



# 2003 ELECTION RULES

## Dates, Rules, Requirements



### I. Positions to be Filled

**Officers:** Total of 17

- President (1) elected statewide
- Secretary-Treasurer (1) elected statewide
- Vice Presidents (3) each elected statewide
- Regional Coordinators (12) elected by PEF region

**Trustees:** (3) each elected statewide

**Executive Board of Representatives:** Total of 110 tentative, each elected by **individual constituencies** within departments or other organizations:

- Ag & Markets – 1 seat statewide
- Audit & Control – 2 seats
- Banking – 1 seat statewide
- Civil Service – 1 seat statewide
- Corrections – 8 seats
- Dept. of Family Assistance – 7 seats
- Economic Development – 1 seat statewide
- Education – 10 seats
- EnCon – 4 seats
- Executive – 10 seats
- Health – 7 seats
- Insurance – 1 seat statewide
- Labor – 10 seats
- Law – 1 seat statewide
- Mental Hygiene – 25 seats
- Motor Vehicles – 1 seat statewide
- Public Service – 1 seat statewide
- State – 1 seat statewide
- Tax & Finance – 5 seats
- Transportation – 10 seats
- Not-for-Profit Charitable Organizations and for Profit Organizations – 1 seat statewide
- Political Subdivisions of the State of New York – 1 seat statewide
- Public Benefit Corporations of the State of New York – 1 seat statewide

### II. Term of Office

Pursuant to the PEF Constitution, the term of office for all Officers, Regional Coordinators, Trustees and Executive Board Representatives is three (3) years.

### III. Election Period

The election period begins **Monday**, March 3, 2003 and ends **Tuesday**, June 24, 2003.

### IV. Candidate Eligibility Requirements

1. Candidates for Officer and Trustee positions must have been **active** members of PEF, as defined in Article V.I.B. of the Constitution, since April 29, 2001. Candidates for Executive Board must have been regular members as of November 1, 2002 as defined in Article VII, B. 1 of the Constitution. Members may request information from PEF headquarters

regarding the length of their membership in the Union.

2. A person may seek the nomination for only one office or position.

### V. Definitions

1. A **certified candidate** is any member who meets the eligibility requirements for the position he/she is seeking; who fulfills the requirements for nomination; and who is certified by the PEF Elections Committee.
2. A **slate is a fixed list of a group of candidates** seeking office under the endorsement of any organization, caucus, or other group of PEF members.
3. A **majority** is established at that point which exceeds fifty (50) percent of the ballots cast.
4. **Received** means in hand, not mailed or post-marked.
5. Regular membership shall be open to any person employed by the State of New York in the Professional, Scientific, and Technical Unit, and additionally those in comparable titles employed by New York State Public Authorities, New York State Benefit Corporations, Political Subdivisions of the State of New York, and not-for-profit/charitable and for-profit organizations which provide services to New York State citizens by virtue of direct or indirect contractor relationships with NYS, its Public Authorities, Public Benefit Corporations and/or Political Subdivisions, including those laid off, on paid leave or unpaid leave, or any duly elected officer of PEF.
6. An active member shall be a regular member who has performed paid services during the preceding two years, plus one day, in a job title represented by PEF, or a duly elected Officer or Trustee of PEF.

### VI. Mailing of Campaign Literature

1. All payments must be received at time of request.
- 2a. PEF will honor any reasonable request by a potential candidate or slate to mail campaign literature to members at the potential candidate's or slate's expense. These requests will be honored from Friday, March 7, 2003 to Wednesday, April 30, 2003 in the order received. The campaign literature must be provided to the Election Committee in sealed, stamped (postage paid) envelopes which are ready for mailing. Each potential candidate or slate must check with postal officials to determine the proper postage.
- 2b. Potential candidates or slates must pay for

each mailing to cover the cost of address labels. Arrangements will be made for PEF to put address labels on the envelopes containing campaign literature at a rate of \$14.00 per hour. Potential candidates should contact the Election Committee at 1-800-342-4306 Ext. 231 to arrange a mailing.

### VII. Elections Committee

The President shall appoint, and the Executive Board shall approve, a minimum of nine (9) and a maximum of twelve (12) PEF members **who are not seeking an office or position in this election** to serve as the PEF Elections Committee. This Committee will fulfill the duties and responsibilities outlined in these *Regular Election and Campaign Rules* and the *Regular Election Committee Guidelines*. A quorum shall consist of a minimum of five committee members.

### VIII. Campaign Rules

1. The conduct of PEF elections shall be consistent with the standards for such elections developed under the Labor Management Reporting and Disclosure Act (LMRDA).  
*NOTE: PEF elections are governed by the requirements of the LMRDA and PEF's internal rules on elections.*
2. Nominating signatures may not be solicited for an individual for more than one office or position.
3. Pursuant to Article IX, B. 1. of the PEF Constitution, individuals or slates must obtain the signatures of at least ten percent (10%) of the appropriate constituency on official nominating petitions only, in order to appear on the ballot. A membership list with addresses will be available for review (no photocopies) twice within 30 days prior to the election period. No member is entitled to receive a copy of the list. The membership list will be available for review **by appointment only** at PEF Headquarters or PEF Regional Offices between 9:00 am - 5:00 pm, Monday through Friday. If you wish to view a list contact the Election Committee at 1-800-342-4306, ext. 231.
4. Slate nominating petitions may be circulated only for Officers (President, Secretary/Treasurer, Vice Presidents and Regional Coordinators) and Trustees.
5. The official slate may not be altered on the slate nominating petition. Any additions, deletions or changes to the slate on the nominating petition will render the entire petition void.

*(Continued on Page 20)*

### 6. **Slate Candidates**

a. Potential candidates for Officer or Trustee may circulate both slate and individual nominating petitions. Any individual nominating petition **must** indicate the slate affiliation, or the petition will be invalidated.

b. Potential candidates for the Executive Board must circulate individual nominating petitions which **must** indicate the slate affiliation, or the petition will be invalidated. This slate affiliation will also be designated on the ballot.

7. **Independent Candidates.** All potential candidates for Officer, Trustee or Executive Board Representative, running as independents, **must** circulate individual nominating petitions. These petitions **must** indicate independent status, or the petition will be invalidated.

8. No slate may endorse more than one (1) individual for each elective position. An individual may run on only one (1) slate or as an independent.

9. Only official individual and slate 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 nominating and circulator signatures. Reproduced (photocopy, FAX, etc.) signatures will be invalid.

10. Potential candidates are solely responsible for insuring that only acceptable petitions are submitted.

11. **Nominating Signatures.** If any of the following conditions and requirements is not fulfilled, the signature will be invalid:

a. Only **regular** PEF members in good standing, from the appropriate constituency, shall be eligible to sign nominating petitions. **Friday, March 7, 2003**, is the cutoff date for membership.

b. All nominating petitions will require the signature, printed name, and correct member ID number. Member ID number consists of the first initial of your first name and up to the first four letters of your last name AS THEY APPEAR ON YOUR PAYCHECK and the last four numbers of your Social Security number. The printed name and member ID number must be legible for the signature to be valid.

c. Members may sign petitions only for those individuals for whom they are eligible to vote.

d. Members may not sign more than one nominating petition for any individual elective position. Members may sign petitions for up to three individuals each for Vice President and Trustee. (In the case of duplicate signatures, the signatures on the

first petition **received** by the Elections Committee shall be valid.)

12. Nominating petitions may be circulated only by **regular** PEF members. The circulating member must legibly complete the information on the bottom of each petition submitted; only original circulator's' signatures will be accepted. Failure to do this will render the entire petition invalid.

13. The use of union funds or facilities to promote the candidacy of any person is prohibited regardless of whether union officials know about or approve of the use. It is not the intent of this rule to limit candidate forums at which all candidates have equal access.

14. The prohibition against the use of union funds applies to direct expenditures from the union including but not limited to:

a. use of union owned or leased equipment such as telephones, fax machines, copy machines, etc., or use of conference rooms.

b. use of union supplies such as stamps, paper, envelopes, etc.

c. giving free services or special discounts to a candidate customer such as printing, photocopying, etc.

15. a. No PEF staff, office, equipment, material or electronic media (e.g., e-mail and internet) may be used for electioneering. No PEF dues money shall be expended for the purpose of electioneering. This applies to PEF headquarters, regional offices, and local divisions, or councils. For purposes of this election, regular PEF members on union leave working in a non-elected position for PEF or serving in positions funded by joint contract funds shall be considered PEF Staff, unless the position is specifically protected by the PEF Constitution.

16. All funds and resources used by individuals and/or slates in support of their election efforts shall be donations from PEF members only.

17. No person shall use the PEF logo or letterhead on any written or printed material for endorsement in any PEF election process.

18. During the election period, no PEF publications may endorse, or contain material that appears to endorse, overtly criticize, or overtly praise any potential candidate for PEF offices covered by these election rules.

19. In accordance with the collective bargaining agreements between PEF and any employer of workers represented by PEF, no material which constitutes election material for or against any person, organization or faction thereof shall be allowed on PEF bulletin

boards, if such postings are prohibited by the pertinent collective bargaining agreement(s).

20. No PEF member may knowingly misrepresent the candidacy intentions of any other PEF member.

21. In addition to the above rules, the following PEF Code of Ethics will apply to all election activities: (*Note: Ethic charges arising as a result of this election process will be processed by the Elections Committee*)

a. No member shall use the PEF name or logo for other than official PEF business.

b. Only official PEF literature shall be posted on PEF bulletin boards provided under contractual rights by the collective bargaining agreement with the State of New York.

c. Only official PEF business shall be conducted at meetings arranged in the name of PEF. Meeting space at PEF-operated facilities shall be allocated in a fair and equitable manner.

d. No member shall commence litigation against PEF or any of its Officers, Executive Board members or general members, without first seeking redress from the procedures set forth herein.

e. All members shall conduct themselves in a manner that is conducive to fairness and fair play working only for the good and welfare of the membership.

f. No official PEF letterhead or PEF publication will be used to endorse a PEF member for union election.

g. Official PEF publications will not be utilized for individual accusations which are slanderous or which effectively amount to character assassination of other PEF members.

h. No steward shall be denied the opportunity to have a meeting convened to deal with issues of interest to that steward or his/her constituency.

i. No member or officer shall bring charges of a malicious or frivolous nature against another member or officer.

j. No elected official shall engage in corrupt or unethical practices by taking money, books, records, or other property belonging to PEF or its divisions. The unauthorized destruction; alteration; or mutilation of records, vouchers, or receipts will constitute a violation of this code.

k. No officer or member shall abridge the rules and procedures adopted by the PEF Convention or Executive Board, nor violate an oath of office.

l. No member or officer shall engage in corrupt practices or racketeering.

m. No elected PEF official shall engage in

## Dates, Rules and Requirements

dual unionism or advocate secession from PEF.

22. Gifts which have monetary value exceeding \$2.00 may not be given to PEF members during the election period. This is not intended to prohibit distribution of traditional campaign items such as key chains, magnets, pencils, bookmarks, pens, etc.

### IX. Nominating and Campaign Procedures

Potential candidates may obtain all necessary forms from any PEF office by requesting them in person, by mail or by phone. Forms will also be available from the PEF website [www.pef.org](http://www.pef.org) 24 hours after their availability at the PEF office.

All subsequent deadlines (dates and times) refer to **received** at PEF headquarters, not date mailed or postmarked. Petitions may be returned by certified mail, return receipt requested, although this is not required. However, certified mail sometimes takes longer than regular mail. Postal failures or inadequacies are not grievable situations. Forms will not be accepted if faxed.

**All mail concerning this election MUST be sent to PEF Elections Committee, P. O. Box 12414, Albany, NY 12212-2414 – Monday, March 3, 2003** – The following forms will be available at all PEF offices:

**“Notice of Slate Submission”**

**“Notice of Slate Acceptance”**

**“2003 Candidate Directory and Information Sheet”**

The **“Notice of Slate Submission”** will constitute a notification of an intention to run a slate and will designate the official slate name and any acronym, a list of candidates seeking the nomination for President, Secretary/Treasurer, Vice-President, Regional Coordinator, Trustee and Executive Board. A slate name may **not** include the word, “independent”. This form must be signed by a representative of the slate organization. It is not necessary for a slate to designate an individual for each position.

The **“Notice of Slate Acceptance”** will include the endorsee’s name, Social Security number, office sought, signature and date. The original form (not faxed) must be received by the Elections Committee for each slate-designated candidate.

The **“Candidate Directory and Information Sheet”** – The Committee strongly recommends that this form, although totally voluntary, be submitted as soon as possible. This form will give individuals the opportunity to have information about themselves and their candidacy presented in the 2003 Candidate Directory, which will be mailed to all members prior to balloting at PEF’s expense. This Directory will present candidate information **only** in contested races and will also list the automatically elected candidates.

This form will also insure that the Elections Committee has the potential candidate’s name as it should appear on the ballot, his/her current mailing address (for sending petition receipts and certification notices) and telephone numbers (should questions or problems arise).

**Monday, March 10, 2003** - Slates are encouraged to submit their submission and acceptance forms by this date. The Elections Committee will be at PEF Headquarters to review all forms for completeness and to immediately notify the slate representative of any missing information. The Committee will also be available to answer any questions.

**Monday, March 17, 2003 - DEADLINE** for the following original forms which must be received (not faxed) by the Elections Committee at **PEF HEADQUARTERS, no later than 5:00 PM:**

**“Notice of Slate Submission”**

**“Notice of Slate Acceptance”**

Slates will be certified by the Elections Committee upon receipt of these forms. **Petitions received with an unauthorized slate designation will be deemed invalid.**

**Under no circumstances will additions, deletions or any other changes to a slate be allowed after this date.**

If these forms are not received by this date, an individual must run as an independent candidate.

**Monday, March 31, 2003** – The following forms will be available at all PEF Offices:

**“Slate Nominating Petition”**

**“Individual Nominating Petition”**

Slate Nominating Petitions will be preprinted with a listing of each slate’s endorsements for statewide office, trustee and regional coordinator.

**Any alteration of the official slate of candidates by addition, deletion or any other change on the “Slate Nominating Petition”, will render the entire petition invalid.**

Pursuant to the PEF Constitution, individuals or slates must obtain the signatures of at least ten percent (10%) of the appropriate constituency on official nominating petitions only, in order to appear on the ballot. A complete list of the number of signatures required for each office and Executive Board seat is included in these Election and Campaign Rules.

The Elections Committee recommends that nominating petitions be submitted throughout the nominating period.

It is the candidate’s responsibility to make sure that nominating petitions are submitted timely to the regional office or the central office. Such petitions in all 12 locations shall be electronically date and time stamped. In all regional offices, these stamped, time-dated petitions shall be secured in a locked-box device. At headquarters, an Election Committee person

will be present with the staff assigned as petitions are filed. At a set time each day in the regional offices, the contents of the locked box will be overnighted with the receipt to the Election Committee at the central office.

All persons submitting nominating petitions will be given (or mailed) a receipt showing the date, time and sequence numbers of the petitions received. A receipt will also be sent to the potential candidate or the slate representative. Petitions will be available for review **ONLY** by prior appointment with the Elections Committee.

**Wednesday, April 30, 2003 – DEADLINE** for the following forms which must be received at the regional offices or by the Elections Committee at **PEF HEADQUARTERS no later than 5:00 PM:**

**“Slate Nominating Petition”**

**“Individual Nominating Petition”**

**“Candidate Directory and Information Sheet”**

**Thursday, May 1, to Monday, May 12, 2003** – All petitions will be verified and valid signatures tabulated by the Elections Committee, which will certify the signature tally and the validity of each nomination. Petitions will be available for review **only** by prior appointment with the Elections Committee.

Letters will be sent to all individuals for whom nominating petitions were submitted, notifying them whether or not they have been certified as candidates to appear on the ballot. Slate representatives also will be notified. No petitions will be available for review after **Friday, May 23, 2003.**

All **certified** candidates will receive information on obtaining constituency mailing labels to send out their literature. Labels for election purposes may be purchased **only** by certified candidates, by contacting the election committee. Priority for processing label requests will be given to those in contested elections. Candidates are solely responsible for the content of this material.

#### LABEL TYPE

The types of labels available to all certified candidates are as follows:

1. Cheshire – order this type of label for mailing house use
2. Peel and Stick
3. Electronic Format

#### LABEL COST

All labels must be paid for before they are generated. Mailing of labels to certified candidates is by first class; overnight/express mailing by prior request and payment only

0 to 1,000	–	\$ 25.00
1,001 to 3,000	–	\$ 50.00
3,001 to 10,000	–	\$ 75.00
10,001 to 20,000	–	\$100.00
20,001 to 55,000	–	\$180.00

For additional information, please refer to the Mailing Label Request Form For Certified Candidates.

A list of certified candidates for all positions will be published in the “**2003 PEF Elections Candidate Directory**” in a statewide mailing prior to the start of the balloting.

**Tuesday, May 13, 2003** – Ballot positions will be determined by draw at **12:00 noon** at PEF Headquarters. These positions will be maintained through any runoff elections. Candidates and slate representatives are welcome to attend at their own expense.

### X. Election Procedures

The PEF Elections Committee will submit lists of certified candidates and eligible voters to the American Arbitration Association (AAA). Balloting will be conducted by AAA based on these lists, using a double envelope system to insure a secret ballot.

Unless otherwise specified in these rules, recommendations of AAA shall prevail.

In all cases, if a membership card is received at PEF headquarters from any person in a bargaining unit represented by PEF by **Wednesday, April 30, 2003**, he/she may vote in this election.

Members may receive up to two ballots for the 2003 Regular Elections – one listing Statewide Officers, Trustees and their appropriate Regional Coordinator candidates; the other will list their appropriate candidates for Executive Board. No candidate’s professional title will appear on the ballot (i.e. PhD, M.D., etc.). No candidate’s name will appear on any ballot in an **uncontested** election.

In all instances, candidates will be listed by office, in the order drawn on **Tuesday, May 13, 2003**. Slate voting will be allowed only for statewide Officers, Trustees and Regional Coordinators. Boxes will appear next to each candidate’s name to accommodate individual voting.

If a certified candidate becomes ineligible to hold that office, his/her name will not be included on the ballot. If ballots have already been printed or mailed, **but before tabulation**, any votes cast for an ineligible candidate shall be void and shall **not** be considered in establishing a majority or determining election results. Any vacancy occurring after the ballot count is certified will be filled by special election, according to PEF’s Constitution.

Votes for an office will be considered void if the votes cast are for more candidates than authorized for the office.

Write-in votes are not allowed.

Members receiving no ballot(s) or a ballot placing them in an incorrect Region or Executive Board constituency will be able to call the AAA hotline, (800) 529-5218, for a ballot or substitute ballot. All such ballots will be held unopened by AAA until just prior to the ballot count, when their validity is determined by the PEF Elections Committee. Any significant

number of ballot problems in any one constituency should be reported immediately to the Elections Committee at PEF Headquarters.

**Monday, June 2, 2003** – Ballots will be mailed by AAA to eligible voters.

**Monday, June 9, 2003** – Call AAA at (800) 529-5218 if no ballot(s) or incorrect ballot(s) have been received.

**Monday, June 23, 2003** – Ballots must be received at AAA in New York City no later than 5:00 PM.

**Tuesday, June 24, 2003** – Ballots counted by AAA. All candidates or their representatives are welcome to **observe** the count at their own expense. Call PEF Headquarters for information on the time and place for the ballot count.

**Policy on Ballot Recounts** – Recounts will be held for any individual **only** under the following circumstances:

1. **1000 or more total valid votes cast** – Where the difference in the candidates’ tallies is less than 2% of the total.
2. **200 to 999 total valid votes cast** – Where the difference in the candidates’ tallies is less than 20 votes.
3. **Fewer than 200 total valid votes cast** – The Elections Committee will consider **any** request by candidates or their representatives for a recount. Their decision will be final.

Pursuant to the PEF Constitution election will be by majority of ballots cast and if no majority is achieved, a runoff election will be held as soon as possible.

In the instance of offices of President, Secretary/Treasurer, Regional Coordinator and Executive Board, if no majority is achieved on the first ballot, a runoff election shall be held between the two highest vote-getters.

In the instance of offices of Vice-President and Trustee, the basis for establishing a majority shall be determined by the number of members voting for that office, regardless of the number of candidates for whom they vote. If all positions are not filled on the first ballot, a runoff election shall be held using the AAA rule of two to determine the winners.

A complete list of the certified election results will be published in the August 2003 issue of *The Communicator*.

### XI. Election Grievance and Appeals Procedure

#### *Grievances to the Election Committee*

1. Any current PEF member who believes he/she is aggrieved by anyone’s alleged violation of the Election rules or any alleged misapplication or misinterpretation of the PEF Constitution or any PEF policy or procedure concerning Elections, may grieve such to the PEF Elections

Committee.

2. Any ethics grievances arising as a result of the election process will be adjudicated by the Elections Committee.
3. The grievance shall be submitted on an Elections Grievance Form and filed with the Elections Committee in person or by mail at PEF Headquarters. The grievance shall contain a concise, factual statement of the facts of the alleged violation, misinterpretation or misapplication. Upon receipt of the grievance, The Elections Committee shall notify, in writing, persons as may be deemed appropriate, of the grievance. Such persons shall then have fifteen (15) working days from notification of the grievance to make a written response to the Committee.
4. The Elections Committee shall conduct an investigation of the grievance, if appropriate, and shall render a decision in writing as soon as possible. The Committee shall use its best efforts to render a decision in writing within 60 calendar days of receipt of the grievance. The Committee’s decision shall be mailed to the grievant and to such other persons as may be deemed appropriate.
5. The Election Committee may award appropriate relief in any grievance, including the following:
  - a. ordering compliance with the Constitution, policy, procedure or Election rule violated;
  - b. ordering, as deemed necessary, the conduct of a new election (petitioning and/or balloting);
  - c. suspending the ballot count until the grievance/appeal has been adjudicated.
  - d. referring a grievance to the President for a hearing before the Election Hearing Panel when the Elections Committee’s recommendation for relief includes a reprimand, fine, suspension, expulsion or other discipline.

#### *Hearings Before the Election Hearing Panel*

6. a. Upon receipt by the President of a grievance referred by the Elections Committee for a hearing, the President shall appoint a five-person Hearing Panel, subject to confirmation by the Executive Board, to preside at the hearing or trial. The members of the Hearing Panel shall be members of the Executive Board. No party to the grievance or potential witness to the events at issue in the grievance may be a member of the Hearing Panel.
  - b. The accused may appear before the Hearing Panel in person and with witnesses to answer the grievance. A full and fair hearing will be conducted, with the accused afforded the right to question witnesses and examine any evidence

## Dates, Rules and Requirements

presented by the party filing the grievance. Witnesses must be sworn in and testify under oath. The parties may select another PEF member to represent him or her in the presentation of a defense. The accused may elect to present a defense in writing rather than personally appear. In the absence of a written or personal defense, the hearing or trial shall still proceed.

7. Judgment of the Hearing Panel
  - a. Upon completion of the hearing, the Election Hearing Panel shall vote on whether to sustain the grievance in whole or in part. A majority vote of the Election Hearing Panel shall be required to sustain the grievance. The Election Hearing Panel shall use its best efforts to render a decision in writing within thirty (30) calendar days of the end of the hearing or trial. The Election Hearing Panel's decision shall include a summary of the evidence presented and shall state the basis upon which the decision is made. The Election Hearing Panel's decision shall be mailed to the accused, the party who filed the grievance, and to such other persons as may be deemed appropriate. If the grievance is not sustained, it shall be dismissed.
  - b. If the grievance, or any portion thereof, is sustained, the Election Hearing Panel shall render judgment and may impose discipline. Discipline may include:
    1. Requirement that the guilty party or parties conform to the Constitution, policy, procedure Election Rules, or Code of Ethics violated.
    2. Commands to do or perform or refrain from specific acts.
    3. Fine.
    4. Reprimand.
    5. Deprivation of PEF privileges.
    6. Removal from office.
    7. Suspension or expulsion from PEF.
8. Judgments of the Election Hearing Panel are final unless a party to the grievance appeals the decision to the Executive Board.
9. Hearings before the Election Hearing Panel

shall be conducted pursuant to the rules of Procedures for Election Hearings.

### **Appeals to the Executive Board**

1. The Election Committee's decision or the Election Hearing Panel's decision may be appealed to the PEF Executive Board. The appeal shall be filed in writing with PEF's Secretary/Treasurer, delivered in person or by mail.
2. The appeal shall be considered at the next scheduled meeting of the Executive Board, provided the appeal is postmarked at least twenty (20) calendar days prior to that meeting. Upon receipt of the appeal, the Secretary/Treasurer shall promptly give written notice of the pendency of the appeal to the Elections Committee or the Election Hearing Panel and to such other persons as may be deemed appropriate. These persons may make written submissions to the Board concerning the appeal.
3. It shall require an affirmative vote of one third (1/3) of Executive Board members present and voting to hear an appeal. If the Executive Board votes not to hear the appeal, the decision of the Elections Committee or the Election Hearing Panel shall be final.
4. If the Executive Board votes to hear the appeal, in considering the appeal, the Executive Board shall allow the Elections Committee or the Election Hearing Panel, the appellant and such other persons as shall be deemed appropriate to present oral arguments. The appellant shall be granted equal time as allotted to the Elections Committee or the Election Hearing Panel, but not less than 10 minutes, for presentation of the appeal. It is the appellant's responsibility at his/her own expense, to be present at this meeting for presentation of any oral argument.
5. The Secretary/Treasurer shall notify the appellant, the Elections Committee, or the Election Hearing Panel and any other parties as may be deemed appropriate, of the Executive Board's decision on an

appeal.

6. The Board may affirm, reverse or modify the decision of the Election Committee or the Election Hearing Panel, including the Election Hearing Panel's award of relief. The decision of the Board shall be final.

### **Representation**

Members shall have the right to present their own case or have another PEF member present the case. Outside attorneys will not be present during any proceedings.

### **Time Limits**

1. For specific electoral races: There shall be a time limit of thirty (30) calendar days following the ballot count for filing appeals to the Elections Committee. Should balloting not be necessary, the time limit will be thirty (30) calendar days following the last day of petitioning.
2. For other than specific electoral races: the time limit for filing grievances with the Elections Committee shall be thirty (30) days after the ballot certification.
3. To appeal the Committee's decision to the Executive Board: There shall be a time limit of thirty (30) calendar days following the date of the written decision of the Committee.

### **Miscellaneous**

1. The Elections Committee or the Executive Board may, however, without considering the merits of the grievance, deny any grievance which it deems is frivolous, repetitive, moot or brought in an unduly delayed fashion. A decision by the Committee to reject a grievance on one of these bases shall be appealable, as provided above, to the Executive Board.
2. Nothing in the procedure shall in any way impair the authority of any PEF officer, body or committee from fulfilling normal obligations during the pendency of an appeal.
3. Any questions related to these rules and procedures should be directed to the Elections Committee (not PEF staff) through PEF headquarters.

**See page 24 for signature requirements.**

### 2003 ELECTION COMMITTEE

Sheila Bradwell  
Edith Cooper  
Ed Doyle

Kristie Fowler, Staff  
Paul Gendron  
Donald Kehoskie  
Charmaine McKetty

Bridget Pawelczak  
Vivian Street, Chair  
Lola Young

# SIGNATURE REQUIREMENTS 2003 - 2006 ELECTIONS

<i>Office</i>	<i>Signatures Needed</i>
<b>President</b> (elected statewide) .....	<b>5,107</b>
<b>Secretary-Treasurer</b> (elected statewide) .....	<b>5,107</b>
<b>Vice President</b> (elected statewide) .....	<b>5,107</b>
<b>Vice President</b> (elected statewide) .....	<b>5,107</b>
<b>Vice President</b> (elected statewide) .....	<b>5,107</b>
<b>Trustee</b> (elected statewide) .....	<b>5,107</b>
<b>Trustee</b> (elected statewide) .....	<b>5,107</b>
<b>Trustee</b> (elected statewide) .....	<b>5,107</b>
<b>Region 1 Coordinator</b> (Niagara, Erie, Wyoming, Cattaraugus, Chatauga) .....	<b>399</b>
<b>Region 2 Coordinator</b> (Allegheny, Steuben, Yates, Schuyler, Chemung) .....	<b>66</b>
<b>Region 3 Coordinator</b> (Orleans, Genesee, Monroe, Livingston, Ontario, Wayne) .....	<b>262</b>
<b>Region 4 Coordinator</b> (Seneca, Cayuga, Cortland, Onondaga, Oswego, Jefferson) .....	<b>323</b>
<b>Region 5 Coordinator</b> (Tompkins, Tioga, Broome, Chenango, Otsego, Delaware) .....	<b>169</b>
<b>Region 6 Coordinator</b> (Oneida, Lewis, Herkimer, Hamilton, Fulton, Montgomery, Madison) .....	<b>177</b>
<b>Region 7 Coordinator</b> (St. Lawrence, Franklin, Clinton, Essex) .....	<b>138</b>
<b>Region 8 Coordinator</b> (Albany, Warren, Washington, Saratoga, Schenectady, Schoharie, Rensselaer, Greene, Columbia) .....	<b>1,602</b>
<b>Region 9 Coordinator</b> (Ulster, Sullivan, Orange, Rockland, Dutchess, Putnam, Westchester) .....	<b>480</b>
<b>Region 10 Coordinator</b> (New York, Bronx) .....	<b>567</b>
<b>Region 11 Coordinator</b> (Richmond, Queens, Kings) .....	<b>499</b>
<b>Region 12 Coordinator</b> (Nassau, Suffolk) .....	<b>414</b>

## 2000 - 2003 EXECUTIVE BOARD APPORTIONMENT

<i>Seat#</i>	<i>Department</i>	<i>Signatures Needed</i>
1	<b>AGRICULTURE &amp; MARKETS - 1 seat Statewide</b> (06000, Ag&Mk Per Diem 06010, Ag&Mk St Fair 06110)	36
<b>AUDIT CONTROL - 2 seats</b>		
5	Office of the State Comptroller (Audit & Control) (00650, 02000 D.263A - All employees in Region 8, except employees in the Division of Municipal Affairs and the Division of Management Audit and Staff Financial Services)	26
7	Office of the State Comptroller (Audit & Control) (00650, 02000 D.263B - All employees outside of Region 8, plus all Region 8 employees in the Division Of Municipal Affairs and the Division of Management Audit and State Financial Services)	67
10	<b>BANKING - 1 seat Statewide (07000)</b>	42
15	<b>CIVIL SERVICE - 1 seat Statewide (08000)</b>	5
<b>CORRECTIONS - 8 seats</b>		
20	Attica, Wende, Collins, Gowanda, Lakeview ASACTC, Lakeview Shock, Wyoming, Buffalo (10000,10430,10450,10470,10640,10660,10880)	54
25	Albion, Elmira, Camp Monterey, Rochester, Orleans, Groveland, Southport, Livingston, Willard (10090,	52

10110, 10190, 10300, 10460, 10600, 10630, 10800, 10820)		
30	Camp Pharsalia, Camp Georgetown, Mohawk, Oneida, Mid State, Marcy, Marcy ASACTC, Hale Creek ASACTC (10180, 10210, 10390, 10440, 10480, 10490, 10850)	40
35	Clinton, Clinton Annex, Camp Gabriels, Camp Adirondack, Camp Moriah, Franklin, Altona, Bare Hill ASACTC, Mt. Lyon, Chateaugay ASACTC, Upstate (10020, 10220, 10230, 10510, 10530, 10540, 10560, 10590, 10840, 10860)	46
40	Great Meadow, Cossackie, Central Office, Summit Shock, Mt. McGregor, Hudson, Washington, Greene (10040, 10130, 10160, 10200, 10260, 10270, 10650 10670)	67
45	Fishkill, Wallkill, Eastern, Woodbourne, Downstate, Mid Orange, Otisville, Camp Beacon, Ulster, Sha wangunk, Sullivan (10050, 10060, 10100, 10140, 10240, 10280, 10290, 10340, 10610, 10680, 10690)	55
50	Ossining, Green Haven, Bedford Hills, Arthurkill, Queensboro, Taconic, Bayview, Edgecombe, Lincoln, Fulton, NYC Central Admin. (10070, 10080, 10120, 10150, 10170, 10250, 10310, 10320, 10360, 10380, 10500)	45
52	Auburn, Watertown, Ogdensburg, Five Points, Butler, Cayuga, Riverview, Cape Vincent, Gouverneur (10010, 10030, 10350, 10370, 10520, 10550, 10570, 10580, 10810)	53
55	<b>ECONOMIC DEVELOPMENT - 1 seat s/w (22000)</b>	11
<b>EDUCATION - 10 seats</b>		
65	V.E.S.I.D. (11000 - D.215,230,372,376)	48
70	ED Batavia School f/t Blind & ED Rome School f/t Deaf (11260,11270), and S.E.D. Downstate & OPD statewide (D.349)	36
75	EDUC Main Office including Office of Higher Education, Elem, Middle, Secondary, & Cont Ed., Office of Management Services (Agency 11000,11010)	62
90	EDUC Main Office (11000,11010) including Office of the Professions, V.E.S.I.D.(Albany D.194), Office of Cultural Education, and Higher Educ Serv Corp (11100)	70
80	SUNY HSC BRKLYN, HSC BKLYN P/R (28100, 28108)	48
85	SUNY HSC Syracuse (28110,28118) All titles except T & R Nurse 2	25
95	SUNY HSC Syracuse (28110,28118) T & R Nurse 2	52
100	SUNY Stonybrook (28058) All titles except T& R Nurse 2 Last names beginning with letters F through Z	56
101	SUNY Stonybrook (28058) T& R Nurse 2 Last names beginning with letters F through Z	68
102	All the rest of SUNY (agency codes beginning with 28 except 28100, 28110, 28118, 28058)	77
<b>ENVIRONMENTAL CONSERVATION - 4 seats</b>		
105	EnCon Regions (NOT PEF Regions) 1 - 5 (aka Division 385; 169D,E,F,G)	54
110	EnCon Regions 6 - 9 (aka Division 169H,I,J,K)	47
115	Albany County - all Engineers, Technicians, and Geologists (Div. 169B)	40
120	Albany County - all PS&T Titles (Div. 169 A,C; except Engineers, Technicians and Geologists)	43

# SIGNATURE REQUIREMENTS

## EXECUTIVE - 10 seats

125	Ex Office General Services (01050).....	62
130	Parks & Rec Agencies – statewide..... (all agency code #'s beginning 49---)	38
145	Div of Parole - Region 1-9 (01020).....	51
150	Div of Parole - Region 10 (01020) .....	46
152	Div of Parole - Region 11&12 (01020) .....	39
155	Off Real Prop Sv (01310) .....	31
160	Ex Hsg & Cmty Rnl (01080).....	5
165	Ex State Police, Ex Mil Navl Aff, .....	68
	Ex Veterans Aff, Div Prob&Corr Alt, Ex Adiron Park, Ex Off of Aging, Ex Crmnl Jst Sv, Ex Corr Comm, Off Prev Dom Vi, Council on Chil, Lk George Pk C (01060, 01070, 01190, 01200, 01300, 01370, 01490, 01530, 01580, 01620, 19002)	
170	Ex Alco Bev Con, Ex Div Human Rt, .....	34
	Ex Cons Prot Bd, Ex Council Arts, Ex Crime Victim, Ex Racng&Wgr Bd, Ex Elections Bd, Adv for Disable, Qual Care Mgt, Off Reg Mgt Ast, (01030, 01090, 01120, 01360, 01400, 01510, 01540, 01570, 01590, 21110)	
172	Off Tech Admin, Sci Tech Aca Re (01110, 01630) .....	38

## HEALTH DEPARTMENT - 7 seats

180	Health Main Off, PEF Regions 1-7; H Vet Home Oxfd; .....	45
	H Vet Home Batv(12000,12120,12180)	
185	Health Main Off - PEF Region 8, Tower Bldg 2-42 and .....	61
	ESP Concourse (D.205A)	
190	Health Main Off - PEF Region 8, Wadsworth Ctr., .....	34
	Axelrod, Griffin, All related labs (D. 205B)	
195	Health Main Off - PEF Region 8 including .....	41
	Rennselaer County, Glen Falls Office; 1215 Western Avenue, Washington Ave., Albany County Health Dept., Sterling Winthrop, Saranac, and other off site locations with the exception of Gardenway (D. 205C)	
197	Health Main Off PEF Region 8 including One Commerce .....	44
	Plaza, Menands, Delmar, "Gardenway" in Rennselaer County (D.205D)	
200	Health Main Ofc Region 10,11,12 including .....	44
	St. Albans Nursing Home (12000, 12150)	
202	Health Main Off - PEF Region 9; including Health .....	42
	Department Main Ofc New Rochelle, Helen Hayes; Vet Home Montrose (12000, 12030, 12190)	
205	<b>INSURANCE - 1 seat s/w (13000)</b> .....	55

## LABOR - 10 seats

207	State Ins Fund –Albany, Buffalo, Rochester, Syracuse, .....	52
	Endicott, White Plains (00640)	
210	State Ins Fund – Field Services, Premium Audit, .....	57
	Underwriting, Ex Admin, Cash Mgmt, Credit & Coll, Executive, Finance, Internal Audit, Investment, Media Publ (00640)	
215	State Ins. Fund – Nassau, Suffolk, Metro 90 NYC, .....	49
	Safety Group 1, Safety Group 2, NYC (00640)	
220	Wrkrs Comp Board statewide and Labor Region 12 (14010 & D.200).....	64
225	Labor - Regions 1,2,3 (14020).....	36
230	Labor - Regions 4,5,6,7 (14020).....	48
235	Labor – Region 8 Albany County only (14020).....	57

240	Labor - Region 8 excluding Albany County and Region 9 (14020) .....	40
245	Labor – Region 10,11 All positions as of October 2002 .....	42
	at 345 Hudson St and all other positions in NYC, excluding Division of Employment Services and Workforce Development (14020, D.245B, D.245C, D.245E, D.245G)	
250	Labor – Region 10, 11 Includes all positions in the .....	37
	Division of Employment Services (DOES) and Workforce Development DOES local offices and One-Stop Centers, Alien Certification, Employer Relations, Testing and NYC Office (14020 - D.245A, D.245D, D.245F)	
255	<b>LAW - 1 seat s/w (03000)</b> .....	25

## MENTAL HYGIENE - 25 seats; including OMH, OMRDD, OASAS

### PEF Region 1 - 2 seats

260	Buffalo PC and Region 1 (OMH Main Ofc, .....	34
	Roch Psy Ctr, Creedmr P CT, Hutchings, Brooklyn Children, Central NY PC)(50000,50030, 50110, 50150, 50190, 50520)	
265	Western NY DDSO, Childrens Psy Ctr,and Region 1 .....	46
	(OMR Main Ofc, Cap Dist DDSO, L Island DDSO, Brooklyn DDSO, Finger Lake DDSO) (50810, 51000, 51290, 51330, 51350, 51380, 51780)	

### PEF Region 2 & Region 4 - 1 seats

275	PEF Region 2 OMH & Region 4 OMH/OMR – Region 2 .....	72
	(Elmira PC, Elmira Childrens, OMH Main Off.), Region 4 (Hutchings PC, Hutchings Children, Central NY DDSO, MH Cap Dst P Ct, Central NY PC, Sunmount DDSO, OMH/OMR Central Ofc. positions) (50000, 50190, 50390, 50550, 50738, 50920, 50980, 51000, 51240, 51420)	

### PEF Region 2 & PEF Region 3 OMH/OMR - 2 seats

280	PEF Region 2 & 3 OMH Rochester PC and Rochester .....	31
	Child Serv, Region 2 & 3 (MH Main Ofc, Central NY PC), Region 3 (Buffalo Psy Ctr, Elmira Child Sv, MH Elmira Psy Ctr) (50000, 50030, 50050, 50110, 50330, 50390, 50743)	
285	PEF Region 2 & 3 OMR Region 2 (Finger Lake DDSO, .....	69
	OMRDD Main Ofc), Region 3 (Finger Lakes DDSO, OMRDD Main Ofc, Central NY DDSO,Western NY DDSO)(51000, 51240, 51330, 51780)	

### PEF Region 5 - 1 seat

290	PEF Region 5 MH Bing Psy Ctr, Bing Child Serv, .....	56
	Broome DDSO, Valley Ridge CIT, & Region 5 (MH Cntrl NY PC, MH Main Ofc, OMRDD Main Ofc, Roch Psy Ctr, Elmira Child Sv, St. Law Child Sv, Central NY DDSO, Cap Dist DDSO) (50000, 50010, 50110, 50390, 50550, 50570, 50731, 51000, 51240, 51290, 51500, 51940)	

### PEF Region 6 - 1 seat

295	PEF Region 6 MH Mhvk Val PC (excluding McPike ATC), .....	71
	MH Centr NY PC, Mhk Vly C Yth, & Region 6 (MH Main Office, Bing Psy Ctr, Rck PC C Yth, Central NY DDSO, OMRDD Main Ofc, Sunmount DDSO, Val Ridge CIT) (50000, 50010, 50210, 50390, 50540, 50860, 51000, 51240, 51420, 51500, Division 183, 189, 344)	

### PEF Region 7 - 1 seat

305	MH St Law Psy C, St Law Child Serv, Sunmount .....	46
	DDSO & Region 7 (OMRDD OMRDD Main Ofc, MH Cntrl NY PC) (50120, 50390, 50570, 51000, 51420)	

# SIGNATURE REQUIREMENTS

<b>PEF Region 8 - 2 seats</b>		
310 PEF Region 8 MH Main Office, Cap Dst C You, .....54 MH Cap Dst P Ct (50000, 50110, 50390, 50590, 50980 - D.392 & D.231)	440 Ofc of Children & Family Services Regions 9-12 (25000).....45	
315 MRDD Main Off items, Cap Dist DDSO, Region 8 .....51 Taconic DDSO (51000, 51250, 51290 - D.165, D.257, D.282)	445 Office of Temporary & Disability Assistance Regions 1-5 (27000).....40	
<b>PEF Region 9 - 4 seats</b>		
325 MH Hdsn Rvr PC, MH Midltn Psy C, MH Mid Hdsn .....61 PC, Region 9 (MH Central NY PC, MH Main Ofc) (D. 238, D.279, D.274, 50000, 50060, 50100, 50390, 50440)	450 Office of Temporary & Disability Assistance Regions 6-8 (27000).....62	
335 MH Rockland PC, MH Nat Kln Inst, MH Rck PC C Yth, .....61 & Region 9 (Bronx Psy Ctr, Queens Pc C Yth) (D.235, 50170, 50310, 50340, 50860, 50870)	455 Office of Temporary & Disability Assistance Regions 9-12 (27000).....62	
345 Taconic DDSO & Region 9 (OMRDD Main Ofc).....31 (D.248, 51000, 51250)	460 <b>DEPT OF STATE - 1 seat s/w (19000, 19010).....30</b>	
350 Hudson Valley DDSO.....33 (D.336 & D.276, 51210)	<b>TAX &amp; FINANCE - 5 seats</b>	
<b>PEF Region 10 - 3 seats</b>		
355 MH Bronx Psy Ct, MH Brx PC Children Youth, Metro .....72 NY DDSO, & Region 10 (OMRDD Main Ofc, Kingsboro Psy Ctr, Brooklyn DDSO) (50020, 50310, 50880, 51000, 51450, D.213)	465 PEF Regions 1-7 and PEF Region 13 (Agency beg. 20--- ).....31	
360 MH Psych Inst, MH Wash Hts Un, & Region 10 .....28 (MH Main Ofc, Creedmr P Ct, Rockland PC, S Beach Cntr, Nat Kln Inst) (D.292, D.254, 50000, 50150, 50170, 50180, 50340, 50510, 50790)	470 PEF Regions 9-12 (Agency beg. 20--- ).....56 (PEF Region 8 - 3 seats)	
365 MH Manhatn P Ct, MH Krby Psy Cnt.....40 (D.267, 50080, 50350)	475 Division 190A – Tax Appeals – Troy, .....44 Division of the Treasury, and all of Bldg 9 – except Office of Counsel and Technical Service Bureau (20010, 20020, 20030)	
<b>PEF Region 11 - 4 seats</b>		
370 Brooklyn DDSO, Bern Fine DDSO, Staten Island DDSO, .....68 IBR & Region 11 OMRDD Main Ofc (51000, 51270, 51380, 51430, 51470)	480 Division 190B – Technical Service Bureau, .....47 Star Textile Bldg, Ofc of Counsel Bldg 9, ESD/Empire Bureau, Star Textile (20010, 20020, 20030)	
375 MH Kingbr Py Ct, Brklyn Children, Queens Psy Ctr Chil & .....40 Yth (50020, 50520, 50870)	485 Division 190C – All employees in Bldg 8, 8A, .....45 except ESD/Empire, Capital Region Ofc, Lottery, 855 Central Ave, Wade Road (20010, 20020, 20030, 20050)	
380 MH Creedmr P Ct, Region 11 MH Main Ofc (50000, 50150).....51	<b>TRANSPORTATION - 10 seats</b>	
385 So Beach Chld S, MH S Beach Cntr, (50500, 50790).....50	490 Division 177A - NYSDOT Main Office, including .....53 Information Services, Office for Equal Opportunity Devel & Compliance, Office Of Engineering (excluding Technical Services Division) (17000)	
<b>PEF Region 12 - 3 seats</b>		
395 Pilgrim PC – Outpatient, Sag PC Children Youth, & .....31 Region 12 Creedmr (50200, D.2330, 50850, 50150)	495 Division 177B - NYSDOT Main Office, All other .....54 Main office employees excluding Div 177A (17000)	
405 L. Island DDSO & Region 12.....27 OMRDD Main Off (D.209, 51000, 51350)	500 TR Albany DOT Region 1 (17010).....36	
410 MH Pilgrim PC – Inpatient & Region 12 .....53 MH Main Ofc (50000, 50200, D.2331)	505 TR Buffalo DOT Region 5 (17050).....43	
415 <b>OFFICE OF ALCOHOL &amp; SUBSTANCE</b> <b>ABUSE SERVICES - 1 seat s/w (53000, 53500) .....60</b>	510 TR Poughkeepsie DOT Region 8 (17080).....45	
420 <b>MOTOR VEHICLES - 1 seat s/w (23000) .....60</b>	515 TR Manhatn DOT Region 11 and NYMTC (17110 & 17000, D.214).....46	
425 <b>PUBLIC SERVICE - 1 seat s/w (16000) .....34</b>	520 TR Rochester DOT Region 4 and.....48 Hornell DOT Region 6 (17040, 17060)	
<b>DEPARTMENT OF FAMILY ASSISTANCE - 7 seats</b>		
430 Ofc of Children & Family Serv Regions 1 through 7 (25000).....52	525 TR Utica DOT Region 2 and .....45 TR Binghamton DOT Region 9 (17020, 17090)	
435 Ofc of Children & Family Services, Region 8 .....47 (Home Ofc 52 Washington Ave., and Rensselaer) (25000)	530 TR Syracuse DOT Region 3 and .....46 Watertown DOT Region 7 (17030, 17070)	
437 Ofc of Children & Family Services Region 8 Capital District .....27	535 TR Hauppauge DOT Region 10 (agency 17100)..... 46	
	540 <b>NOT FOR PROFIT CHARITABLE ORGANIZATIONS and</b> <b>FOR PROFIT ORGANIZATIONS - 1 seat s/w.....12</b> (99001) - Narcotic and Drug Research, Incorporated (99003) - Narcotic and Drug Research, Inc. State & Admin Services (99006) - Lockport Hospital	
	545 <b>Political Subdivisions of NYS - 1 seat s/w .....17</b> (99002) - Albany Housing Authority (99004) - Albany County Probation (99007) – Oswego County Employees	
	550 <b>Public Benefit Corporations of NYS - 1 seat s/w .....72</b> (12010) – Roswell Park Cancer Inst. (99005) - NYS Canal Corporation	