



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 GUIDELINES FOR SEPTEMBER 28, 2017 EXECUTIVE BOARD (OFFICER) / SERGEANT LIAISON (Law Enforcement Equivalent) ELECTIONS

1. Not less than ninety (90) days prior to the scheduled election date, a letter will be sent to every member informing them that nominations are open for Executive Board (Officer) positions.
2. The membership will have thirty (30) days to respond to the NYSCOPBA Election Committee with their self-nominations. All self-nominations **MUST** be returned by **Certified Mail, Return Receipt Requested** to NYSCOPBA Headquarters at 102 Hackett Blvd., Albany, New York 12209. Only self-nominations will be accepted. Along with the self-nomination, the nominee should submit a picture of themselves, as well as an essay explaining who they are and any other pertinent campaign information. The personal information form must be used by all candidates. The picture and essay must fit within the form provided and the essay cannot be more than 300 words. Every word past 300 will not be printed and Membership Services **will not** edit any candidate personal information form. The candidates' personal information form will be scanned **AS IS** by Membership Services for placement in The Independent. If the nominee does not submit a properly filled out self nomination form, they **will not** be included in The Independent newsletter introducing the candidates to the membership.

PLEASE NOTE ** Photos submitted MUST be of the Candidate and are subject to approval by the Election Committee.

3. The Election Committee will review all nominations received and will verify eligibility of said nominee in conjunction with **Article V, Paragraph C** of the NYSCOPBA Constitution and Bylaws entitled **"Eligibility"**.
4. The Election Committee shall notify all prospective candidates of their eligibility status not more than twenty (20) days after the nomination(s) were opened by the Election Committee.
5. The **President, Executive Vice President, Treasurer, and Recording Secretary elections** in accordance with Article V of the NYSCOPBA Constitution shall be statewide and consist of all members in good standing represented by the association.

The **Law Enforcement Vice President election**, in accordance with Article V of NYSCOPBA constitution, shall be statewide and elected by their constituents, and consist of all members in good standing represented by their respective statewide Vice President to whom the Vice Presidents are responsible for providing services to.

The Corrections West Vice President, Corrections North Vice President, Corrections South Vice President, Corrections Central Vice President, and the Corrections Mid-Hudson Vice President elections, in accordance with Article V of the NYSCOPBA Constitution, shall be regional, and elected by their constituents in good standing, and consist of all members in good standing represented by their respective regional Vice President to whom the Vice Presidents are responsible for providing services to. Members running for a Corrections Regional Vice-President position must work at a facility within that region, regardless of home address in a different region or transfer intentions.

Sergeant's Liaison or Law Enforcement Equivalent election, in accordance with Article V of the NYSCOPBA Constitution, shall be statewide, and elected by their constituents in good standing, and consist of all members within the rank of Sergeant or Law Enforcement equivalent.

6. Members running for an Executive Board (President, Executive Vice-President, Executive Recording Secretary, Treasurer) position shall run out of the region of their worksite, regardless of home address in a different region or transfer intentions.
7. Elections shall be by mail ballot. Members shall have thirty (30) days to return ballots and ballots shall be counted immediately following said thirty (30) day period. An outside independent organization shall conduct the entire balloting process for Executive Board (Officer) positions and Sergeant Liaison position.
8. Members voting for Corrections Regional Vice President shall cast ballots according to the region of their worksite, regardless of home address in a different region or transfer intentions.
9. The NYSCOPBA Election Committee will observe the counting of the ballots for Executive Board (Officer) positions and the Sergeant Liaison position at the site of the independent organization on the date of the election. Any member in good standing is welcome to observe the ballot count.
10. In order for an Executive Board (Officer) or Sergeant Liaison candidate to be victorious at an election, he or she must receive a majority of all votes cast (fifty percent [50%] plus [1] vote). If none of the candidate(s) receive a majority of all votes cast, a second (runoff) election will be conducted within two (2) weeks after the first election between the two (2) candidates receiving the most votes in that election.

ELECTION CHALLENGE POLICY

11. All election challenges must be postmarked within THREE (3) Business Days 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.