



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

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ADOPTED 2017 PROCEDURES

TO: NYSCOPBA Law Enforcement Units

FROM: Joe Bellinger, Chairperson – NYSCOPBA Election Committee

RE: Procedures for Law Enforcement
Sector Steward Elections

DATE: October 12, 2016

The following dates and procedures have been implemented for the **July 20, 2017** Sector Steward Elections.

PROCEDURE FOR LAW ENFORCEMENT TITLE & WORKSITE SECTOR STEWARD ELECTIONS

1. The NYSCOPBA Election Committee will be responsible for all forms and ballots being mailed to all Law Enforcement titles. The forms and ballots will be mailed from NYSCOPBA's main office.
2. All Sector Steward elections will take place on the same date.
3. The Election Committee will insure that Membership Services sends the self-nomination forms out to the Law Enforcement unit members on **April 21, 2017**. This will include a self-nomination form for all of Law Enforcement for the title of Sector Steward. **The self-nomination form will include a box for Chief Sector Steward as well. Those of you interested in running for this position at your sector must check this box, print and sign their name. (See # 12 for Chief Sector Steward).**
4. The Law Enforcement self-nomination forms must be received back at NYSCOPBA's main office no later than the close of business, **May 22, 2017**.
5. The Election Committee will separate and open the self-nomination forms at 9:00am on **May 23, 2017**. Any member in good standing wishing to observe the opening of the nomination forms may be present.
6. After the opening of the self-nomination forms, the nominees will be checked by the Membership Services to see if the member is in good standing.

7. All Law Enforcement job titles will send their ballots to the NYSCOPBA main office for counting by the NYSCOPBA Election Committee. Therefore, there is no need for an absentee ballot procedure.
8. On **May 24, 2017**, the Election Committee will place the Sector Steward nominee's name on the correct Law Enforcement ballot by random draw. The ballots will then be submitted to Membership Services of NYSCOPBA for mailing. Membership Services will be responsible for mailing all ballots to the respective Law Enforcement members within four (4) business days. **May 31, 2017**
9. Do not vote for more than the number of Sector Stewards you are entitled. (Example: Facility = 3 Stewards – vote for **3** or less.) **NOTE:** If you vote for **more** than the entitled number, your ballot will be **voided**. The number located at the top of your ballot is the number of Sector Stewards your facility is entitled to.
10. The ballots must be returned to NYSCOPBA's main office no later than the close of business, **July 19, 2017**.
11. The Election Committee will start counting all ballots at NYSCOPBA's main office at 9:00am on **July 20, 2017**. Any member in good standing wishing to observe the count by the Election Committee may be present.
12. The Election Committee will send out ballots to the elected Sector Stewards within 2 business days of the election to select a Chief Sector Steward from each designated statewide / regional Sector. **July 24, 2017** These ballots must be returned no later than 15 business days (**August 14, 2017**). In the event there is a tie, there must be a run-off election which must be completed within thirty (30) business days (**September 26, 2017**) from the date of the Chief Sector Steward election.

Election Challenge Policy

13. 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 that are sent in by US Mail, should be sent via Certified Mail, Return Receipt Requested to the NYSCOPBA Election Committee Chairperson. Challenges will also be accepted within the Three (3) Business Days' time frame via fax to 518-426-1635, via email to electioncommittee@nyscopba.org and/or hand delivered to NYSCOPBA Headquarters. A copy of your written challenge must also be sent to the NYSCOPBA Recording Secretary, at NYSCOPBA Headquarters, 102 Hackett Boulevard, Albany, New York 12209.

July 25, 2017 (Must be post marked, fax dated, email dated or hand delivered date stamped)