



Convention Delegate Notice

33rd PEF Convention — NYS Public Employees Federation



Rules for Delegate Nominations

1. In order to be nominated, you must be a dues-paying PEF member as of March 2, 2011. You must obtain the signatures of five (5) other dues-paying PEF members from the specific constituency. Dues-paying PEF members signing a petition must also be a member as of March 2, 2011.

2. All nominating petitions will require the complete printed names, complete signatures and member identification numbers (Member ID#) of the members signing. The printed names and member identification numbers must be legible for the signatures to be valid. The Member ID# consists of first initial, and up to the first four letters of the last name (EXACTLY AS PRINTED ON THE PAYCHECK) and the last four numbers of the Social Security Number.

3. **The accuracy of the information required in the petition is the sole responsibility of the person being nominated.**

4. A nominee may not sign his/her own petition.

5. A member may sign only one (1) petition.

6. Nominating petition forms will be available at all Local PEF Offices on **March 21, 2011** at 9:00 AM. Petitions can be mailed to you or picked up and will be posted by 12:00 noon on PEF's web site. Faxing is not allowed. Only members submitting a petition have the right to appeal.

7. Only official nominating petitions may be used to gather signatures. Although reproductions of the official form may be used, the Committee will accept only those forms containing original signatures. Reproduced

(photocopy, FAX, etc.) signatures will be deemed invalid.

8. **All petitions must be received by 5:00 PM on April 11, 2011. Petitions must be returned either by hand delivery or United States Mail as follows:**

Hand delivered:

To the Local PEF Office – During regular business hours 9:00 AM to 5:00 PM Monday through Friday, petitions will be accepted at the Local PEF Offices. The Local PEF Offices cannot receive petitions outside of regular business hours. The deliverer will receive a receipt that is signed, date and time stamped. To PEF Headquarters – During regular business hours 9:00 AM to 5:00 PM Monday through Friday only the Divisions Department may immediately provide a receipt that is signed, date and time stamped. Otherwise the petitions can be deposited in the secured Drop Box in the lobby of PEF Headquarters. The petitions will be collected on a daily basis and signed, date and time stamped receipts will be sent to the candidates later.

OR

Mailed – All mailed petitions must be sent to: NYS Public Employees Federation c/o the Divisions Department P.O. Box 12414, Albany, New York 12212-2414.

Mailed petition must be received no later than 5:00 pm on April 11, 2011. Received means "in hand, not mailed or postmarked." Faxed petitions will not be accepted.

If **regular mail** is used, please allow ample time for mailing.

If **certified mail** is used, a return receipt may be requested, although this is not required. Please note that certified mail sometimes takes longer than regular mail.

N.B. Postal failures or inadequacies are a matter between the individual submitting the petitions and the post office. Delivery delays and/or failures are not grounds for appeal. Allow five days or more for mailing to be safe.

9. Where the number of valid nominees is equal to or less than the number of authorized constituency delegates, no election will be required. Nominees will be so notified.

10. No PEF or employer resources (staff, office equipment, etc.) may be used for electioneering, and no PEF dues money shall be expended for this purpose. This includes PEF headquarters, regional offices and local divisions or councils.

11. No person shall use the PEF logo or letterhead on any written or printed material for campaign or endorsement purposes in any PEF election.

12. Division newsletters may not endorse or contain material that appears to endorse any candidate for delegate.

13. In addition to the above rules, the PEF Code of Ethics will apply to all election activities, which is found in the PEF policy manual.

14. **Failure to meet any of the above requirements or deadlines is not appealable.**

Rules for Delegate Elections

1. No PEF or employer resources (staff, office, equipment, etc.) may be used for electioneering, and no PEF dues money shall be expended for this purpose. This includes PEF Headquarters, regional offices and local divisions or councils.

2. No person shall use the PEF logo or letterhead on any written or printed material for campaign or endorsement purposes in any PEF election.

3. Division newsletters may not endorse, or contain material that appears to endorse, any candidate for delegate.

4. In addition to the above rules, the PEF Code of Ethics will apply to all election activities, which is found in the PEF policy manual.

A. Appeals to the Delegate Elections Committee

1. Any current PEF member who believes he/she is aggrieved by anyone's alleged violation of the Delegate Election rules or any alleged misapplication or misinterpretation of the PEF Constitution or any PEF policy or procedure concerning Delegate Elections and has filed a petition during the regular election period, may appeal such to the Delegate Elections Committee.

a. There shall be a time limit of fifteen (15) calendar days following the close of petitioning or end of balloting for filing appeals to the Delegate Elections Committee.

2. The appeal shall be submitted on a Delegate Elections Appeal Form and filed with the Delegate Elections Committee in person or by mail at PEF Headquarters. The appeal shall contain a concise, factual statement of the facts of the alleged violation, misinterpretation or misapplication. Upon receipt of the appeal, the Delegate Elections

Committee shall notify, in writing, persons as may be deemed appropriate, of the appeal. Such persons shall then have 10 working days from notification of the appeal to make a written response to the Committee.

3. The Delegate Elections Committee shall conduct an investigation of the appeal, if appropriate, and shall use its best efforts to render a decision in writing within 30 calendar days of receipt of the appeal.

B. Appeals to the Credentials Committee

1. The Delegate Election Committee's decision may be appealed to the Credentials Committee to be heard on the Sunday evening prior to the start of the Convention except if a petition was not filed during the regular election period. The appeal shall be filed in writing with PEF's Secretary/Treasurer, delivered in person or by mail, within 15 calendar days following the date of the written decision of the committee.

5. For Those Constituencies Requiring Elections:

a. Ballots will be mailed on **May 6, 2011**.

b. Completed ballots must be returned to the PEF post office box in Albany, NY as printed on the nominating petition, by 5:00 p.m. on **May 27, 2011**.

c. The ballot count will commence on **June 1, 2011** at PEF Headquarters in Albany, NY.

d. Those wishing to observe their election count must notify the Delegate Election Committee by **May 31, 2011**.

e. Ties will be broken by the following methods:

(1) Two candidates tie: Flip of a coin.

(2) More than two candidates tie: Each candidate's name will be placed in a container, and a random drawing will take place.

f. All candidates for convention delegate will be notified of the election results by mail during the week of **June 6, 2011**. Alternate delegates will be identified; by rank as established by order of vote tally.

6. If a delegate leaves his/her constituency between the closing date for nominations and the starting date of the convention, the following rules apply:

a. If the move was due to an involuntary transfer or a layoff within the PS&T Unit, the delegate may attend the convention.

b. If the move was due to a voluntary transfer or promotion within the PS&T unit, the delegate may not attend the convention. If an elected alternate is available, they will be notified.

c. If a delegate leaves his/her constituency due to retirement or resignation, the delegate may not attend the convention.

d. If a delegate has been off a current payroll (not paying union dues) for more than three (3) months, the delegate may not attend the convention.

7. **If any delegate is unable to attend the convention for any reason, including, but not limited to the above situations, written notification must be received by the Delegate Elections Committee, at PEF Headquarters in Albany, New York, by August 31, 2011 in order to allow sufficient time to notify an available alternate there may be, to attend the convention in their place.**



NEW YORK STATE PUBLIC EMPLOYEES FEDERATION, AFL-CIO

33rd PEF Convention
Niagara Falls, NY
September 11-14, 2011



Delegate Nominating Petition

We, the undersigned dues paying members of the Public Employees Federation, AFL-CIO, hereby nominate as delegate to the 33rd PEF Convention:

Name (Print) _____

Home Address _____

City

State

Zip

Member ID # _ - _ - _ - _ - _ Home Phone () _____ Work Phone () _____

Work Location _____ Agency Code _____

PEF Region You Work In: _____ PEF Division #: _____ Delegate Constituency # _____

Published in the 2/11 issue of "The Communicator"

Important notice to the members signing this petition: Please print, your "identification number" along with your printed name and signature to complete this petition. The ID# consists of "your first initial and up to the first four letters of your last name and the last four numbers of your Social Security number.

Members signing petitions can only sign a petition once. Candidates are not allowed to sign their own petition. Only PEF members may sign petitions. A minimum of five (5) signatures is required to nominate the above named nominee. You must print your complete name followed by your complete signature on the line provided below and you must include your Member ID#, for your nomination to be valid. Original signatures only, faxed and/or photocopied signatures cannot be accepted.

Table with 4 columns: NAME (Print), SIGNATURE, MEMBER ID NUMBER, AGENCY / FACILITY. Rows 1-10.

Must be received "in hand" by 5:00 PM, April 11, 2011

at

Public Employees Federation - Delegate Elections Committee
c/o Divisions Department • P.O. Box 12414 • Albany, NY 12212-2414
or any local PEF Office.

- Delegate Nominating Rules on Reverse Side -

