



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

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



Dear Member,

This letter is to inform you that nominations are now open for all ten (10) NYSCOPBA Executive Board Positions. (President, Executive Vice President, Recording Secretary, Treasurer, Five Correction Regional Vice Presidents, and Law Enforcement Vice President). Nominations are also being accepted for the position of Sergeant's Liaison (Law Enforcement Equivalent).

Enclosed with this letter are the following:

1. Adopted Guidelines for Executive Board (Officer) Elections.
2. Adopted Timeline for the Executive Board (Officer) Elections 2017.
3. Self Nomination Form.
4. Personal Information form, which **must be used** for your essay.

It is imperative for all nominees to read and follow the above listed information. If the guidelines are not followed by the nominee, the nomination will not be accepted.

All self-nomination forms, along with pictures and essays **MUST** be returned by Certified Mail, Return Receipt Requested, by close of business June, 5 2017.

The ballot process will be conducted by the American Arbitration Association. The ballots will be sent out on or about August 4, 2017. The ballots must be received by the close of business on September 27, 2017. On September 28, 2017 the official counting will take place at the AAA Office, NYC.

On behalf of the NYSCOPBA Election Committee, we would encourage all members to take an active part and vote in this most important election. Every vote is important, let us show New York State that NYSCOPBA members vote.

If you have any questions regarding this issue, or you have not received any of the four (4) listed enclosed items, you can contact Election Chair Joseph Bellinger at 1-888-484-7279.

Fraternally,

The NYSCOPBA Election Committee

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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.



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ADOPTED TIMELINE FOR THE EXECUTIVE BOARD (OFFICER) SERGEANT LIAISON (Law Enforcement Equivalent) ELECTIONS September 28, 2017

1. **May 1, 2017**, self-nomination forms will be mailed to every member for all Executive Board (Officer) positions on the NYSCOPBA Executive Board.
2. **June 5, 2017**, all self-nomination forms, along with pictures and essays, must be received by **Certified Mail, Return Receipt Requested**, by close of business that day. The self-nomination forms are to be sent to the attention of the NYSCOPBA Election Committee at NYSCOPBA Headquarters, 102 Hackett Boulevard, Albany, New York 12209. The NYSCOPBA Election Committee will open self-nomination forms on **June 6th and 7th, 2017** at NYSCOPBA Headquarters. All members in good standing are welcome to observe the opening of the self-nomination forms.
3. No later than the close of business on **June 12, 2017**, all candidates will be notified by Certified Mail, Return Receipt Requested, from the NYSCOPBA Election Committee of their eligibility to run for NYSCOPBA Executive Board (Officer) positions.
4. On or about **June 30, 2017**, **The Independent** newsletter introducing candidates for the Executive Board (Officer) positions will be mailed to every member.
5. No later than the close of business **August 4, 2017**, ballots will be mailed by an independent organization to all NYSCOPBA members in good standing.
6. All ballots must be received by close of business **September 27, 2017** to the independent organization conducting the ballot count.
7. On **September 28, 2017**, the official counting of the ballots will take place at the independent organization approved by the Executive Assembly, and will be observed by the NYSCOPBA Election Committee and any member in good standing who wishes to attend.
8. Election results will be placed on the NYSCOPBA website as soon as possible. All Election results will be sent in writing to all candidates and Chief Sector Stewards by the Chairman of the NYSCOPBA Election Committee.

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9. All challenges must be received in writing by Certified Mail, Return Receipt Requested, at the NYSCOPBA Headquarters, attention NYSCOPBA Election Committee, 102 Hackett Boulevard, Albany, New York 12209, no later than the close of business on **October 3, 2017**. Refer to the Election Challenge Policy approved by the Executive Assembly.
10. **October 11, 2017** runoff ballots will be mailed to all members by the independent organization.
11. All ballots must be received by close of business **November 10, 2017**.
12. All ballots will be counted **November 13, 2017** by the independent organization approved by the Executive Assembly, and observed by the NYSCOPBA Election Committee and any member in good standing who wishes to attend.
13. Election results will be placed on the NYSCOPBA Website as soon as possible. All Election results will be sent in writing to all candidates and Chief Sector Stewards by the Chairman of the NYSCOPBA Election Committee. Once Election results have been certified they will be sent to all Candidates and Chief Sector Stewards by the chairman of the NYSCOPBA Election Committee via email.



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SELF-NOMINATION FORM

I _____, am nominating myself for the position of _____.
Print Print

I have / have not enclosed the required personal information form with my essay (not to exceed 300 words) and my photo for the special election edition of the Independent.

My current facility / worksite is _____, and my job title is _____.

The Union position of _____ (ex. Steward) and length of service held as of June 5, 2017 is _____ (ex. 2008-2009).

I have been a member in good standing since approximately _____.

A telephone number I can be reached at is (_____) _____.

Please **circle** only **one** position from the list below:

- President
- Executive Vice President
- Recording Secretary
- Treasurer
- Central Region Vice President
- Mid-Hudson Region Vice President
- Northern Region Vice President
- Southern Region Vice President
- Western Region Vice President
- Law Enforcement Vice President
- Sergeant's Liaison (Law Enforcement Equivalent)

SIGNATURE

PRINT NAME

DATE

Personal Information

Name:

Position Sought:

Facility:

Seniority:

Photo
Must fit in
this box

Personal Essay - *Any words in excess of 300 will be cropped*