

- 1 B. Chapter broadcast emails must be drafted by the chapter in a ready-to-send format.
2 ASEA staff will not prepare the email message.
3 C. Broadcast messages from the Chapter President or Chapter Chief Steward to the
4 Chapter stewards shall be copied to the Executive Director.

5 **24.00.000 OCCUPATIONAL CLASSIFICATIONS**

6 Occupational classifications for Administrative, Technical, Professional, will be in
7 accordance with the state's classification system. The Board may develop and publish
8 written criteria to be uniformly applied for deviation from the state's classification
9 system. If the Board determines a deviation necessary, it will send written notice of its
10 findings and criteria to affected job classes prior to annual notice for nominations and
11 elections.

12
13 **42.00.000**

14 [RESERVED]

15 **98.00.000 POLICIES AND PROCEDURES**

16 As Special Rules of Order, these policies and procedures shall become effective upon
17 adoption by the ASEA/AFSCME Local 52 Executive Board.

18 **98.01.000 AMENDMENTS**

- 19 A. The State Executive Board, upon a 30-days' notice of the proposed change to
20 chapter presidents and members of the Board, may amend these Policies and
21 Procedures by a two-thirds (2/3rds) vote at a regularly scheduled meeting.
22 B. When the State Executive Board proposes to modify the Policies & Procedures,
23 all ASEA members shall be notified of the proposed change(s). Such notification
24 shall be sent by email. For any member who does not have email access, the
25 notification shall be mailed to the address on file. The notification shall provide
26 the web link where the proposed changes are outlined, and shall include a
27 discussion of the rationale for making the changes.
28 C. All amendments to this manual must be incorporated and made available to the
29 State Executive Board and Chapter Presidents and published on the ASEA website,
30 _____-within 30 calendar days of their adoption.

30 **98.02.000 SUSPENSION OF THE RULES**

31 By a two-thirds (2/3rds) vote of the State Executive Board, these policies and procedures
32 may be temporarily suspended.
33