



**Mary E. Sullivan**  
President

**Denise Berkley**  
Executive Vice President

**Richard Bebo**  
Secretary

**Nicole Meeks**  
Treasurer

**Stay Union ★ Stay Strong**

September 10, 2020

**TO: PUBLIC SECTOR LOCAL PRESIDENTS and PUBLIC SECTOR UNIT PRESIDENTS**

**RE: 2021 Elections -- Appointment of Election Committees**

Dear Local/Unit President:

The term of office for the current Local and Unit officers will expire on June 30, 2021. Elections for officers must be conducted and completed before the new term begins on July 1, 2021.

Pursuant to the Local and Unit Constitutions, each Local and Unit Executive Board must select an Election Committee and a Chairperson prior to October 15, 2020. Therefore, the Statewide Election Committee (SEC) must receive the **Election Data Form** including the **Executive Board Meeting Minutes** naming the members appointed to the Election Committee, at CSEA Headquarters on or before October 15, 2020 (see enclosed form). This form can serve as your minutes.

The completed form should be mailed to the CSEA Membership Department, 143 Washington Avenue, Albany, New York 12210, emailed to [sec@cseainc.org](mailto:sec@cseainc.org), or faxed to 518-465-2382.

Once the fully completed form is verified, election materials (manual, membership listing, voter eligibility list, etc.) will be sent to the Election Chair on record, beginning in February 2021.

Members who agree to serve on an Election Committee must be made aware of the following rules:

- Any member who agrees to serve on the Local Election Committee is not eligible for nomination or election to any Local office, or as delegate or alternate delegate to the CSEA convention.
- Any member who agrees to serve on the Unit Election Committee is not eligible for nomination or election to any Unit office.
- A Committee member cannot resign from the Committee or as Chair and seek nomination or election to any elected position (with the exception of special elections after the original election is complete).
- Any officer who is not seeking re-election and wishes to serve on the Election Committee must resign from his/her office before becoming a member of the Election Committee to avoid any appearance of a conflict of interests.

» OVER »

**CSEA, Inc. • 143 Washington Avenue, Albany, NY 12210 • 518-257-1000 • 1-800-342-4146**  
**cseany.org**



- Communications between Election Committee members and Executive Board members should be limited to non-election topics to avoid an appearance of impropriety and/or misinformation.

The Membership Department must be notified **in writing** of any additional committee appointments or resignations as they may occur, to keep election committee records up to date.

If any Local intends to elect more delegates than the automatic delegates (which are the officers), the Local President must notify the Election Committee that there will be additional delegates and the number to be elected. (See Local Constitution, Article IV, Section 7.)

In selecting an Election Committee, it is recommended that former Election Committee Chairs and members be reappointed, where possible, as their collective experience will help insure a smooth election process.

It is the responsibility of the Local/Unit Executive Boards to budget sufficient funds to run the election process. Once an Election Committee is appointed, the Executive Board must advise the Election Committee of the funds budgeted for the process and how to access such funds. Out-of-pocket costs incurred by committee members and chairs for election business are reimbursable by the Local/Unit and should be anticipated in the budget process. Questions relating to the expenses should be directed to Nicole Meeks, Statewide Treasurer, at 1-800-342-4146, extension 1256.

If the elected officers are beyond what is provided for in the Local/Unit Constitution (President, Vice President, Secretary, Treasurer), bylaws must be in effect to reflect those additional positions. Without proper bylaws reflecting additional officer positions, those positions will not be eligible for election nor will they be recognized by CSEA. Bylaws changes must be approved by the Statewide Secretary's office prior to **February 1, 2021**. Questions regarding officer positions should be directed to Richard Bebo, Statewide Secretary at 1-800-342-4146, extension 1257.

Questions regarding the election process should be directed to the SEC at 1-800-342-4146, extension 1447, or by email to [sec@cseainc.org](mailto:sec@cseainc.org). Your assistance is greatly appreciated.

Sincerely,



Debra Ake, Chair  
Statewide Election Committee

Enclosure

cc: CSEA Statewide Officers (10)  
Amrit Singh, Information Technology  
Timothy Hodge, Central Files  
Alison Munday, Statewide Secretary's Office  
Thomas Gouveia, Member Solutions Center  
Bonnie VanAlphen, Membership Department  
Region Directors  
Region Office Managers



Local 1000 AFSCME, AFL-CIO

# Election Committee and Election Meeting Chairperson Data Form

**\* PLEASE PRINT \***

Complete and mail, email, or fax with Executive Board meeting minutes (below) to CSEA's Membership Department, Attn: Election Processing Team, 143 Washington Avenue, Albany, NY 12210, fax number: 518-465-2382, email: sec@cseainc.org. If you have any questions about this form, please call: 1-800-342-4146, ext. 1447.

*\*For Administrators, the Administrator may skip to Part B.*

## PART A: EXECUTIVE BOARD MEETING MINUTES

*(for the purpose of appointing an Election Committee or Election Meeting Chairperson)*

The Local/Unit Executive Board held a meeting on \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m. The following individuals were present at the meeting:

Name:

Title:

The Local/Unit President advised that it was appropriate to appoint the following individual(s) for the purpose of conducting the election. Upon motion duly moved, seconded and carried, it was resolved that:

The following person(s) is appointed to serve as the Election Committee (or in the alternative, an Election Meeting Chairperson), as set forth below:

***Election Chairperson, (Election Meeting option only available to locals/units with 150 members or less).***

Name	Title
	Check one: <input type="checkbox"/> Election Committee Chairperson or <input type="checkbox"/> Election Meeting Chairperson

***Additional Election Committee members, if applicable (Add additional sheets if necessary.)***

Name	Title

There being no further business, on motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
CSEA Local/Unit President Signature

\_\_\_\_\_  
Other Officer Signature

\_\_\_\_\_  
Date:

**PART B - BARGAINING UNIT INFORMATION**

**Region:** \_\_\_\_\_

**Local Name & Number:** \_\_\_\_\_

**Unit Name & Number (Where Applicable):** \_\_\_\_\_

**President's Name (Please Print):** \_\_\_\_\_

**Signature Of President:** \_\_\_\_\_

**Signature Date:** \_\_\_\_\_

**Email Of President:**  
(Will contact only if there's an issue with this form.) \_\_\_\_\_

*\* For Administratorships, the Administrator may complete this form in lieu of a President \**

**NO MEMBER WHO AGREES TO SERVE IN THIS CAPACITY SHALL BE ELIGIBLE FOR NOMINATION OR ELECTION TO ANY OFFICE EVEN IF S/HE WERE TO STEP DOWN TO RUN.**

**PART C - CHAIRPERSON**

Check here if Election Meeting Chairperson.

**CHAIRPERSON NAME (print):** \_\_\_\_\_

**CHAIRPERSON SIGNATURE (required):** \_\_\_\_\_

*I acknowledge I am ineligible to run for office, even if I step down.*

**10-Digit CSEA ID #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime Phone:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Cell Phone:** ( ) \_\_\_\_\_

**Note:** Election Meeting option only available to locals/units with 150 members or less. Call the SEC with any questions about the meeting option at 1-800-342-4146, ext. 1447.

**COMMITTEE MEMBERS - If Applicable**

**COMMITTEE MEMBER (print):** \_\_\_\_\_

**COMMITTEE MEMBER (print):** \_\_\_\_\_

**COMMITTEE MEMBER SIGNATURE (required)**  Check here if Vice Chair  
*I acknowledge I am ineligible to run for office, even if I step down.*

**COMMITTEE MEMBER SIGNATURE (required)**  
*I acknowledge I am ineligible to run for office, even if I step down.*

**10-Digit CSEA ID #:** \_\_\_\_\_

**10-Digit CSEA ID #:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime #:** ( ) \_\_\_\_\_ **Cell #:** ( ) \_\_\_\_\_

**Daytime #:** ( ) \_\_\_\_\_ **Cell #:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**COMMITTEE MEMBER (print):** \_\_\_\_\_

**COMMITTEE MEMBER (print):** \_\_\_\_\_

**COMMITTEE MEMBER SIGNATURE (required)**  
*I acknowledge I am ineligible to run for office, even if I step down.*

**COMMITTEE MEMBER SIGNATURE (required)**  
*I acknowledge I am ineligible to run for office, even if I step down.*

**10-Digit CSEA ID #:** \_\_\_\_\_

**10-Digit CSEA ID #:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime #:** ( ) \_\_\_\_\_ **Cell #:** ( ) \_\_\_\_\_

**Daytime #:** ( ) \_\_\_\_\_ **Cell #:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**\* Add additional sheets for more Committee Members if necessary.**