



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

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ADOPTED*

PROCEDURES AND GUIDELINES FOR SECTOR STEWARD ELECTIONS FOR CORRECTIONS

ELECTION DATE: JULY 20, 2017

1. The Procedure & Guidelines must be posted at your facility
2. Sector Election Committees **MUST** be established 120 days prior to the date of sector elections. **NO LATER THAN - March 22, 2017**
3. 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. Election Committee nominations **MUST BE POSTED** on the agenda for your sector meeting.
4. A Sector Steward Nomination meeting **MUST** be held **AT LEAST** 60 days prior to the date of election. **May 21, 2017** (Nomination Date, Time and Place **MUST** be posted)
5. Per the Constitution "...to be eligible to run for and hold office as a Sector Steward, one must be an active member in continuous good standing for no less than (6) consecutive months, at the time of the nomination. **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 28, 2017**
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. All Nominees must be posted at the facility. June 5, 2017**
8. **SECRET ABSENTEE BALLOTS WILL BE ALLOWED FOR MEMBERS IN GOOD STANDING. 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-five (35) days prior and no less than fifteen (15) days prior to the date of the election. **SAID ABSENTEE BALLOT REQUESTS MUST BE SENT TO MEMBER SERVICES WHO WILL IN TURN FORWARD THE ABSENTEE BALLOT TO THE REQUESTING MEMBER.**
(From - June 15, 2017 to July 5, 2017) - (Absentee Ballot Timeline **MUST** be posted).
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 19, 2017**
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 20, 2017**
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)

Election Time, Date and Place **MUST** be posted at least 30 days prior to Election (**June 20, 2017**).
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. Sector Election Committee Members will be paid a stipend of \$250.00. This will be paid by NYSCOPBA at the **Sector Level**, once the Election is **COMPLETE. If no election is necessary, only the sector election chairperson will be paid a stipend.**
19. 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.
20. 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.

21. In the event there is a tie, there must be a run-off election. The date, time and place must be posted within 48 hours of the original election **July 22, 2017**.
The Run-off election must be completed within fourteen (14) business days from the date of the election **August 9, 2017**
22. CHIEF SECTOR STEWARD MUST BE DETERMINED WITHIN 14 BUSINESS DAYS AFTER THE SECTOR STEWARD ELECTIONS AND REPORTED TO MEMBERSHIP SERVICES AND ALSO FORWARDED TO THE EXECUTIVE BOARD. **The Sector Stewards shall elect one Steward from that sector as Chief Sector Steward.**
23. **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 Three (3) Business Days (**7/25/17**) 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 (**7/25/17**) 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*)

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.

**Adopted Unanimously at 10/12/2016 Executive Assembly meeting*