....	130
857 Warren County.....	1.....	67
858 Washington County	1.....	29
859 Wayne County	1.....	97
860 Westchester County	2.....	300
861 Wyoming County.....	1.....	53
862 Yates County.....	1.....	25

[§] Schenectady County Board Seat includes:

885 Schenectady County Employees & 886 Schenectady School District, Municipalities and Towns

2024 STATEWIDE BOARD OF DIRECTORS ELECTIONS
NUMBER OF MEMBER SIGNATURES REQUIRED FOR NOMINATION

The nominating petition(s) must contain not less than ten percent (10%) of the signatures and valid 10-digit CSEA ID numbers of the members in good standing eligible to vote in the election; however, in no event will more than 300 valid member signatures be required.

<u>Local Government Local Representatives</u>	<u>Number of Positions to be Elected</u>	<u>Number of Member Signatures Required</u>
Long Island Region I	2	300
865 Nassau County Educational Employees		
870 Suffolk County Educational Employees		
Southern Region III	1	104
867 Dutchess County Educational Employees		
Capital Region IV	1	243
864 Saratoga County Educational Employees		
871 Rensselaer County Educational Employees		
Central Region V	1	280
866 Broome County Educational Employees		
869 Oneida County Educational Employees		
874 Onondaga County Educational Employees		
873 St. Lawrence County Educational Employees		
Western Region VI	1	239
868 Erie County Educational Employees		
872 Niagara County Educational Employees		
<hr/>		
<i>Total Local Government Executive Committee Representatives to be elected</i>	64	

Civil Service Employees Association, Inc.
Local 1000, AFSCME, AFL-CIO
143 Washington Avenue, Albany, New York 12210

**STANDING RULES AND REGULATIONS
RELATING TO THE CONDUCT OF ELECTIONS FOR
STATEWIDE, REGION AND BOARD OF DIRECTORS
IN THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.
PURSUANT TO THE BY-LAWS OF
THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC.**

I. TIMETABLE

At a timely Board meeting preceding each election year, the Board of Directors of CSEA, Inc. shall adopt an election schedule setting forth all pertinent dates to be observed throughout the nominating and election process.

II. NOMINATIONS

- A. Any member desiring to run for office in CSEA and who is a member in good standing since January 1st of the year preceding the election may secure a place on the ballot through the nominating petition procedure as set forth in the appropriate CSEA Constitution. Nominating Petition forms will be made available to members at all Region offices and at CSEA Headquarters as outlined in the appropriate Constitutions.
- B. Nominating Petitions shall be validated by the CSEA Membership and Information Systems Departments in conformance with the past practices of this organization which shall include computer matching of names and constitutionally mandated identifying information, and visual scanning of petitions.
- C. Any member who has submitted a Nominating Petition and who has received notice that he/she did not have the required number of valid signatures in order to qualify for a place on the ballot has the right, within five (5) days of notification, to review names which were rejected.
- D. Slate Nominations and Slate Balloting may be utilized and must be done in accordance with the Board's Slate Procedures attached hereto and made a part hereof as "Appendix A".

III. ELECTION PROCESS

- A. The independent election agency shall be selected by the Board of the Association prior to July 15 of the year preceding the election.
- B. The contract between CSEA, Inc. and the independent election agency shall incorporate all election procedures mandated in the CSEA Constitution.
- C. The independent election agency shall mail the official ballots on the date indicated on the election schedule. The agency shall mail them from the largest postal service facility in the six (6) regions or receive assurance from the U.S. Postal Service that, upon receipt of the ballots at one

facility, they will be promptly distributed to each Region by the U.S. Postal Service. Ballots shall be mailed by first class presorted mail.

IV. BALLOT

- A. The name of the candidate as it will appear on the ballot shall be sent to the candidate. The Statewide Election Committee must be notified of any changes that a candidate wishes to make in relation to the use of his/her name on the ballot, by the date set forth in the applicable election schedule.
- B. In mail ballot elections, replacement ballots may be obtained by contacting the independent election agency and requesting a replacement ballot. The replacement ballot shall be clearly marked "REPLACEMENT BALLOT".
- C. In order to be counted, all ballots must be received by the independent election agency by the date set forth in the approved election schedule for that election year.

V. COUNTING OF BALLOTS (TALLY)

- A. The independent election agency shall verify the ballots so as to assure one hundred percent (100%) confidence level.
- B. During the election period, the agency may remove the ballots from the return envelopes and prepare the ballots prior to counting. Ballots that cannot be counted by the machine will be counted manually during this period.
- C. The ballots shall be counted on the date specified on the schedule, and the results of the election shall be made known to each candidate as soon as practicable.
- D. The independent election agency shall keep all envelopes and ballots for a period of three (3) months following such election and shall then deliver this material to CSEA Headquarters, which shall maintain custody of the material for a period of one year from the date of the election.
- E. The independent election agency shall permit any candidate or the authorized agent of any candidate, provided that agent is a member of CSEA in good standing, to review the entire election procedure (including the envelopes and ballots) during the regular business hours of the agency. Notification of intent to observe (see p. 6) must be provided to the agency prior to the visit.

VI. CANDIDATES' RIGHTS

- A. Every bona fide candidate has the right, once within thirty (30) days prior to the election, to inspect a list of names and last known home addresses of all members entitled to vote in the particular election.

The right of inspection does not include the right to copy the list. Requests to examine the list shall be made to the Chair of the Statewide Election Committee, who will arrange for the review. All requests by candidates to inspect the membership list shall be honored as of the date set forth in the applicable approved election schedule. The review of the list shall take place at CSEA Headquarters or such other place, as the Statewide Election Committee shall designate.

- B. The Association will furnish upon request, at no expense to those candidates whose names will appear on the ballot, a set of labels of Local and Unit Presidents within their jurisdiction, upon written request addressed to:

Civil Service Employees Association, Inc.
Attention: Central Files Department
143 Washington Avenue
Capitol Station, Box 7125
Albany, New York 12224

- C. Candidates who qualify for one of the four Statewide offices, the six Region presidencies, or the Board of Directors, shall have the opportunity to have published in the official union publication their picture, the entity they work for, and the office they are running for, by submitting a photo to the CSEA Communications Department.
- D. Candidates for the four Statewide offices may travel to each Region once at the expense of CSEA provided, however, that each trip does not exceed one day and that the expenses incurred are reasonable.
- E. Candidates for Region office may travel through their own Regions twice at the expense of CSEA provided, however, that each trip does not exceed one day and that the expenses incurred are reasonable.
- F. Candidates running for CSEA elections are entitled to equal access to their constituency for campaign purposes under the law.

A candidate coming into a Local or Unit should give to the Local President or Unit President, as appropriate, at least 48 hours' notice of his/her intention to be in the area.

Upon notice of a candidate's intention to visit his/her area, such Local President or Unit President or his/her designee should notify the candidate of any employer-required protocol for access to the work site.

VII. RULES OF ELECTIONS

- A. Neither CSEA staff nor any CSEA affiliate staff shall be utilized for the purpose of or otherwise be involved in the distribution of campaign literature for any candidate for office.
- B. No Statewide, Region, Local or Unit funds may be utilized to promote or detract from the candidacy of any particular candidate running for office.
- C. No CSEA funds may be used for issuing statements involving candidates in the election. This does not forbid the use of union funds for election notices, factual statements of issues not involving candidates or other expenses necessary for the conduct of an election.
- D. While current incumbents retain their rights as members to participate in the campaign activities of any candidate, such campaign participation may not incur the use of union funds, nor occur on union paid time (time for which the union is paying the incumbent), nor include the use of union facilities, cars, equipment, telephones, fax machines, copiers, postage, staff and so on.

- E. The utilization of employer money is prohibited to support the candidacy of a person in a union election. This prohibition **is not** restricted only to employers who employ CSEA members or who have any business or contractual relationships with CSEA. **It applies to any and every employer.**
- F. Candidates/observers will be given the opportunity to observe any and all of the CSEA election process.
 - a. Written notification of intent to observe must be received by the Statewide Election Committee, prior to any visit, and must include the candidate's/observer's name, 10-digit CSEA ID number, Local/Unit and date of visit (see form on p. 6). If an observer is to be present for the candidate, the Notification of Intent to Observe must be signed by that candidate as indicated on the form. Please note that a candidate may only appoint one (1) observer at any one time and the observer must be a CSEA member in good standing.
 - b. For their own convenience, it is suggested that the observer contact the Statewide Election Committee to confirm the schedule in case of any changes.
 - c. Candidates/observers must present proper identification, either a driver's license, work badge, paycheck stub or membership card to gain admission to observe the election process.
- G. All CSEA members have the right to support the candidate of their choice without being subjected to penalty, discipline, or improper interference or reprisal of any kind.
- H. All questions regarding the process must be directed to the Statewide Election Committee.


VIII. DISTRIBUTION OF CAMPAIGN LITERATURE

Candidates who have qualified to run for office have the right to mailing(s) to their constituency. Mailings shall be at each candidate's expense. Processing and distribution of campaign materials will be subject to the following rules:

- A. Candidates must pay in advance all applicable costs, including postage, by certified check or money order, payable to "CSEA, Inc."
- B. CSEA will mail (1) campaign postcards, (2) alert cards, (3) self-mailers, or (4) campaign literature that is in a standard #10 envelope.
- C. Candidates who wish only to have their campaign materials mailed by CSEA, may have their campaign material and envelopes printed and stuffed elsewhere and may deliver the sealed envelopes to CSEA for addressing and mailing. Such material must be delivered by the published due date in the election schedule in order to guarantee the mail date. Compliance with the Notice of Intention rules may also insure the mail date. Where material/envelopes are printed outside, CSEA will charge candidates for addressing and for postage at cost. Please be advised that postage and addresses will not adhere to glossy card stock.
- D. The maximum size for printed material is 8 ½ x 11 inches.

- E. The maximum number of enclosures in an envelope is one piece of campaign material, if printed by CSEA Headquarters.
- F. Requests for distribution of campaign material will be filled in the order of receipt (see form on p. 7). Candidates may make arrangements to observe the distribution procedures by calling the Statewide Election Committee Chair at CSEA Headquarters, at 1-800-342-4146, extension 1447 or 518-257-1447.
- G. Further information on campaign mailings, including cost quotes, may be obtained by calling the Central Files Department at 1-800-342-4146, extension 1214 or 518-257-1214 or by emailing central.files@cseainc.org.

IX. USE OF CSEA LOGO

Use of the CSEA Logo  on any campaign material is strictly prohibited. Candidates are reminded not to use any Region, AFSCME, Local or Unit Logo either, as the use of such symbols improperly conveys the approval or endorsement of the entity behind the Logo.

X. ELECTION PROTESTS

Protests against election results or election process must be filed as set forth in the Statewide CSEA Constitution and By-Laws.

Adopted: April 15, 1981
Last amended: April, 2013
Last revised: April, 2023

Civil Service Employees Association, Inc.
Local 1000, AFSCME, AFL-CIO
143 Washington Avenue, Albany, New York 12210

Fill this form out completely and return it to the CSEA Statewide Election Committee by fax, mail or email.

NOTIFICATION OF INTENT TO OBSERVE

**TO: CSEA Statewide Election Committee
143 Washington Avenue
Albany, New York 12210
Fax: (518) 449-1525
Email: sec@cseainc.org**

This is to advise the Committee that _____, candidate for
(Candidate's name)
_____, intends to observe the CSEA election process on _____.
(position sought) *(date)*

The observation will be done (check one):

by the candidate personally 10-Digit CSEA ID No.: _____

- or -

by the observer named below *(fill out below)*:

Name of Observer *(if not candidate)*: _____

10-Digit CSEA ID No.: _____

Local # _____ Region # _____ Unit: _____

Telephone: Work: _____ Home: _____ Cell: _____

**The candidate signs his/her name hereby authorizing the above person to act as the candidate's observer.*

Signature of Candidate

Date

If you have any questions about this form, please call 1-800-342-4146, extension 1447.
Revised - February 2015/Reprint - October 2018



FILL THIS FORM OUT COMPLETELY & SEND TO:

**CSEA, Central Files Department, 143 Washington Avenue, Albany, NY 12210
- OR- FAX: 518-434-8225. If you have any questions about this form, please
call 1-800-342-4146, ext. 1214.**

NOTICE OF INTENTION TO DISTRIBUTE CAMPAIGN MATERIAL

I _____ hereby request the following services:
(Print Name)

- ___ **A** **Printing and/or Copying, Folding, Inserting, Addressing, Postage, and Mailing** of my campaign material which will be provided to CSEA Headquarters ready to copy.
- ___ **B** **Addressing, Postage, and Mailing** of my campaign material which I will provide to CSEA Headquarters printed, inserted, sealed, and ready to address and mail.

My requested mail date is _____.

My campaign material will be at CSEA Headquarters by close of business on _____.

Candidate must give CSEA Headquarters sufficient production time according to the "Schedule For Requested Services" as set forth below.

Schedule For Requested Services:

- A** Services – Up to 14 working days once proof of campaign material is approved by candidate.
(Printing and/or Copying, Folding, Inserting, Addressing, Postage, and Mailing)
- B** Services – Up to 7 working days once material is provided to CSEA.
(Addressing, Postage, and Mailing)

Failure to adhere to the required production time may delay completion of your material by your requested mail date.

Candidate's Signature

Date

APPENDIX

SLATE PROCEDURES

as adopted by the Board of Directors

on June 3, 1994

Last amended July 10, 2003

Civil Service Employees Association, Inc.
Local 1000, AFSCME, AFL-CIO
143 Washington Avenue, Albany, New York 12210

SLATE DEFINITIONS

- (1) In **Statewide** elections, in order to constitute a slate, the slate must contain a candidate for each of the Statewide offices: President, Executive Vice President, Treasurer and Secretary.
- (2) In **Region** elections, in order to constitute a slate, the slate must contain a candidate running for the following Region offices: President, at least 3 Vice Presidents, Secretary, and Treasurer. The slate also must include candidates for such other offices which may have been created pursuant to Article IV of the Region Constitution and described in the applicable Region By-Laws.
- (3) In **Board of Director's** elections, slate petitioning and slate voting shall be available in those departments or political subdivisions which, in accordance with the CSEA Constitution and By-Laws, are entitled to more than one Board seat. In such instances, to constitute a slate, there must be a candidate for each of the seats to which the department or political subdivision is entitled in that election.

SLATE PETITIONING PROCEDURES

NOMINATION:

- (1) Each member of a slate must meet the constitutional eligibility requirements for the position he/she is seeking, in accordance with the applicable Constitution.
- (2) Each person must complete and sign the Slate Candidates Eligibility and Consent form. The form indicates that all persons have consented to be part of a slate.
- (3) After the Slate Candidates Eligibility and Consent form has been completed and signed by all the slate candidates, the Slate Nominating Petition Request form must be completed and signed. The original of both forms must be submitted at the same time to the Statewide Election Committee in exchange for a supply of the Slate Nominating Petitions.
- (4) A slate that is otherwise eligible may qualify by submitting a Nominating Petition carrying not less than the required signatures and constitutionally mandated identifying information of members eligible to vote in the election.
- (5) After verifying signatures on petitions, the Statewide Election Committee must send a letter of notification to each candidate on the slate.

- (6) If a candidate withdraws from a slate based on involuntary circumstances, the position on the slate shall remain vacant. However, the slate will remain intact throughout the election and will appear as a slate on the ballot. For purposes of this section, "involuntary circumstances" means death, extended illness or disability, promotion or transfer out of the Unit, resignation from employment, extended leave of absence from employment, or any circumstance over which the candidate has no direct control.
- (7) If a candidate withdraws from a slate based on reasons not set forth in (6) above, that candidate may not appear on another slate. He/she may seek election to office as an individual candidate, if he/she meets all the qualifications and requirements to run for such office as an individual candidate. The remaining candidates will appear on the ballot as individual candidates, without reference to any slate unless, with sufficient time remaining in the petitioning period, such candidates successfully repetition as a complete slate.
- (8) The Slate Withdrawal form must be completed where there is a withdrawal from the slate.
- (9) If a candidate on a slate wishes to decline after qualifying, such declination must be done on or before the declination deadline and is subject to these rules.

SLATE VOTING PROCEDURES

DRAWING FOR POSITION:

- (1) All candidates are entitled to observe the drawing for positions. However, only one person from each slate will be allowed to draw for the slate's position on the ballot.
- (2) The order in which the candidates will draw for positions will be determined by alphabetical order of last name. Slates will be represented by the last name of the candidate for President. In the absence of a candidate for President due to an involuntary withdrawal, the last name of the candidate for highest-ranking Vice President will be used.
- (3) For Board of Directors elections, ballot position will be determined by a drawing for position in alphabetical order of individual candidates' names and the name of the person designated by each slate as slate representative for ballot position drawing purposes.
- (4) The position number drawn by the slate representative will determine the placement for each candidate on that slate.
- (5) After the drawing is completed, the Statewide Election Committee must send a letter of notification as to the order of the ballot positions to each candidate on the ballot.

BALLOT SETUP:

- (1) Voters must be able to vote for slate members individually as well as by slate.

- (2) A slate designation box must be placed by the name of the slate. In addition, a box must be placed by each candidate's name on the slate, as well as by the names of non-slate candidates on the ballot. The box is used to register the voter's selection of individual candidates or the slate in its entirety.
- (3) Voting Instructions set forth on the ballot must include the following: (a) Mark "x" in the box by the name of the candidate of your choice. (b) If you wish to vote for an entire slate of candidates, mark the slate designation box appearing by the name of the slate. Marking the slate designation box and the individual boxes of candidates on the same slate will not invalidate the ballot. Such a mark will count as a vote for each individual on the slate. (c) A vote may be cast for individuals on a slate without voting for the entire slate by marking the boxes by the individual names of the candidates being voted for and not marking the slate designation box. (d) Non-slate candidates are selected by marking the box by their individual name. (e) If both the slate designation box and boxes of non-slate individual candidates for the same position are marked, it will be recorded as an overvote for the affected position(s). No vote will be counted for those position(s). (f) Any other markings may render the ballot invalid.


BALLOT COUNT:

- (1) All candidates are entitled to have observers at the ballot count. However, the number of observers at any one time will be determined by the Statewide Election Committee, depending on the capacity of the area in which the count is taking place. In all circumstances, at least one representative of the slate will be included among the allowable observers.



Notice Regarding Campaigning

Use of CSEA Logo

Use of the CSEA Logo  on any campaign material is strictly prohibited. Candidates are reminded not to use any Region, AFSCME, Local or Unit Logo either, as the use of such symbols improperly conveys the approval or endorsement of the entity behind the Logo.

Use of Union and/or Employer Funds Strictly Prohibited

1. Neither a union nor any employer may contribute “funds,” meaning money or anything of value (such as the use of facilities, equipment, or supplies) to promote the candidacy of any individual in a union election.
2. The restriction on the use of union funds applies to all moneys received by the union by way of dues, assessment, or similar levy.
3. This prohibition applies to any union and any employer, not just the union conducting the election or an employer of that union's members. For example, it is improper for a candidate to have campaign literature duplicated free of charge on a copy machine at a small business regardless of who owns the business.
4. Any expenditure of union or employer funds on behalf of a candidate, even if the amount is small, is a violation of federal law. This includes “personal” funds of persons who are “employers” in any form or manner.
5. The use of union/employer funds or facilities is a violation of federal law even if candidates do not know about or approve of the use.
6. The prohibition against the use of union and employer funds applies to direct and indirect expenditures, including:
 - a) Campaigning on paid union time or work time. This means that incumbents on full time release need to utilize vacation and/or personal time for campaigning.
 - b) Use of union/employer owned or leased equipment such as telephones, computers, fax machines, copy machines, and cars.
 - c) Use of union/employer supplies such as stamps, paper, and envelopes.
 - d) Use of union employees/employer staff to prepare or distribute campaign literature while on union time/employer time (unless this service is offered to all candidates).
 - e) Use of the union letterhead and/or union or subdivision logo.
 - f) Use of union membership lists or employer lists for campaign mailings.
 - g) Use of union/employer property or facilities.
 - h) Printing articles or letters which support or criticize an individual's candidacy in a union or employer newspaper or publication.
 - i) Giving free services or special discounts to a candidate customer such as printing, photocopying, etc.
7. The prohibition against the use of union funds includes the use of union staff for any candidate's purpose or campaign. (Union staff may be used for neutral purposes of supporting the election process.)

Social Media

With the proliferation of social media outlets, candidates must insure that their use of social media for campaign purposes does not run afoul of the law, rules and regulations. While it would be impossible to list every type of impermissible use, here is an illustrative list:

1. Post campaign materials, messages, etc. on the Union's (whether it be the Association, Region, Local, or Unit) official webpage or Facebook page.
2. Post campaign materials, messages, etc. on any employer website, Facebook page, etc.
3. Create a campaign Facebook page or personal Facebook page and utilize the CSEA logo as a banner or the "cover photo" as that term is used on Facebook.
4. Post on a campaign page or personal page any campaign materials that utilized union or employer funds to produce them.
5. Post on any social media campaign materials or statements while on union or employer time.
6. Make an endorsement as an officer in the officer's official CSEA capacity on a social media platform.

It would be good practice to regularly monitor posts to a candidate's social media platform for content that is posted by others that could be a violation of the election rules. To that end, candidates are responsible for posting settings, that is, settings that allow others to post to the candidate's platform without approval.

Access to Constituency

Candidates running for CSEA election are entitled to equal access to their constituency for campaign purposes under the law. A candidate coming into a local or unit should give advance notice to the local president or unit president, as appropriate, of his/her intention to be in the area.

Such notice is not deemed as seeking or requiring permission but is intended to respect the local/unit relationship with the employer and to insure compliance with any employer rules applicable to union electioneering or presence at the worksite.

Upon notice of a candidate's intention to visit an area, such local or unit president or his/her designee should notify the candidate of any employer-required protocol for access to the worksite.

Inspection of Membership List

Every duly qualified candidate has the right, once within thirty (30) days prior to the election, to inspect a list of names and last known home addresses of all members entitled to vote in the particular election. The right of inspection does not include the right to copy the list. Requests to examine the list shall be made to the Chairperson of the Statewide Election Committee, who will arrange for the review. All requests by candidates to inspect the membership list shall be honored as of the date set forth in the approved election schedule. The review of the list shall take place at CSEA Headquarters or such other place as the Statewide Election Committee shall designate.

Fund-Raising

A candidate is prohibited from utilizing union or employer funds to facilitate fund-raising activities. This prohibition includes:

- a) Use of union/employer computers or copy machines to produce or duplicate notices of fund-raising events.
- b) Use of union/employer telephones/fax machines/e-mail systems, etc., to solicit contributions.
- c) Sale of raffle tickets or solicitation of contributions while on an employer's time or while on union time.

2023-2024 Election Schedule
CSEA Statewide Officers, Region Officers,
Statewide Board of Directors, AFSCME Delegates

2023

CSEA

AFSCME

6/12/23	Local President mailing (notices, rules/regs)	
6/23/23	Schedule printed in <i>The Work Force</i>	Schedule printed in <i>The Work Force</i>
08/25/23	Schedule printed in <i>The Work Force</i>	Schedule printed in <i>The Work Force</i>
09/05/23	Start of Petitioning	
10/12/23	Deadline for receipt of nominating petitions	
10/20/23	Schedule printed in <i>The Work Force</i>	Schedule printed in <i>The Work Force</i>
11/03/23	Deadline for review of invalid signatures	
11/04/23		Region nomination meetings
11/17/23	Schedule printed in <i>The Work Force</i>	Schedule printed in <i>The Work Force</i>
11/20/23	Deadline/declinations & name confirmation	Deadline/declinations
12/05/23	Candidate photos due to Communications Dept.	
12/07/23	Drawing for positions on ballot @ Headquarters	
12/08/23	Local/Unit President labels available	Local/Unit President labels available
12/12/23	Deadline for campaign literature	Deadline for campaign literature
12/15/23	Schedule printed in <i>The Work Force</i>	Schedule printed in <i>The Work Force</i>
	with Candidate photos	
12/22/23	Voter List available for inspection	Voter List available for inspection

2024

CSEA

AFSCME

01/24	Schedule printed in <i>The Work Force</i>	Schedule printed in <i>The Work Force</i>
01/16/24	Ballots mailed	Ballots mailed
01/23/24	Replacement ballots available	Replacement ballots available
02/24	Schedule printed in <i>The Work Force</i>	Schedule printed in <i>The Work Force</i>
02/15/24	Ballots due – 8:00 a.m.	Ballots due – 8:00 a.m.
02/15/24	Tally commences – 9:00 a.m.	Tally commences – 9:00 a.m.
02/25/24	Close of protest period (10 days following SEC certification of results)	Close of protest period (10 days following SEC certification of results)
03/24	Results printed in <i>The Work Force</i>	Results printed in <i>The Work Force</i>

legalshare.sec.statewide.2024.draftproposedelectionschedule.jac

NOTICE OF ELECTION RULES

- A. Neither CSEA staff nor any CSEA affiliate staff shall be utilized for the purpose of or otherwise be involved in any election campaign or in the distribution of campaign literature for any candidate for office.
- B. No Local, Unit, Region, or Statewide funds, supplies, computers, or equipment may be utilized to promote or detract from the candidacy of any particular candidate running for office.
- C. No CSEA funds, supplies, computers, or equipment may be used for issuing or distributing statements involving candidates in the election. This does not forbid the use of union funds for election notices, factual statements of issues not involving candidates or other expenses necessary for the conduct of this election.
- D. While current officers retain their rights as members to participate in the campaign activities of any candidate, such campaign participation may not include the use of union funds, may not occur on union paid time, may not include the use of union facilities, cars, computers, equipment, telephones, fax machines, copiers, postage, staff, and so on.
- E. The utilization of employer money to support the candidacy of any person in a union election is prohibited. This prohibition is **not** restricted only to employers who employ CSEA members or who have any business or contractual relationships with CSEA. **It applies to any and every employer.**
- F. Candidates/observers will be given the opportunity to observe any and all aspects of the CSEA election process.
 - 1) Written notification of intent to observe must be received by the Statewide Election Committee, prior to any visit, and must include the candidate's/observer's name, 10-digit CSEA ID number, Local and date of visit (see Notification of Intent to Observe form included in this packet). If an observer is to be present for the candidate, the Notice of Intent to Observe must be signed by that candidate, as indicated on the form. Please note that a candidate may only appoint one observer at any one time and the observer must be a CSEA member in good standing.
 - 2) For their own convenience, it is suggested that the candidate/observer contact the Statewide Election Committee to confirm the schedule in case of any changes (1-800-342-4146, ext. 1447 or 518-257-1447).
 - 3) A candidate/observer must present proper identification (driver's license, work badge, paycheck stub or CSEA membership card) to gain admission to observe the election process.
- G. All CSEA members have the right to support the candidate of their choice without being subjected to penalty, discipline, or improper interference or reprisal of any kind.
- H. Questions regarding the election process should be directed to the Statewide Election Committee at 1-800-342-4146, ext. 1447 or 518-257-1447.

Yours in unionism,
CSEA Statewide Election Committee

