

Proposed Changes to the 12/6/2023 ASEA Policies & Procedures

The ASEA Executive Board has approved these proposed amendments for posting and a 30-day comment period prior to consideration for adoption by the Board.

1.05.000 CHAPTER FUNDS

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- D. Chapters may conduct fundraising activities consistent with the goals and objectives of the Union. The Executive Director must be notified at least 14 calendar days in advance of the activity. Raffles are specifically prohibited.
- E. Chapter funds, including those raised by the Chapter, may not be used to purchase any type of alcoholic beverage or marijuana.

F. Chapters may purchase gift cards in accordance with Policy 18.00.040 - Gift Cards.

JUSTIFICATION: The language is specific to chapters referencing the policies for purchasing gift cards.

18.00.000 FINANCIAL

18.00.040 Gift Cards

- A. Gift cards may be purchased for approved purposes, including volunteer recognition, participant incentives, or emergency support. All gift card purchases must be authorized in advance. The standard maximum value per card is fifty dollars (\$50). If a card over \$50 is needed, that higher amount must be specifically approved as part of the initial authorization.
- B. Gift cards must be purchased from reputable vendors and recorded in a tracking log that includes the following details for each card: Vendor, date of purchase, amount, last four digits of card number, recipient's name and date of distribution
- C. Recipients are required to sign a receipt form when receiving a gift card over twenty dollars (\$25). The receipt must include the card's amount, last four digits of the card number, and the date received.

JUSTIFICATION: The proposed language meets the requirements in the updated AFSCME Financial Standards Code - *The purchase of gift cards is not recommended; if used, a gift card policy must be in place. A gift card policy should define the circumstances under which cards will be purchased, their use and the maximum amount per card. The policy must include procedures for tracking the purchase and disbursement of gift cards. For each card, the tracking system must include: the vendor (e.g., Visa), date of purchase, amount, card number, recipients' name and distribution date. The policy must also require each recipient to sign documentation acknowledging receipt of a card, the card amount and date received.* ([AFSCME Financial Standards code](#) – page 32)

2.03.060 Women's Issues Committee

The Women's Issues Committee is created for members to address challenges, inequalities, and recommendations for improving the lives and working conditions for ASEA women, members, and their families. The Women's Issues Committee will meet telephonically at least quarterly and may meet in a face-to-face meeting annually in lieu of a telephonic meeting.

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JUSTIFICATION: Updated language as adopted by the delegates at the 19th Biennial Convention 2024.

4.02.030 Meeting Packets

A digital copy of the ASEA Executive Board binder shall be provided to each member of the Board no less than ten (10) days prior to each quarterly business meeting, with the exception that financial documents shall be provided no less than five (5) days prior. A copy of the policies and procedures manual shall be provided to each board member.

JUSTIFICATION: The proposed language ensures Executive Board members receive meeting materials with sufficient time to prepare for quarterly business meetings.

7.00.000 THIRD-PARTY ORGANIZATIONS

This policy is intended to protect membership from third-party organizations that solicit membership resignations through fraud, misrepresentation, and false promises. This policy ensures that any membership resignations received by the Union are the result of an informed, uncoerced decision of the individual member. This policy is supplemental to existing staff policy and protocol for processing membership resignations.

ASEA will not accept mail—whether delivered by USPS or by commercial carriers—from third-party organizations soliciting membership resignations through fraud, misleading representations, or false promises.

JUSTIFICATION: Anti-union groups have been targeting ASEA members with misleading letters and forms that look “official.” These groups try to trick members into resigning their union membership by using false promises, half-truths, and misrepresentation. This addition safeguards members’ rights by ensuring that any decision to resign from ASEA is made freely, knowingly, and directly by the member—not through deception by hostile outside organizations. It protects against fraud, upholds clear communication between the union and its members, and preserves the integrity of our membership process. This change is about protecting members, making sure your decisions are respected, and keeping outside anti-union organizations from interfering in ASEA’s relationship with you.

9.03.000 **TRAINING OF STEWARDS**

- A. All stewards will receive ASEA/AFSCME Local 52 or AFSCME steward training. It is the responsibility of ASEA/AFSCME Local 52 staff to provide mandatory statewide basic and advanced steward training at least every six (6) months.
- B. The steward must take the mandatory basic training within six (6) months after being ~~elected or~~ appointed in accordance with 9.05.000. Every effort shall be made to notify the stewards of the basic training opportunity at least forty-five (45) days in advance. Only the Executive Director may excuse an absence. Two (2) consecutive unexcused absences from either a basic or advanced training opportunity following ~~election or~~ appointment shall result in a written complaint referral being made for action under Section 9.07.000.

JUSTIFICATION: The references to ‘elected,’ or ‘election’ are being stricken to align with the change adopted on December 6, 2023, which established that stewards are appointed rather than elected. This update ensures consistency in language and eliminates any confusion by reflecting the current process for steward appointments.

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9.05.000 SELECTION AND DISTRIBUTION OF STEWARDS

- A. The general policy of the Union is that there should be at least one (1) GGU steward per thirty (30) GGU members. Chapters with less than thirty (30) members shall have a steward. The municipal chapters shall have the number of stewards allowed in their Collective Bargaining Agreement (CBA).
- B. To be eligible to become a steward, a member must be a permanent status employee in good standing with ASEA/AFSCME Local 52 for at least one (1) year. On-call or ~~short-term~~ non-permanent employees are not eligible to become a steward.
- C. The chief steward may recommend members for appointment. Each chapter's executive board is responsible for appointment of stewards.
- D. ~~The chief steward may recommend members for appointment with the approval of the chapter executive board. The chief steward or chapter president must verify the member's status with ASEA staff.~~ Each chapter's executive board is responsible for appointing stewards. In the absence of a chapter executive board, the Chief Steward may appoint stewards. Upon appointment, the President or Chief Steward shall sign and submit the nomination form to ASEA Headquarters. In the absence of an active chapter and chief steward, the ASEA Executive Director shall approve appointments.
- E. The steward's term of office shall expire three months after the expiration of the 3-year Collective Bargaining Agreement. In the event a steward does not complete the term, the chapter chief steward may appoint a steward in accordance with 9.05.000.D.3.
- F. Upon expiration of the three-year Collective Bargaining Agreement, all current stewards may be reappointed to a new term by reaffirming their commitment through signing the Expectations of a Steward, subject to approval by the chapter executive board.
- ~~F.G~~ The Executive Director will provide a current list of GGU stewards to the State Department of Administration and a current list of municipal stewards to the appropriate municipality.

JUSTIFICATION:

The proposed changes are intended to streamline, clarify, and modernize the steward appointment and reappointment process. Under the prior system, the nomination form moved back and forth multiple times between the member, the chapter, and ASEA Headquarters, creating unnecessary delays and confusion.

The new process establishes a clear sequence: the member first submits the nomination form to ASEA Headquarters for eligibility verification. Once verified, the form is then forwarded to the Chapter Executive Board for appointment. The appointment is formally recorded, and the Chapter President or Chief Steward signs the form before it is finalized. This approach removes duplicative steps, ensures accurate and timely eligibility checks, and provides consistency across chapters.

The order of Sections C and D has been updated to reflect this streamlined sequence, and new language has been added to clarify procedures when chapters are inactive or lack a chief steward. Additionally, Section F now clarifies that upon expiration of the collective bargaining agreement, current stewards may be reappointed by reaffirming their commitment and subject to approval from the chapter executive board.

Overall, these changes reduce administrative burden, provide transparency, and reinforce accountability in steward appointments and reappointments.

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- A. ASEA may conduct charitable gaming upon obtaining a Charitable Gaming Permit from the Alaska Department of Revenue (DOR) under AS 05.15 and 15 AAC 160.
- B. A segregated banking account shall be established and maintained solely for gaming revenues and expenses. This account shall be separate from all other union funds and shall not be commingled.
- C. The Executive Board shall appoint a Primary and Alternate Member-in-Charge (MIC), and the ASEA Accountant shall be designated as the Gaming Manager. All appointees must have passed the DOR gaming test and meet all statutory and regulatory qualifications and requirements.
The MIC is responsible for lawful conduct of all games, locations, game types, and vendor/distributor compliance. Only game types authorized by Alaska law may be conducted.
- D. The Gaming Manager shall maintain separate gaming accounts/books, retain all required source documents, and file DOR reports timely.
- E. Net proceeds shall be used solely for purposes allowed by Alaska law.
- F. Upon dissolution, any remaining net proceeds from gaming activity under AS 05.15 will be distributed to one or more existing permittees, other than a multiple-beneficiary permittee, in accordance with 15 AAC 160.020(a)(5).

JUSTIFICATION: The proposed language establishes provisions for obtaining a gaming permit and creating a segregated account for its proceeds, distinct from union operating funds. A gaming permit provides the union with a legal and transparent mechanism to generate non-dues revenue. While dues are reserved for core operational expenses, proceeds from charitable gaming may be used, consistent with Alaska law, to support purposes not typically covered by the ASEA operating budget.

12.00.000 ~~UNION ACTIVITIES~~ ASSET MANAGEMENT

12.01.000 ~~MEMBERSHIP~~ ~~PARTICIPATION~~ SALE OR DISPOSAL OF DEPRECIATED ASSETS

The ASEA/AFSCME Local 52 Executive Board Treasurer and Executive Director shall periodically review the union's capital assets to determine whether any items are obsolete, no longer serviceable, or no longer necessary to ASEA operations. This applies to all physical assets purchased by ASEA that are classified as capital assets and subject to depreciation. This includes, but is not limited to, office furniture, fixtures, equipment, and technology. All asset disposals shall be recorded in writing and maintained as part of ASEA's financial records. ~~will make every effort to promote representative participation and involvement of all persons, regardless of race, creed, color, national origin, sex, disability, age, sexual orientation, marital or parental status or political belief.~~

12.01.010 Authorization and Methods of Disposal

- A. The sale, donation, or disposal of any capital asset with an original purchase cost of \$1,000 or more shall require prior approval of the ASEA Executive Board.
- B. Capital assets with an original purchase cost of less than \$1,000 may be disposed of with approval by the Treasurer and notice provided to the Executive Board.
- C. Depreciated or obsolete assets may be disposed of in one of the following ways:
 - a. Sale – Offered for sale to ASEA staff, members, or the public at fair market value.

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- b. Donation – Donated to a nonprofit, charitable, or public entity if such action is in the best interest of ASEA.
- c. Recycling or Destruction – If the asset holds no residual value, it may be recycled or destroyed using environmentally responsible means.

~~12.02.000~~ ~~DISABILITY ACCOMMODATION~~

~~Members who require accommodation for a disability must notify ASEA/AFSCME Local 52 Headquarters of their needs at least one (1) week prior to an activity of the Union or meeting of the ASEA Executive Board.~~

13.00.000 UNION ACTIVITIES

13.01.000 MEMBERSHIP PARTICIPATION

The ASEA/AFSCME Local 52 Executive Board will make every effort to promote representative participation and involvement of all persons, regardless of race, creed, color, national origin, sex, disability, age, sexual orientation, marital or parental status or political belief.

13.02.000 DISABILITY ACCOMMODATION

Members who require accommodation for a disability must notify ASEA/AFSCME Local 52 Headquarters of their needs at least one (1) week prior to an activity of the Union or meeting of the ASEA Executive Board.

JUSTIFICATION: The language from Article 12 is moved down to Article 13 with no changes.

The addition of a Disposal of Assets policy ensures that ASEA manages its property in a responsible, transparent, and accountable manner. While assets eventually become obsolete, fully depreciated, or no longer useful, the absence of a clear process may create risks of inconsistency, loss of value, or improper handling. Establishing this policy provides uniform procedures for authorization, documentation, and financial reporting, while protecting the union from liability and safeguarding the integrity of members' resources.

19.00.000 AUDIO & VIDEO TELECONFERENCES

- A. No meal allowance or other expenses, except business leave when required, shall be paid for any teleconferences, unless authorized by the Executive Director.
- B. For scheduling purposes, the Administrative ~~Assistant~~ Specialist shall be notified, whenever possible, at least 24 hours before a teleconference is desired.
- C. All audio and/or video teleconferences (virtual meeting) will be conducted in accordance with AFSCME Constitution, Appendix E, Policy for Conducting Audio and/or Video Teleconference meetings of a Subordinate Body.

JUSTIFICATION: The proposed change provides clarity and consistency in how ASEA conducts audio and video teleconferences. By referencing the AFSCME Constitution, Appendix E, the policy ensures ASEA's virtual meetings follow established standards and maintain compliance with governing procedures.

22.00.000 **ELECTION PROCESS FOR OFFICERS AND AFSCME CONVENTION DELEGATES**

- A. Notice of Nominations.

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1. The Election Committee shall cause to be mailed, either separately or by prominent inclusion in an official publication of the Union, a Notice of Nominations and Elections to all eligible ASEA/AFSCME Local 52 members at their last known address, in accordance with or subject to the timelines established in Article 7 of the ASEA/AFSCME Local 52 Constitution. A mailing house may be used for this purpose.
 2. Notices of Nominations shall include the following information:
 - (a) the office to be filled and the term of each office.
 - (b) all pertinent dates and deadlines pertaining to nominating petitions and candidate statements, when ballots will be mailed, when ballots will be counted, run-off elections and ballot counting.
 - (c) instructions on how to complete and submit the nominating petition and candidate statement.
 - (d) a nominating petition.
 3. Prior to distribution, ASEA/AFSCME Local 52 support staff shall present a draft Notice of Nominations to the Election Committee Chair for approval by the committee.
- B. Nominating Petitions and Candidate Statements.
1. A standardized nominating petition [and candidate statement form](#) will be provided with the Notice of Nomination and shall also be available from the Union Field Offices in Fairbanks and Juneau, as well as Union Headquarters in Anchorage, and shall be available in PDF format on the Union's web site.
 2. Nominations shall be made on the standardized nominating petition, or in writing within a non-standardized format containing all the same information as the standardized nominating petition.
 3. Nominating petitions [and candidate statements](#) may be emailed, mailed, faxed to Union Headquarters, or hand-delivered to Union Headquarters or any Union Field Office. A nominating petition ~~or candidate~~ ~~received~~ [statement received](#) by email or fax shall be deemed an original document.
 4. Nominating petitions [and candidate statements](#) will be date-stamped with the time of receipt written by the Union, and all nominating petitions [and candidate statements](#) received by Union Field Offices shall be forwarded via fax or scanned and emailed to Union Headquarters that same date.
 5. Union staff shall verify that nominees are under the proper occupational or regional category, when applicable, and that all candidates are members in good standing.
 6. Union support staff shall notify the Election Committee Chair of all qualified candidates, with documentation of any disqualified petitioner for nomination.
 7. At the time nominees are verified to be eligible and are officially recognized as candidates by the Election Committee, their names will be considered public information and the list of nominees shall be posted to the ASEA website.
 8. ~~Each candidate is allowed to submit a statement of the candidate's personal qualifications for the office sought. A candidate's statement may only contain reference to personal qualifications, education, Union positions, experience and accomplishments. Candidate statements may not contain references to other candidates or individuals. If the Election Committee disallows a candidate statement, the Election Committee shall give the candidate an opportunity to submit a corrected statement to be received by the Election Committee twelve (12) days before the ballot mailing deadline. Statements that meet these criteria will be included in the ballot mailing.~~

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The candidate statement process shall be governed by the following procedure:

(a) ~~(a)~~—Each candidate is allowed to submit a statement of the candidate’s personal qualifications for the office sought. A candidate’s statement may only contain reference to personal qualifications, education, Union positions, experience and accomplishments. Candidate statements may not contain references to other candidates or individuals. If the Election Committee disallows a candidate statement, the Election Committee shall give the candidate an opportunity to submit a corrected statement to be received by the Election Committee twelve (12) days before the ballot mailing deadline. Statements that meet these criteria will be included in the ballot mailing.

~~—Union Headquarters will mail a candidate’s statement form to each candidate.~~The candidate statement form shall contain the standardized union disclaimer noted in 22.00.000.B.8(c). Those candidates wishing to submit a candidate’s statement will use this form. Printed candidate Sstatements will be produced in black and white. Please note that pictures/photos will appear much darker than the original.

(b) The order of appearance of statements shall follow the same order used to list the candidates’ names on the ballot.

(c) On each candidate statement, the following disclaimer by the Union shall be noted: “(This statement is the candidates. Its factual accuracy has not been verified and it does not necessarily represent official ASEA/AFSCME Local 52 policy or positions.)”

(d) Candidate statements are to be submitted to the Union Office, and will be date-stamped with the time of receipt written on the back of the statement by Union Office staff.

9. Candidate statements are due at the same time as Nominating Petitions.

C. ASEA/AFSCME Local 52 Election Campaigning.

1. No union funds may be spent campaigning for any candidate seeking union office.

2. No publication sponsored by or supported by the Union may endorse or discourage the endorsement of a candidate for union office. (Reference 17.03.000, “E-mail.”)

3. The Union shall control access to membership mailing lists. Notice of access to Union membership and chapter office mailing lists shall be included in the primary publication of the Union at the time of solicitation of candidate nominations.

(a) ASEA/AFSCME Local 52 candidates are entitled to mailing labels provided by the Union to be affixed to campaign literature, each candidate will prepay for the cost of printing and affixing labels. Candidates are responsible for delivering to the ASEA/AFSCME Local 52 Anchorage office mail-ready campaign materials with postage affixed. ASEA staff will be responsible to address and mail campaign materials at the candidate’s expense.

4. Access to Membership Lists.

No listing of member work and/or home numbers will be released by ASEA for the purpose of telephonic campaigning.

5. The Union’s e-mail, website, or webmail systems may not be used in campaigning for union office. Chapter websites may not be used for campaigning or promotion of candidates.

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6. Within a state owned or leased building or facility, campaign materials may only be posted on official Union bulletin boards.

D. Remote Electronic Voting

1. The Union may conduct elections using a secure remote electronic voting system, including internet-enabled personal devices or telephone voting.
2. Any member who does not have access to the technology required for electronic voting shall be provided with an alternative means to vote, such as secure telephone voting, while maintaining ballot secrecy.
3. A Notice of Nominations and Elections shall be mailed to all eligible members in the same manner and timeline as for mailed ballot elections. The notice shall include voting instructions, the voting period, and the deadline for members to notify the Election Committee if they do not receive the necessary credentials to vote.
4. Candidate statements shall be provided electronically in PDF format and included with the electronic ballots.
5. Any remote electronic voting system used must, at a minimum:
 - (a) Ensure ballots remain secret and prevent linking a voter to their ballot;
 - (b) Use unique, randomly assigned login credentials;
 - (c) Encrypt all ballots and voting data, with voter identity and ballots stored separately;
 - (d) Prevent alteration, retrieval, or voiding of ballots once submitted;
 - (e) Use industry-standard safeguards against unauthorized access, including malware protection and audit logging;
 - (f) Provide the Union with certified tabulation results in digital and in a printable format at the conclusion of the election.
 - (g) The Election Committee shall supervise the entire process.

E. Preparation and ~~Mailing~~ Distribution of ~~the~~ Ballots.

1. Following the nomination petition and candidate statement deadline, the Election Committee shall review all election materials. Packets of election materials (including copies of nominating petitions, candidate statements, and draft ballots) shall be distributed to all Election Committee members. The Election Committee may meet telephonically, if needed, during this review process. The Election Committee shall review the draft ballots for the following:
 - the correct spelling of each candidate's name.
 - The member's name and address are preprinted on the postage paid, pre-addressed business reply envelope.
 - the correct dates and deadlines.
 - clear identification of the number of people to vote for.
 - instructions which clearly indicate how to mark the ballot.
 - if more than one (1) ballot is required, ballots shall be color coded to properly identify the appropriate voting groups.
2. Candidates shall be listed on the ballot in random order as determined by the Elections Committee.
3. The mail ballot shall minimally include the following instructions:
 - (a) Mark the ballot.
 - (b) Place the ballot in the envelope with "BALLOT" printed on it.
 - (c) Seal the "BALLOT" envelope and place it in the postage paid, pre-addressed business reply envelope.

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4. Upon final approval by the Election Committee, Union staff shall administer the distribution or printing and mailing of the ballots and candidate statements. Staff shall inspect the membership data provided by the state for accuracy and completeness before distribution or transferring it to the mailing house.
 - (a) A master membership list shall be run at the same time the ballots ~~labels~~ are prepared.
 - (b) Ballots mailed to locations which are not connected to the Anchorage road systems will be mailed First Class.
 - (c) If a member, for whatever reason, is in need of a replacement ballot, Union Headquarters shall provide the replacement ballot in a timely manner.
- ~~5~~F. Any problem with the election process should be brought to the Election Committee's attention as soon as possible. Notification can be by phone or e-mail and should include all Election Committee members. Written documentation of any such contact shall be kept by Union staff.
- ~~6~~G. If problems involving an election arise that require investigation, the Election Committee should oversee the inquiry.
- ~~E~~H. If a third-party independent contractor is selected to count the ballots, the Election Committee will provide them a key to the Election Committee Post Office box.
- ~~F~~I. Security of Ballots.
 1. All ballots are mailed to a U.S. Post Office box paid for and designated solely for election purposes. During the election process, ballots shall be retained at the U.S. Post Office until the designated time for the counting of ballots.
 2. During the election process, keys to the Election Committee Post Office box are to be kept by the Election Committee Chair [or designee(s)].
- ~~G~~J. Observers.
 1. Each candidate may designate their own observer to be present during the ballot counting. A candidate may not serve as the observer.
 2. The observers may not assist in the actual conduct of the election, may not engage in any kind of campaigning, may not wear buttons or badges in support of a candidate, pass out leaflets, or attempt to discuss the election with anyone while observing.
 3. Observers have the right to call to the attention of the Election Committee members present any perceived violation of proper procedure which they may observe during the ballot counting.
- ~~H~~K. Disruptive Behavior. Observers, Election Committee members, or other members of the Union who, in the judgment of the Election Committee or the third-party independent contractor, are disruptive to the conduct of the ballot counting, may be required to leave by the Election Committee.
- ~~I~~L. Counting of Ballots.
 - ~~1.~~ 1. Ballot counting takes place at ASEA/AFSCME Local 52 Headquarters in Anchorage AK or other location if another facility is selected to accommodate the ballot counting and shall be viewable either in person or through a remote virtual platform for remote voting.
 2. The following procedures shall be used for accessing remote voting results.
 - (a) Upon the close of voting, the Election Committee shall access the official results directly from the electronic voting platform.
 - (b) The results shall be printed in hard copy and shall include on-screen images, tabulations, or system-generated reports that clearly display vote totals and outcomes.

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- (c) A signed copy of the printed results shall be included in the official election record and retained for no less than one year from the Date of Election.
 - (d) At least two Election Committee members shall be present when the results are retrieved and printed.
 - (e) Any discrepancies between the printed report and the on-screen display must be documented immediately and reported to the Election Committee Chair.
2. The following procedure shall be used in counting the mailed ballots.
- (a) Upon delivery of the ballots, the ballots are sorted alphabetically.
 - (b) The names on each ballot are then to be compared with lists [provided by the Executive Director (or designee)] of ASEA/AFSCME Local 52 members in good standing. Any ballots with names not listed are to be sent to the Executive Director (or designee) for confirmation as a disallowed ballot. Disallowed ballots are to be put in the “Disallowed Ballot” pile.
 - (c) Following the check-off of names, the outer envelopes shall be opened and the contents removed. Contents should be the inner ballot envelope. The outer envelopes are to be batched up and saved (in the event of a recount).
 - (d) The inner ballot envelopes are then opened and ballots removed. If the intent of the member voting is clear, the ballot should be counted regardless of any comments written on the ballot, with the exception of any member identification on the ballot. If a voter has signed their name to or initialed the ballot, the entire ballot will be disallowed.
 - (e) Such deviations from the instructions on the ballot, as making a check-mark instead of an “X,” should not serve to disallow a ballot. If the intention of the voter is clear, count the vote.
 - (f) If a ballot is partly spoiled, that does not void the entire ballot. For example, if a voter has voted for two (2) candidates for President, their ballot is void for that office. But if the same voter has voted for only one (1) candidate for other listed offices, the vote for those offices is counted.
 - (g) Write-in votes are not counted; those ballots are treated as though they were blank for the office for which a write-in appears.
 - (h) In a situation where the Election Committee must rule on a ballot being allowed or disallowed, a majority vote of the Election Committee will decide the question.
 - (i) A record is maintained of the number of disallowed and void or totally blank ballots. These will not be included in the tally of valid ballots.
 - (j) When the tabulation of the unquestioned ballots has been completed, the Election Committee should turn its attention to any remaining questioned ballots. If the number of questioned ballots is not large enough to change the outcome of any of the contests, the Election Committee is free to refuse to decide the questioned ballots. In that case, the ballots remain in the sealed envelopes but are retained with the rest of the ballots and the election records. If the number of questioned ballots is great enough that it might affect the outcome of one or more races, the Election Committee must then take up each questioned ballot separately and, without opening the envelope, make a decision as to whether or not the ballot should be counted. In those cases where the Election Committee decides to count the ballot, the envelope should be opened and the ballot deposited, unexamined, in the now-empty ballot box. When all questioned ballots have been disposed of,

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- the ballots in the box should be counted and added to the previous tally. A record should be maintained of the names of those whose ballots were questioned and of the disposition of each.
- (k) The ballots are then to be batched together into groups of 25 ballots/group. The Executive Director (or designee) will provide tally sheets. A tally sheet goes with each group of 25 ballots. Votes are then counted and recorded on the tally sheet. A second person must confirm the vote count on each group of 25 ballots. Each person will place their initials on the tally sheet.
 - (l) If the counting must be interrupted on the Election Day and continued the following day, all materials must be secured for the night by boxing up all election ballots, documents, and materials, and temporarily storing these boxes in a locked room. The following morning, all ballot materials are returned to the count area, and the count resumed.
 - (m) In the event finalization of a count must be delayed, no Election Committee member or volunteer working on the count shall divulge preliminary results before the Election Committee certifies final results.
3. Following batching and count, results are then consolidated and entered onto a Summary Count Form [provided by the Executive Director (or designee)].
 4. Results are then confirmed by the Election Committee.
 - (a) A signed, formal report is submitted by the Election Committee to the Executive Director for distribution to the ASEA Executive Board. The report should state the total number of ballots counted, the final count, and the number of disallowed and totally blank ballots. The formal report shall also state the winner(s) of the election in accordance with AFSCME Elections Manual procedures.
 - (b) All Candidates shall then be called by the Election Committee and notified of the election results.
 - (c) The Elections Report shall be placed on the ASEA/AFSCME Local 52 web site.
 5. Upon completion of the formal report, all election materials (including counted ballots, tally sheets, return envelopes, disallowed and totally blank ballots) must be boxed up, taped, secured, labeled, dated, and initialed by at least two (2) Election Committee members. These boxes are then to be archived in the secured storage of Union Headquarters for no less than one year from the Date of Election.
- ~~6. Recount.~~
- ~~(a) In the event of a recount, the election boxes shall be unsealed in the presence of Election Committee members and observers.~~
 - ~~(b) The postage paid, pre-addressed business reply envelopes (with required information) are to be checked off against the list of members in good standing.~~
 - ~~(c) The ballots are then to be recounted and results compared to the tally sheets and final Summary Count Form.~~
 - ~~(d) All disallowed ballots are then to be reviewed by Election Committee members and observers.~~
 - ~~(e) The Election Committee will submit a signed Final Report to the Executive Director for distribution to the ASEA Executive Board on the results of the recount. All members of the Election Committee participating in the recount are to sign the formal report.~~

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~~(f) — All Candidates shall then be called by the Election Committee and notified of the election results.~~

(g) In order to notify the membership, the Elections Report shall be placed on the ASEA/AFSCME Local 52 web site. Run-Off Elections for Officers Only.

1. In the case no candidate receives a majority of the votes, a run-off election for that office must be held. The ballot for a run-off election will contain two (2) names for each office. In most cases this will mean listing the two (2) candidates who ran first and second place during the original election.
2. If one of the top two vote-getting candidates withdraws, the third highest vote-getting candidate will take their place. Only if all other candidates withdraw from the race can a run-off election be avoided.
3. The run-off election shall be held on the dates identified on the original Notice of Nomination and shall follow the same election rules as that of the original election. This includes the preparation and mailing distribution of the ballots, security of the ballots, observers, and counting the votes. No new statements from the candidates will be accepted. The original statements shall be included with the run-off ballots.
4. The requirement of at least twenty (20) days ~~30-day rule~~ to conduct the election will apply to run-off elections.

KN. Protests. A protest is not the same as a challenge. A challenge questions a nominee's right to run for office and must be raised by a member before the election is actually held. A protest questions the actual conduct of the election itself.

1. Protests and challenges shall be filed with the Election Committee in accordance with Appendix D of the AFSCME Constitution.
2. Any protester or nominee adversely affected by a decision of the Election Committee on a challenge or a protest may file an appeal with the AFSCME Judicial Panel, which retains jurisdiction in all election matters.

LO. Installation of Officers.

1. Newly elected officers have, in fact, been the officers of the Union from the moment the Election Committee's Report was presented to the Executive Director for distribution to the ASEA Executive Board and are legally bound by the Obligation of an Officer.
2. Outgoing officers are obligated to turn over to their successors all books, papers, and other property of the union, and they remain under bond until they have done so. (AFSCME Local Union Elections Manual, "Installation of Officers")

MP. Constitutional Amendments. Constitutional amendments may also be submitted outside the Biennial Convention in accordance with Article 16.C, of the ASEA/AFSCME Local 52 Constitution. Upon receipt the ASEA Executive Board will support, oppose, or reject the proposed constitutional amendment in such a manner that the election may be held in accordance with the timelines in Article 7.05. of the ASEA/AFSCME Local 52 Constitution.

NQ. At the conclusion of the election cycle, the Election Committee shall provide a comprehensive report to the ASEA Executive Board, which includes at a minimum:

1. Procedural problems or irregularities, and the resolution of problems or irregularities.
2. Ineligible candidate listing, and the reason for ineligibility.
3. Minutes of all Election Committee meetings and/or teleconferences.
4. Suggested improvements/changes for the next election cycle.

Proposed Changes to the 12/6/2023 ASEA Policies & Procedures

JUSTIFICATION: The proposed changes are intended to expand and clarify the provisions of Article 7.05D of the ASEA Constitution, which allows secret ballot elections to be conducted by remote electronic voting systems. The proposed language safeguards ASEA elections so they are secure, transparent, and verifiable.

Run-off Elections is revised to a 20-day election notice period which aligns with Article 7.05C of the ASEA Constitution, ensuring consistency across election timelines.

The recount language is being removed from the Policies and Procedures because recounts are not a stand-alone process, but rather one of several possible remedies that may result from a properly filed election protest.