



Suffolk County's Largest Independent Union  
Suffolk County Association of Municipal Employees, Inc.

# **Election Manual**

**Effective December 15, 2011**

The Power & Strength of AME is in Our Members & No One Else

**Become Part of the Solution**



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**GENERAL ELECTION**

**NOMINATING COMMITTEE**

**DUTIES**

**AND**

**PROCEDURES**

## GENERAL ELECTION - NOMINATING COMMITTEE

### Duties and Procedures:

#### I. Prior to Nominations:

1. The President, with the approval of the Board of Directors, shall select the Nominating and Election Committees and their chairpersons and an AME Designee prior to the end of the calendar year immediately preceding the year the elections are to be held. No one shall serve on both committees and no member of either committee shall be eligible to be a candidate in the elections.
2. The Nominating Committee shall request from the AME Designee a list of members who are in good standing. For the purposes of this provision, members in good standing are those members who joined the Association not less than twelve (12) months prior to the date designated by the Nominating Committee as the opening date of nominations and have remained active continuously from that date to the opening date of nominations.
3. The Nominating Committee and AME Designee shall rent a Post Office Box, payable by the Association, for the Election. Access to the Post Office Box will be prohibited until the tally process begins. The Nominating Committee or AME Designee shall use the address of the Association as a return address (30 Orville Drive, Ste. A, Bohemia, New York 11716 ) on any election correspondence and any correspondence to be sent to the Nominating/Election committee or AME Designee shall be mailed to AME in care of the Nominating/Election Committee.
4. The Nominating Committee shall provide a written announcement and digital posting on the AME website announcing the date of the election, the election timetable, and the final date for acceptance of candidate applications by the date set for opening of nominations (Appendix 1).

#### II. Opening of General Nominations: Candidate Request Process

1. Nominations shall be self-initiated. Candidates shall file for their desired position by submitting a Candidate Request Form (Appendix 2) to AME's Nominating Committee.
2. The Nominating Committee shall review the candidates' request forms for:
  - a) eligibility of candidates; criteria as established in the AME Bylaws.
  - b) verification of the candidate's signature; must be compared to the member signature on file found on their original membership application with the Secretary of the Association.
3. The Nominating Committee shall notify any candidate found ineligible in writing providing the reasons for such ineligibility, by mail. A copy of the applicable section in the Election Manual shall be enclosed.
4. The Nominating Committee shall notify candidates in writing of their accepted nomination by certified, return receipt requested, posted no later than three (3) days from the date selected for the closing of nominations (Appendix 3). A copy of the Election Manual shall be enclosed.
5. The Nominating Committee shall post the approved, verified list of eligible and qualified candidates on the date set for the closing of nominations. (Appendix 4)

6. Should a nominee decline to run, he/she shall notify the Nominating Committee and/or AME Designee of his/her decision in writing, prior to the date set for closing of the Candidate Request Process period.

### III. Final Posting:

1. Unit Presidents will receive final postings of candidates no later than six (6) days after the date for the closing of nominations (Appendix 5). Revised candidate lists shall be provided to Unit Presidents after the close of nominations.
2. The Nominating Committee shall, upon final posting of the validated list of candidates, turn over final slates to the Election Chairperson. The Nominating Committee Chairperson will be responsible for all materials relating to the Nominations Process until after the duly elected officers begin their term of office on July 1<sup>st</sup> of the election year.

### MISCELLANEOUS ELECTION ACTIVITIES:

1. AME's Designee will supply a verified membership mailing list to the Clearinghouse approved by the Board of Directors for candidates to utilize for their campaign mailing. No AME membership list will be distributed.
2. Any member not wishing to have his/her name released on the membership mailing list may request that his or her name be removed from said list by a written request to the AME Designee prior to the release of the data.
3. Candidates may submit resumes, campaign literature, etc... to the AME Designee on or before the deadline date for the Election Special Edition of the VOICE, which date shall be determined by the Election Committee editor and specified in the Nominating Committee's timetable.

**GENERAL ELECTION**

**ELECTION COMMITTEE**

**DUTIES**

**AND**

**PROCEDURES**

## GENERAL ELECTION / ELECTION COMMITTEE

### Duties and Procedures:

#### I. Prior to Elections:

1. The Board of Directors, based on fiscal consideration, shall determine the method of election, whether by mail, electronic or on-site voting, as deemed appropriate. The election shall always be held using a secret ballot.
2. The Election Committee shall distribute guidelines to the candidates, concerning the submission of campaign materials to the AME Voice and the deadline for its submittal. Candidates are entitled to place an individual or group team photo in the VOICE along with campaign material, resume or a biography to a maximum of 100 words per candidate, which may be aggregated for teams (eg. three team members can either use 100 maximum for each member or 300 words for the team as a whole).
3. On a date set by the Nominating Committee, and upon notice to each candidate, the Election Committee shall hold a meeting of all candidates to draw, by lot, the order in which their names will appear on the ballot. When a group of candidates wishes to run together as a slate, its place on the ballot shall be determined by the slot drawn for the highest office nomination. Judicial Review Panel candidates shall also be part of this process.

#### II. The Ballot: Preparation

1. The ballot must provide sufficient space for each slate, independent candidates, write-in votes, and Judicial Review Panel members running in the election.
2. The Election Committee shall turn over to the contracted agency a sample ballot showing candidates' names, office for which they are running and their position on the ballot within the dates established in the General Election Timetable.
3. The Election Committee shall review and approve all balloting materials before its distribution.

#### III. The Ballot: Implementation

1. If the election is a mail ballot, all materials shall be mailed by the independent contracting agency.
2. The Election Committee will supply a sample ballot and a voter instruction sheet, both of which shall be clearly marked "SAMPLE", to each Unit President for posting.
3. Replacement ballots will be provided by the contracting agency to members requesting these ballots within the deadline date as set in the Election Timetable.

#### IV. Absentee Ballots:

1. Absentee ballots shall be made available for members unable to cast their ballots during the normal election process.
2. Absentee ballots shall be made available through the contracting agency, on the dates specified in the timetable. Members will be able to request absentee ballots, either by mail or in person, within four (4) weeks of the date of the election.

3. A record supplied by the contracting agency shall be kept at the Executive Office giving the name of the member and the date the absentee ballot is issued. This record is supplied to AME Designee from the contracting agency.
4. Deadline date for return of the absentee ballots shall coincide with the scheduled date for return of mailed ballots or, if an on-site election is held, the day before the election.
5. All absentee ballot materials must be clearly stamped “**ABSENTEE**”. All returned Absentee ballots must be mailed to the P. O. Box selected by the Nominating Committee.
6. Absentee ballots shall be verified and tallied in the same fashion as any other member’s ballot with the exception that an absentee ballot will be marked “A” next to the member’s name, to prevent any possibility of voting twice.

V. Tally of Votes:

A. If a mail ballot is selected

1. The deadline for receipt of ballots at the designated P.O. Box shall be given in the Election Timetable. Any ballots received after the deadline will not be counted in the final tally.
2. At least two (2) members of the Election Committee and the AME Designee shall accompany the independent agency representatives to transport the ballots at the designated Post Office and transfer them to the facility designated by the Election Committee.
3. The ballots will be counted by the contracting independent agency on the day set forth as set in the Election Timetable.
4. All members of the Election Committee shall be present and in a position to observe all phases of the certifications of envelopes, including the sorting, counting and final tally of the votes.
5. All candidates shall be elected by a plurality vote, as defined in the AME Bylaws.
6. The Election Committee shall fax to the Unit President the results of the election no later than two (2) days after the completion of the tally.
7. The contracting agency shall retain all election ballots material until the time period for challenging the election has passed.

B. If an Electronic election is selected

1. In the event that the Board of Directors determines the election shall be held utilizing an electronic, rather than a mail ballot, there will have to be adjustments in the election methodology and timetable. The Election Committee will oversee and approve such adjustments in order to insure the inclusion of all necessary actions and procedures.

C. On-Site Election

1. This committee will have the responsibility of guaranteeing all Association members and candidates a fair, democratic election. Information concerning voting machines, voting sites and the most efficient method of running this type of election is available from the Commissioners of the Board of Elections or Independent Agency.
2. The cost of moving and setting up the machines, the placement into selected voting sites, the

necessity of having technicians on call, and any other on-site election requirements shall be determined by the Election Committee and presented for the approval of the Board of Directors by the close of the calendar year preceding election.

VI. Election Grievance:

The process for filing an Election Grievance, concerning any aspect of the election process, is contained in the AME Bylaws. Any questions concerning this process shall be addressed to the Nominating Committee Chairperson or Election Committee Chairperson as appropriate. Time frames and restrictions designated in the Bylaws must be complied with, in order to retain the integrity of the grievance process and to prevent said grievance from being null and void.

VII. Posting of Election Materials by candidates:

Candidates' election materials shall be posted at County worksites according to Standard Operating Procedures of Suffolk County, as cited in SOP H-02. (Appendix 6)

VIII. Oath of Office:

The oath of office shall be administered by an elected official as directed in the AME Bylaws (Appendix 7).

Such oath shall be administered at such time and place considered suitable, but must be completed by July 1<sup>st</sup>. in the election year. No one may assume the duties of the office to which he/she has been elected to unless he/she has taken the oath of office by the deadline set in Section X of the Constitution and Bylaws unless the deadline is extended by the Board of Directors for good cause shown, including, without limitation, temporary disability.

The Board of Directors shall accept certified results at the first scheduled post election BOD meeting and accept that all candidates-elect have been duly sworn in.

## AME General Election Timetable

The following timetable will be utilized when establishing dates for General Election. Except for the Installation of Officers and Term of Office, if a/an item, event, matter or detail commences or concludes on a Saturday, Sunday, or Holiday, it will be advanced to the next working day. In the event there is a conflict regarding scheduled dates and timeframes of the Election, the Nominating Committee will determine a resolution and select the date.

A	December of the year preceding election	Preparation of materials for upcoming election by Nominating and Election committees and their Chairpersons. (Notice to incumbents, notice of election, request for candidates, and other material prepared).
B	December	Material announcing opening of nominations to Unit Presidents for dissemination and posting.  Notification made to all members who choose not to receive any campaign literature to contact AME Designee to make sure their names are removed from mailing lists. These members will still receive a ballot.
C	Prior to 2 <sup>nd</sup> Monday of January	Notice of election posted by Unit Presidents.
D	Prior to 2 <sup>nd</sup> Monday of January	Nominations open to the membership. "Candidate Request Process".
E	20 days from D	"Candidate Request Process" period closed.  Validation of candidates. Posting of list of nominees gathered by the "Candidate Request Process".
F	3 days from E	Validation of candidates. Posting of list of nominees gathered by the "Candidate Request Process".
G	1 day from F	Final list of candidates given to Unit Presidents for posting.
H	3 days from G	Turnover of final list of candidates to the Election Chairperson.
I	1 day from H	Candidates draw for position on the ballot/View Voter Eligibility List
J	7 days from I	Materials submitted to contract agency or AME Election Committee.
K	7 days J	Election material to AME for <u>AME VOICE</u> .
L	14 days from K	<u>AME Voice</u> – Special Election Edition.
M	14 days from K	Absentee mail ballots available at AME Office.

N	21 days from L	Ballots mailed by contract agency or AME Election Committee if mail ballot held.
O	10 days from M	Replacement ballots mailed by contract agency.
P	14 days from N	Last day of election – If mail ballot held, must be post marked by 5:00 p.m.
Q	5 days from O	BALLOT COUNT – Mail ballots picked up at designated Post Office 9:00 a.m.
R	1 day from Q	Posting of results of election.
S	4 days from Q	First day to file election grievance pertaining to the balloting process. This particular period extends for five (5) working days (Bylaws Article VII).
T	5 days from S	Last day to submit election ballot grievance with the Judicial Review Panel by close of business at 5pm.
U	3 days from T	First day of eight (8) working days for Judicial Review Panel to consider and render decision on election ballot grievance.
V	8 days from U	Last day of eight (8) working days for Judicial Review Panel to render decision on election ballot grievance.
W	3 days from V	First day of ten (10) calendar days to appeal decision of Judicial Review Panel to Board of Directors via Chairperson of Election Committee (Bylaws, Article VII).
X	10 days from W	Last day of ten (10) working days to submit appeal decision of Judicial Board to Board of Directors via Association President (Bylaws, Article VII).
Y	2 days from AA	Two days given for notification of affected persons.
Z	1 day from AA	Seven (7) working days for Association President to call for and hold Special Board of Directors to hear appeal of Judicial Review Panel decision (Bylaws, Article III, Section 5).
AA	3 days from CC	First possible day to have special Board of Directors meeting based on required twenty-four (24) hour notification. (By - laws, Article III, Section 5).
BB	July 1	Last possible day for installation of AME Officers and Judicial

Board members. Term of office shall be effective July 1<sup>st</sup> of the year of the election.

CC

July 15

Last day for completion of new election, if so determined by a vote of the Board of Directors.

**UNIT ELECTIONS**

**NOMINATING COMMITTEE**

**DUTIES**

**AND**

**PROCEDURES**

## **UNIT ELECTION - NOMINATING COMMITTEE**

**Duties and Procedures:** as per the AME Bylaws.

### **I. Prior to Nominations:**

1. The President, with the approval of the Board of Directors, shall select the Nominating and Election Committees and their chairpersons at the last meeting of the calendar year immediately preceding the year the elections are to be held, to oversee all Unit elections. No one shall serve on both committees and no member of either committee shall be eligible to be a candidate in the election to be held.
2. The Nominating Committee shall request from the Secretary of the Association a list and/or Dues Deduction Register of members who are in good standing. For the purposes of this provision, members in good standing are those members who have joined the Association as of the date specified and have remained active, dues-paying members. Such date will be twelve (12) months prior to the date designated by the Nominating Committee as the opening date of nominations.
3. If the method of election is by mail, the Nominating Committee shall rent a Post Office Box, payable by the Unit, in order to receive mail. Upon commencement of the ballot process, access to the Post Office Box will be prohibited until the tally process begins. The Nominating Committee shall not use the address of the Association as a return address on any election correspondence.
4. The Nominating Committee shall provide a written announcement of the date of the election, the election timetable, and the final date for acceptance of candidate applications by the date set for opening of nominations (Appendix 1).

### **II. Opening of Unit Nominations: Candidate Request Process**

1. Nominations shall be self-initiated. Incumbents and candidates shall file for their desired position by submitting a Candidate Request Form (Appendix 2) to AME.
2. The Nominating Committee shall review the candidates' request forms for:
  - a) eligibility of candidates; criteria as established in the AME Bylaws.
  - b) verification of candidate signature; must be compared to the member signature on file with the Secretary of the Association.
3. The Nominating Committee shall notify any candidate found ineligible and reasons thereof, by mail. A copy of the applicable section in the Election Manual and/or Bylaws shall be enclosed.
4. The Nominating Committee shall notify candidates of their accepted nomination by certified, return receipt requested mail, no later than three (3) days from the date selected for the closing of nominations (Appendix 3). A copy of the Election Manual and the Bylaws shall be available upon request.
5. The Nominating Committee shall post the approved, verified list of eligible and qualified candidates no later than four (4) days after the date set for the closing of nominations. This will allow any eligible and qualified member to be placed on the ballot by petition, as defined by the Petition Process (Appendix 4).
6. Should a nominee decline to run, he/she shall notify the Nominating Committee of his/her decision in writing, by certified, return receipt requested mail, prior to the date set for closing of the Candidate Request Process period.

### III. Unit Nominations: Petition Process

1. A member who is otherwise eligible and has not submitted a candidate request form shall seek office by submitting nominating petitions carrying the printed name, signature, and the last four (4) digits of the social security number of not less than ten percent (10%) of the unit membership who are eligible to vote in the upcoming election (Appendix 5).
2. Independent nominating petitions will be made available to all members at the close of the Candidate Request Nomination Process period. Petitions shall include the name of the candidate, the office the candidate is seeking clearly printed or typed on the top of each page and the pages consecutively numbered. A record of each page must be kept by the Unit's Nominating Committee Chairperson and the AME Executive Office. A copy of the Election Manual shall be available to those requesting petitions.
3. Any eligible member submitting the required number of member signatures within the time period specified by the Nominating Committee, must be placed on the ballot as a candidate. All petitions shall be returned to the Executive Office by person or return receipt requested mail. Mailed petitions shall be postmarked on or before the designated cut off date. All petitions will be date stamped upon receipt at the Executive Office.
4. Only petitions with original signatures of members eligible to vote will be accepted as valid. All member signatures and/or Social Security numbers will be checked against those on file with the Secretary of the Association.
5. Any candidate wishing to run for a different office than originally filed for, shall withdraw his/her name from nomination and then proceed with the petition process for the office he/she is seeking.

### IV. Final Postings:

1. The Nominating Chairperson should receive final postings for candidates no later than six (6) days after the date for the closing of petition process nominations. Declinations of candidates shall be forwarded to the Nominating Committee as they are received, and revised candidate lists shall be provided after the close of nominations (Appendix 6).
2. The Nominating Committee shall, upon final posting of the validated list of candidates, turn over final slates to the Unit Election Chairperson. The Nominating Committee Chairperson will retain all other materials relating to the Nominations Process until after the duly elected officers begin their term on July 1st of the election year.

### V. MISCELLANEOUS ELECTION ACTIVITIES:

1. Upon written request by candidates, the Association Secretary or his/her designee will generate membership mailing lists. These requests will be accepted for a one week period commencing on the day the candidates draw for positions. The Association Secretary or his/her designee will provide said lists on a 3.5" media disk or by printed copy.
2. Any candidates receiving these documents will be required to sign a Mailing List Agreement (Appendix 7).

3. Any member not wishing to have his/her name released on a candidate's mailing list, may be removed from said list by a written request to the Secretary of the Association prior to the release of the data.
4. A debate between the candidates will be set up by the Nominating Committee Chairperson at the request of the Candidates. The moderator will be selected by the Nominating Committee.

**UNIT ELECTIONS**

**ELECTION COMMITTEE**

**DUTIES**

**AND**

**PROCEDURES**

## UNIT ELECTION COMMITTEE

**Duties and Procedures:** as per the AME Bylaws.

### I. Prior to Elections:

1. The Unit Election Committee, based on fiscal consideration shall determine the method of election, whether by mail or on-site voting, as deemed appropriate. The election shall always be held using a secret ballot.
2. On a date set by the Nominating Committee, and upon notice to each candidate, the Election Committee shall hold a meeting of all candidates to draw, by lot, the order in which their names will appear on the ballot. When a group of candidates wishes to run together as a slate, its place on the ballot will be determined by the slot drawn for the highest office nomination.

### II. The Ballot: Preparation

1. The ballot must provide sufficient space for each slate, independent candidates and write-in votes.
2. The Association Secretary or his/her designee shall review and approve all election materials before its distribution.

### III. The Ballot: Implementation

1. The Election Committee will supply a sample ballot and a voter instruction sheet to be posted. This ballot and sheet will be clearly marked “**SAMPLE**”.
2. Replacement ballots will be provided by the Unit Election Committee to members requesting these ballots within the deadline date as set in the Election Timetable.

### IV. Absentee Ballots:

1. Absentee ballots shall be made available, under the supervision of the Election Committee, on the dates specified in the timetable.
2. Absentee ballots shall be made available for members unable to cast their ballots during the normal election process.
3. A record must be kept by the Unit Election Chairperson giving the name of the member and the date the absentee ballot is issued.
4. Deadline date for return of the absentee ballots shall coincide with the scheduled date for return of mailed ballots or, if an on-site election is held, the day before the election.
5. All absentee ballot materials must be clearly stamped “**ABSENTEE**”. Absentee Ballots must be mailed to the Post Office Box selected by the Nominating Committee, if the method of election is by mail.

6. Absentee ballots shall be verified and tallied in the same fashion as any other member's ballot with the exception that an absentee ballot will be marked "A" next to the member's name, to prevent any possibility of voting twice.

V. Tally of Votes:

1. The deadline for receipt of ballots at the designated P.O. Box shall be given in the Election Timetable. Any ballots received after the deadline will not be counted in the final tally.
2. The ballots will be counted by the Election Committee on the day as set in the Election Timetable. At least two (2) members of the Unit Election Committee must pick up the ballots at the designated Post Office and transfer them to the facility designated by the Election Committee, if the method of election is by mail.
3. All available members of the Election Committee shall be present and in a position to observe all phases of the certification of envelopes, including the sorting, counting and final tally of the votes.
4. All candidates shall be elected by a plurality vote, as defined in the AME Bylaws.
5. The Unit Election Committee shall mail to their Unit President and fax to AME's designee the results of the Unit election no later than two (2) days after the completion of the tally.

VI. On-Site Election:

In the event that the Election Committee determines the election shall be held utilizing an on-site, rather than a mail ballot, there will have to be adjustments in the election methodology and timetable. The Election Committee will oversee and approve such adjustments in order to insure the inclusion of all necessary actions and procedures. This committee will have the responsibility of guaranteeing all members and candidates a fair, democratic election. Information concerning voting machines, voting sites and the most efficient method of running this type of election is available from the Commissioners of the Board of Elections.

VII. Election Grievance:

The process for filing an Election Grievance, concerning any aspect of the election process, is contained in the AME Bylaws. Any questions concerning this process may be addressed to the Nominating Committee Chairperson, Election Committee Chairperson or Judicial Review Panel Chairperson, as appropriate. Time frames and restrictions designated in the Bylaws must be complied with, in order to retain the integrity of the grievance process and to prevent said grievance from being null and void.

VIII. Posting of Election Materials:

Candidates' election materials may only be posted according to Standard Operating Procedures of Suffolk County as cited in SOP H-02.

IX. Oath of Office:

The oath of office shall be administered as directed in the AME Bylaws. Such oath shall be administered at such time and place considered suitable, but must be completed by the 1st of July in the election year. No one may assume the duties of the office to which he/she has been elected until he/she has taken the oath of office (Appendix 8).

## AME Unit Election Timetable

The following timetable will be utilized when establishing dates for Unit Election. Except for the Installation of Officers and Term of Office, if a/an item, event, matter or detail commences or concludes on a Saturday, Sunday, or Holiday, it will be advanced to the next day. In the event there is a conflict regarding scheduled dates and timeframes on the Election, the Nominating Committee will determine a resolution.

A	1 <sup>st</sup> Monday December	Notification to Unit Presidents of upcoming elections.
B	3 <sup>rd</sup> Monday of December	Preparation of materials for upcoming election by Nominating and Election Committees and their chairpersons. (Notice to incumbents, notice of election, request for candidates and other materials prepared).
C	2 <sup>nd</sup> Monday of January	Material announcing opening of nominations to Unit Nominating Chairperson for dissemination and posting.
D	7 Days from C	Notice of election posted by Unit Nominating Chair. Nominations open to membership, "Candidate Request Process".
E	14 Days from D	"Candidate Request Process" period closed.
F	2 Days from E	Validation of candidates. Posting of list of nominees gathered by the "Candidate Request Process" (also mailed certified return receipt to each candidate).
G	1 Day from F	Petition process begins. Petitions must be picked up at AME Headquarters between the hours of 8:00 a.m. and 4:00 p.m.
H	14 Days from G	Last day for receipt of nominating petitions—postmarked prior to 5:00 p.m.
I	1 Day from H	Petition validation process begins.
J	4 Days from I	Posting final list of candidates faxed to Unit Nominating Committee Chairperson for posting.
K	1 Day from J	Turnover final list of candidates to the Election Chairperson.
L	1 Day from K	Candidates draw for position on the ballot.
M	10 Days from L	Make absentee ballots available to be picked up or mailed.
N	10 Days from M	Ballots mailed by Unit Election Committee—if mail ballot held.
O	7 Days from N	Replacement ballots mailed by Unit Election Committee.
P	28 Days from M	Last day for all Unit Elections to be finalized and all ballots counted.

Q	1 Day from P	Posting of results of election.
R	1 Day from Q	First day to file election grievance pertaining to the balloting process. This particular period extends for five (5) days (Bylaws, Article VII).
S	5 Days from R	Last day to file election ballot grievance with the Judicial Review Panel.
T	3 Days from S	First day of eight (8) business days to consider and render a decision on election ballot grievance.
U	8 Days from T	Last day of eight (8) business days for Judicial Review Panel to render decision on election ballot grievance.
V	1 Day from U	First day of ten (10) business days to appeal decision of Judicial Review Panel to Board of Directors via the Association's president (Bylaws, Article VII).
W	10 Days from V	Last day of ten (10) business days, etc.
X	2 Days from W	Two (2) business days given for notification of affected persons.
Y	1 Day from W	Seven (7) business days for Association's President to call for and hold a Special Board of Directors meeting to hear Judicial Review Panel's appeal of decision (Bylaws, Article III, Section 5).
Z	1 Day from Y	First possible day to have Special Board of Directors meeting based on required twenty-four (24) hour notification (Bylaws, Article III, Section 5).
AA	July 1 <sup>st</sup>	Last possible day for installation of Unit Executive Board. Term of office shall be effective July 1 <sup>st</sup> of the year of the election.
BB	July 15	Last day for completion of new election, if so determined by a vote of the Board of Directors.

# APPENDIX



**ELECTION  
OF  
OFFICERS**

**OPENING OF NOMINATIONS FOR AME GENERAL/UNIT ELECTIONS**

1. To be eligible to seek office, a qualified candidate must be at least eighteen (18) years of age and a member in good standing of the Association of Municipal Employees on or before \_\_\_\_\_ approved by the Nominating Committee under the guidelines contained in the Election Procedure Manual.
2. Nominations will be accepted by application from: \_\_\_\_\_ until 5:00 p.m. \_\_\_\_\_, through Committee members or to the address below.
3. Persons interested in seeking office may obtain an application from Nominating Committee Members, or AME headquarters.
4. Candidates who wish to be included as a slate, please enclose a cover letter of intent and signatures of all parties involved.

**“OFFICES TO BE FILLED”  
EXECUTIVE OFFICERS**

<b>PRESIDENT</b>	<b>3RD VICE PRESIDENT</b>
<b>EXECUTIVE VICE PRESIDENT</b>	<b>4TH VICE PRESIDENT</b>
<b>1ST VICE PRESIDENT</b>	<b>TREASURER</b>
<b>2ND VICE PRESIDENT</b>	<b>SECRETARY</b>

**NOTE: All terms of office shall be for three years**

**JUDICIAL REVIEW PANEL MEMBERS SHALL BE ELECTED:**

**3 Positions will carry six-year terms**

The three (3) candidates who receive the greatest number of votes shall fill these positions as listed. The next three (3) highest vote getters will be the elected alternates.

**AME NOMINATING COMMITTEE  
30 Orville Drive, Ste. A  
Bohemia, New York 11716**

(Appendix 1)



**NAME OF OFFICE FOR WHICH YOU ARE SEEKING CANDIDACY:** \_\_\_\_\_

Name \_\_\_\_\_  
*Last First M.I.*

Social Security Number (last four digits) \_\_\_\_\_

Residence  
Address \_\_\_\_\_  
*Number & Street Town Zip Code*

Home Telephone No. \_\_\_\_\_

Work  
Place \_\_\_\_\_

Work Telephone No. \_\_\_\_\_

Work Schedule \_\_\_\_\_

Job Title \_\_\_\_\_

Are you 18 years or older? \_\_\_\_\_

Were you a member of AME on or before \_\_\_\_\_ and a member in  
(date)  
good standing continuing from that date? \_\_\_\_\_

Prior AME Service - Committee, Unit President, other? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Candidates who wish to be included as a slate, please enclose a letter of intent, containing the names and signatures of all candidates involved.

**AME NOMINATING COMMITTEE  
30 Orville Drive, Ste. A  
Bohemia, New York 11716**

This form reviewed by: \_\_\_\_\_

on \_\_\_\_\_.

(Appendix 2)



Date \_\_\_\_\_

Dear Candidate:

Your nomination application has been received and you are eligible to run for the office of:

- |                       |                          |
|-----------------------|--------------------------|
| PRESIDENT             | <input type="checkbox"/> |
| _____ VICE PRESIDENT  | <input type="checkbox"/> |
| SECRETARY             | <input type="checkbox"/> |
| TREASURER             | <input type="checkbox"/> |
| JUDICIAL REVIEW PANEL | <input type="checkbox"/> |

Should you wish to decline the nomination, please send a letter of this intent to the Nominating Committee at the following address prior to \_\_\_\_\_.

**AME NOMINATING COMMITTEE  
30 Orville Drive, Ste A  
Bohemia, New York 11716**

Sincerely,

AME NOMINATING COMMITTEE

Enc. Association Election Manual and Bylaws.

(Appendix 3)



Date: \_\_\_\_\_

**LIST OF CANDIDATES FOR THE  
AME GENERAL/UNIT ELECTION**

**to be held on \_\_\_\_\_  
(date)**

List of candidates for AME Executive Office at this time based on candidate request nominations:

PRESIDENT \_\_\_\_\_

EXECUTIVE  
VICE PRESIDENT \_\_\_\_\_

FIRST  
VICE PRESIDENT \_\_\_\_\_

SECOND  
VICE PRESIDENT \_\_\_\_\_

THIRD  
VICE PRESIDENT \_\_\_\_\_

FOURTH  
VICE PRESIDENT \_\_\_\_\_

TREASURER \_\_\_\_\_

SECRETARY \_\_\_\_\_

**JUDICIAL REVIEW PANEL CANDIDATES**

\_\_\_\_\_  
\_\_\_\_\_

Independent nominating petitions are now available from AME headquarters, 30 Orville Drive, Ste. A, Bohemia, NY 11716 between the hours of 9 a.m. and 5 p.m., \_\_\_\_\_ through \_\_\_\_\_  
(date)

\_\_\_\_\_ (deadline date).  
(date)

**AME NOMINATING COMMITTEE**  
30 Orville Drive, Ste. A  
Bohemia, New York 11716

(Appendix 4)



**F I N A L**

**LIST OF CANDIDATES FOR THE  
AME ELECTION**

**to be held on \_\_\_\_\_  
(Date)**

List of candidates for AME Executive Office at this time based on Candidate Request Nominations and Petition Process Nominations.

PRESIDENT \_\_\_\_\_

EXECUTIVE  
VICE PRESIDENT \_\_\_\_\_

FIRST  
VICE PRESIDENT \_\_\_\_\_

SECOND  
VICE PRESIDENT \_\_\_\_\_

THIRD  
VICE PRESIDENT \_\_\_\_\_

FOURTH  
VICE PRESIDENT \_\_\_\_\_



TREASURER \_\_\_\_\_

SECRETARY \_\_\_\_\_

**JUDICIAL REVIEW PANEL CANDIDATES**

\_\_\_\_\_  
\_\_\_\_\_

(Appendix 5)

 <p style="text-align: center;"><b>STANDARD OPERATING PROCEDURE</b></p> <p style="text-align: center;"><b>OFFICE OF THE COUNTY EXECUTIVE</b></p>	Date 6/01	Number H-02
	Approved by:  <b>ROBERT J. GAFFNEY</b> <small>SUFFOLK COUNTY EXECUTIVE</small>	

**RELATIONS WITH EMPLOYEE UNION ORGANIZATIONS: GUIDELINES  
FOR COUNTY MANAGERIAL PERSONNEL**

THIS SOP SUPERCEDES THE FIVE SHEETS IN THE  
SOP MANUAL WHICH ARE IDENTIFIED AS SOP  
H-02. HOLDERS OF THE SOP MANUAL SHOULD  
REMOVE AND DISCARD THE SITED SHEETS AND  
REPLACE THEM WITH THIS DOCUMENT.

1. **Purpose.** This SOP establishes:
  - a. General guidelines for relations with employee union organizations and with employees wishing to establish such organizations.
  - b. Procedures for processing requests made by employee union organizations, for information and for permission to use County facilities and equipment for their activities.
  - c. Procedures during a union election.
2. **Scope.** This SOP applies to all County departments and agencies.
3. **References.** None.
4. **Applicable Forms.** None.
5. **Policy.**
  - a. Employees have the right, under Section 202 of the Taylor Law, to form, join and participate in, or to refrain from forming, joining or participating in, any employee organization of their own choosing. Employee organizations have the derivative right to undertake to persuade public employees to engage in

(Appendix 6)

organizational activities, including the signing of authorization cards and election petitions.

- b. The County's position is one of neutrality during organizational campaigns, pre-election periods and the election process. Management/confidential employees will not use their official positions to help or hinder employee organizational campaigns or activities, nor will management/confidential employees permit employees under their supervision to use their official position to help or hinder such activities.
  - c. The County will not harass, coerce, promise or give special treatment to employees in an effort to influence them to join or support a particular employee organization or to participate in its activities. Management/confidential employees will not distribute material or any information to any employee organization nor interrogate any employee concerning his or her organizational activities.
  - d. Organizational activities by employee organizations will be conducted so as not to interfere with the safe and efficient conduct of County operations and discharge of work responsibilities by County employees. The County will take appropriate action to prevent the violation of these guidelines by any person acting on behalf of an employee organization. All incumbent and challenging employee organizations will have equal access to employees for campaign purposes, i.e., soliciting memberships, distributing literature, obtaining signatures on authorization cards and petitions and related activities, and posting of information.
6. **Organizational Requests for Lists of Employee Names, Addresses, and Related Information.** Departments and Agencies will not supply such information to employee organizations, but will forward such requests to the Director of Labor Relations. He/she will arrange to provide such information to any authorized employee organization except where, in his/her sole opinion, there is reasonable evidence that the information is being requested for purposes other than organizational activities. Appropriate charges may be levied by the County to cover costs incurred.
7. **Organizational Requests for Use of County Facilities for Union Meetings.** Whenever a department receives a request for use of a County Facility and such request originates from any union, any group of employees wishing to discuss union business, or a union presently representing County employees, the approval of the Office of Labor Relations is required before the individual department grants the use of the County facility. Any department that receives a request from an employee group wishing to utilize County facilities for a request from an employee group wishing to utilize County facilities for meetings, will forward such requests in writing to the Office of Labor Relations at least one week in advance for approval. The Director of Labor Relations, at his/her sole discretion, may withhold approval where meetings are not scheduled within the time period during which an incumbent

organization's representation status is subject to challenge under Section 208 of the Taylor Law.

- a. For night meetings, or other instances where special maintenance may be required, departments will notify the Deputy Commissioner of Public Works, Buildings Operation and Maintenance Division, in addition to seeking approval from the Director of Labor Relations.
  - b. Employees will not be released from work to attend employee organizational meetings.
8. **Organizational Activities by County Employees.** Discussions between and among employees concerning organizational activities, the solicitation of organizational support, and the distribution of membership and authorization cards and organization literature during non-working hours and non-working areas, such as lounges, restaurants and cafeterias, are permissible provided these activities do not, in the opinion of the local Agency or Department Heads, impair the safety and efficiency of County operations, nor interfere with work-related responsibilities or job performance.
9. **Organizational Activities by Other Persons Representing Bona Fide Employee Organizations.** Such persons will have access to employees for the purpose of soliciting memberships, distributing literature, obtaining signatures on authorization cards, and other organizational activities in parking lots, entrances to buildings, and other organizational activities in parking lots, entrances to buildings, and other areas to which members of the public are admitted, provided that these activities do not, in the opinion of the Office of Labor Relations, inhibit the movement of people or vehicles, impair the safe and efficient conduct of the operation, nor interfere with work-related responsibilities or job performance.
- a. Employee organizations will be permitted to have manned tables in such areas and for such purposes during normal working hours.
10. **Use of Bulletin Boards, Posting of Organizational Materials, and Utilization of County Communications Systems.** Meeting notices and other organizational materials may be posted on Agency bulletin boards, with the prior approval of the Office of Labor Relations, but will not be hung upon, posted or otherwise affixed to the walls, doors, windows or other equipment of facilities and buildings owned or leased by the County. The County's inter- and intra-agency office mail, messenger, reproduction and similar facilities will not be used for the distribution or duplication or organizational materials.
11. **Procedure During Municipal Union Election.**
- a. When a municipal union is conducting countywide elections for Executive Officers, candidates have the right to utilize union designated bulletin boards



**EXECUTIVE OFFICERS AND JUDICIAL REVIEW PANEL**

“I, \_\_\_\_\_,  
do so solemnly swear to uphold, obey and defend the Constitution, Bill of Rights and Bylaws of  
the Suffolk County Association of Municipal Employees; that I shall perform faithfully and  
impartially the duties of the office that I hereby assume; that I shall protect the Association  
against all of its enemies. I take this oath freely and without reservation.”

(Appendix 7)