



New York State Correctional Officers & Police Benevolent Association, Inc.

102 Hackett Boulevard- Albany, NY 12209
(518) 427-1551 www.nyscopba.org nyscopba@nyscopba.org



ADOPTED 2011

PROCEDURES AND GUIDELINES FOR SECTOR STEWARD ELECTIONS FOR CORRECTIONS

1. Sector Election Committees **MUST** be established 90 days prior to the date of sector elections. ***April 15, 2011***
2. Each sector shall have a three-member Election Committee. Volunteers should be asked for at a sector meeting. (** Please note that Union Leave will not be granted **) In the event that more than three members ask to be on the committee, the sector shall hold an election by its members for the three committee members. Facilities with multiple entries shall have the option of a five-member Election Committee. Any member who is also running for office at the sector level shall not serve on that sector's Election Committee.
3. Sector Election Committee members will be paid a stipend of \$150.00. This will be paid by NYSCOPBA once the Election process is **COMPLETE**. **If no election is necessary only the local election chairperson will be paid a stipend.**
4. A Sector Steward Nomination meeting **MUST** be held **AT LEAST** 60 days prior to the date of election. ***May 15, 2011***
5. Only members who have been a member in good standing for six consecutive months are eligible to run for sector positions. **EMPLOYEES OF NYSCOPBA ARE NOT ELIGIBLE TO HOLD SECTOR AND EMPLOYEE POSITIONS SIMULTANEOUSLY.**
6. Nomination acceptance or rejection will be submitted in writing to the Sector Election Committee within one week (7 days) of the sector nominations. ***May 22, 2011***
7. After sector nominations are made the Sector Election Committee will contact Membership Services at NYSCOPBA Main Office to verify the member-in-good-standing status of nominees for Sector Stewards. **THIS MUST BE DONE NO LATER THAN 15 DAYS AFTER NOMINATIONS AND COPIES OF ALL LOCAL BALLOTS SENT TO NYSCOPBA ELECTION COMMITTEE. *May 29, 2011***
8. **SECRET ABSENTEE BALLOTS WILL BE ALLOWED FOR MEMBERS. ONCE REQUESTED, THE REQUESTER WILL BE INELIGIBLE TO VOTE AT HIS/HER WORKSITE.**

9. Members requesting absentee ballots must notify their Sector Election Committee Chairperson, in writing, no more than thirty days prior and no less than ten days prior to the date of the election. **SAID ABSENTEE BALLOT REQUESTS WILL BE SENT TO MEMBER SERVICES WHO WILL IN TURN FORWARD THE ABSENTEE BALLOT TO THE REQUESTING MEMBER. June 13, 2011 / July 3, 2011**
10. Absentee ballots will be sent to the NYSCOPBA main office for counting by the NYSCOPBA Election Committee. NYSCOPBA Election Committee members who are running for office on the sector level cannot participate in the absentee ballot counts for their sectors.
11. Absentee ballots must be received at the NYSCOPBA main office by the close of business the day before the election. **July 12, 2011.**
12. Any member in good standing may observe the opening and counting of absentee ballots by the NYSCOPBA Election Committee.
13. **By** February of the Election Year, the NYSCOPBA Election Committee will set the date for sector elections. Article 6 of the Constitution will be adhered to. **July 13, 2011**
14. All Sector Steward Elections will take place on the same day.
15. Elections will be held on the set date **FROM (6:00 am)** six a.m. **TO (4:30 pm)** four thirty p.m. Except Shock Facilities. (6am-6pm)
16. Each sector shall secure a locked ballot box(s). The ballot box key(s) will be in the possession of the sector's Election Chairperson.
17. At least two members of the Sector Election Committee need to be present during the dropping of ballots into the ballot box. At facilities with multiple entry points, the Sector Election Committee shall designate a mutually convenient site(s) for the location of the ballot box(s).
18. Ballots will be counted immediately after election hours are ended. Results will be posted immediately after ballot counting is completed and confirmed, except where absentee ballots are being used. Results for confirming winners in sectors where absentee ballots cannot be posted until the completion of the absentee ballot count by the NYSCOPBA Election Committee.
19. When marking your secret ballot, do not vote for more than the number of Stewards that your sector is entitled. (Example: Worksite = 3 Stewards – vote for 3 or less.) NOTE: If you vote for MORE than the entitled number of stewards for your sector, your ballot will be VOIDED. The number located at the top of your ballot is the number of Sector Stewards that your worksite is entitled.

20. In the event there is a tie, there must be a run-off election which must be completed within fourteen (14) business days from the date of the election. **August 1, 2011**
21. CHIEF SECTOR STEWARD MUST BE DETERMINED WITHIN 14 DAYS AFTER THE SECTOR STEWARD ELECTIONS AND REPORTED TO MEMBERSHIP SERVICES AND ALSO FORWARDED TO THE EXECUTIVE BOARD. **July 26, 2011**
22. **The Sector Election Committee Chairperson at each sector or worksite location must call the Election Committee at NYSCOPBA Main Office with the Election results within 24 hours of their Election. Membership Services must be called within 14 business days with the result of the Chief Sector Steward selection. Sector Election Committee stipends will be paid after Membership Services is notified from the Sector Election Committee chairperson of the Chief Sector Steward selection.**

ELECTION CHALLENGE POLICY

All election challenges must be postmarked within seventy-two (72) hours after date of the first election. All election challenges shall be submitted in writing to the NYSCOPBA Election Committee for review and settlement. A written challenge shall state any alleged improprieties and witnesses to such improprieties. All Challenges shall then be sent Certified Mail, Return Receipt Requested to the NYSCOPBA Election Committee Chairperson, along with a copy to the NYSCOPBA Recording Secretary, to NYSCOPBA Headquarters, 102 Hackett Boulevard, Albany, New York 12209.

July 16, 2011 *Post marked or fax dated*

ELECTION MATERIAL POLICY

All Election Ballots and nomination forms must be retained for at least 120 days. After 120 days all Election Material can be discarded.

Questions: Please contact NYSCOPBA at 888-484-7279 or 518-427-1551.



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SECTOR ELECTION COMMITTEE FORM

ELECTION COMMITTEE CHAIRPERSON

1.
Name _____
Address _____

Telephone _____
Facility _____
Facility Telephone _____

ELECTION COMMITTEE MEMBERS

2.
Name _____
Address _____

Telephone _____

3.
Name _____
Address _____

Telephone _____

ALTERNATE COMMITTEE MEMBERS

1.
Name _____
Address _____

Telephone _____

2.
Name _____
Address _____

Telephone _____

Note: If necessary for facilities with multiple entrances. See election policy #2.

4.
Name _____
Address _____

Telephone _____

5.
Name _____
Address _____

Telephone _____

Chief Sector Steward (Print Name)

Chief Sector Steward (Signature)