

PSC Chapter Elections: Summaries and Flow Charts

1. Chapter elections, 2. Filling chapter vacancies, 3. Tips on communicating during a PSC chapter election

Sources: <https://www.psc-cuny.org/about-us/constitution>
<https://www.psc-cuny.org/about-us/election-rules>
<http://pscunywf.org/about-the-fund/bylaws.aspx>

Section 401 (g) of the Labor Management Reporting and Disclosure Act (LMRDA), and the Department of Labors' ["Conducting Local Union Officer Elections: A Guide for Election Officials"](#)

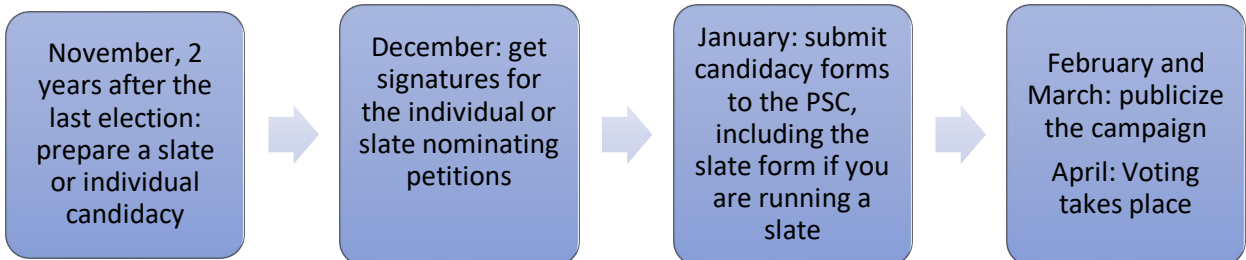
1. Chapter Elections

- Chapter elections take place every three years.
- People may run as a slate or individually.
- Positions are:
 - Chair
 - Vice chair
 - Secretary
 - Delegates (the number of delegates depends on the size of the chapter)
 - Alternate delegates (the number of alternate delegates depends on the size of the chapter)
 - Four Officers-at-large (does not depend on the size of the chapter)
 - One or two Welfare fund representatives (Each unit of the University with less than 250 eligible voters shall elect one (1) member. Each unit with 250 or more eligible voters shall elect two (2) members.)

Timeline

To see when your next chapter election takes place, check <https://www.psc-cuny.org/about-us/elections-committee>.

Elections are generally held in April, but there are several months of work needed beforehand to get ready for them, so preparing in November the year before is a good idea.



- Each individual or slate will need to get 25 signatures or 25% of the chapter membership, *whichever is less*. Signatures will be collected in an online form, or paper form by request.
- Make sure you get many more signatures than required, in case some signatures can't be verified or are not valid.
- If you are forming a slate, make sure someone (usually the person running for chapter chair) fills out the slate form to say who is running for which position.
- Check the rules in section 3 of this document for what's okay in terms of publicizing your campaign.

Caution: if not all the positions are filled, you will not have a chance to fill those positions until the next election cycle.

Uncontested elections will be conducted by online vote.

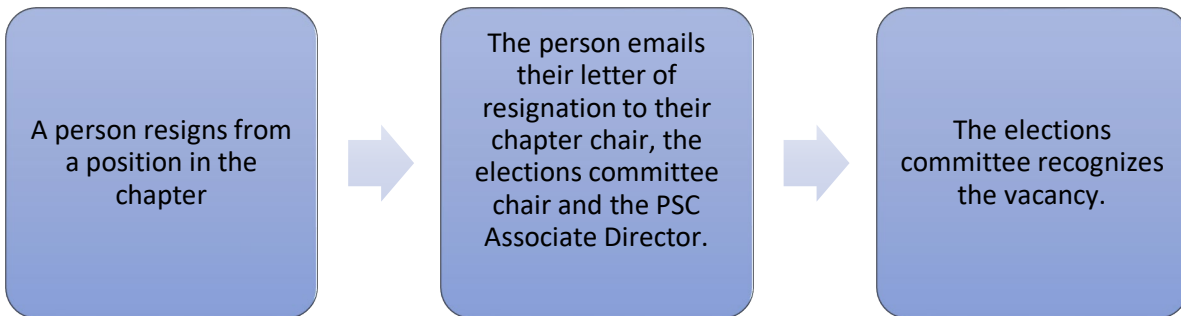
Contested elections will be conducted by mail (typically this means a mailed code that allows voters access to an online voting system run by an outside agency).

Question: *If an election is uncontested, does it make a difference whether anyone votes?*

Answer: *Yes, it does. It's a measure of union solidarity, interest and activism. Please encourage people to vote! See section 3 for how to do this in a fair and impartial way.*

2. Chapter Vacancies from Delegate and Alternate delegate to Chair

Procedure for having the vacancy recognized:



Vacancies occurring more than 6 months before the next election

A. A **delegate** resigns

After following the procedure for having the vacancy recognized, above



The alternate delegate with the *most seniority* automatically becomes delegate.

Question: *What if the alternate delegate does not want to become a delegate?*

Answer: *All alternate delegates are supposed to be ready to serve as delegates.*

If their circumstances have changed so they can no longer make it to DA meetings, or they are on leave, etc., they still have to become delegate (or resign).

Most seniority = person who has been in that alternate delegate position the longest

if this applies to more than one person, the most senior is the one who had the most votes in the previous election.

If both time and votes are the same, the elections committee will make a determination by random draw.

Once the alternate delegate moves up, there is now an alternate delegate vacancy.

B. An **alternate delegate** resigns, or there is a vacancy due to a delegate resignation

After following the procedure for having the vacancy recognized, above



An announcement to the whole chapter should be made, two weeks in advance, that nominations for alternate delegate will be taken at the next chapter meeting.



At the chapter meeting, if there is only one nominee, the person can be elected by the chapter by *secret ballot* (for example, an online poll or paper ballot of attendees) at that meeting.

If there is more than one nominee, a chapter-wide election must be held, supervised by the elections committee. This can be done by the PSC central office if all candidates agree, or by an outside agency.



Either way, the election must then be certified by the elections committee and then is subject to approval by the Delegate Assembly before the person can assume office.

An incumbent Chapter or General Officer, Delegate or Alternate Delegate to the Delegate Assembly or to affiliates whose job title changes and is covered by a different chapter may retain such office and membership in his or her previous chapter for up to one year after the effective date of the title change.

C. A **chapter vice chair, secretary, officer-at-large or welfare fund rep** resigns

After following the procedure for having the vacancy recognized, above



The chapter E.C. (Executive Committee) (**not the whole chapter**) votes on a replacement, under the direction of the elections committee.



The election must then be certified by the elections committee and is then subject to approval by the Delegate Assembly before the person can assume office.

D. The **chapter chair** temporarily cannot fulfill their duties or resigns

If the chapter chair is unable to fulfill their duties for a year or less, such as for a sabbatical, this is not considered a vacancy. The chapter vice chair is automatically acting chair for that period of time.

If the chapter chair resigns

after following the procedure for having the vacancy recognized, above



An announcement to the whole chapter should be made, no less than two weeks before the meeting, that nominations for chapter chair will be taken at the next chapter meeting.



At the chapter meeting, if there is only one nominee, the person can be elected by the chapter *by secret* ballot (for example, an online poll or paper ballot of attendees) at that meeting.

For both alternate delegate and chair positions:

- Only members of that Chapter may vote or be nominated.
- A member does not need to be present to be nominated.
- The Chair (or acting Chair in the case of a chair election) should NOT nominate anyone while they are acting as the Chair of the meeting. If the Chair wishes to place someone in nomination then a different member of the Chapter EC should chair the meeting during the nominations.
- If someone has submitted their name for nomination but cannot attend the meeting it is okay for the chair to announce the nomination so long as the chair makes clear that it is just an administrative announcement and not an endorsement, and so long as the chair can attest that the person agrees to serve.

If there is more than one nominee, a chapter-wide election must be held by an outside agency, supervised by the elections committee. **Note: although the vacancy must be recognized before the six month period, the election itself maybe held within the six month time period.**

Vacancies occurring within 6 months of the next election

- If a chair resigns within 6 months of the next election, the position is automatically filled by the vice chair *after the elections committee has recognized the vacancy*.
- Any delegate positions are filled by the alternate delegate with most seniority *after the elections committee has recognized the vacancy*
- No other positions can be filled if there are *6 months or less before your chapter's next election*.

3. Tips on communicating during a psc chapter election

The following are some guidelines for communicating with members during an internal PSC officer election. These guidelines are of necessity general. The rules of campaigning apply to emails from candidates as well as from supporters who are engaged in campaigning for a candidate. Any questions about campaign communication rules should be directed to Peter Zwiebach, Director of Legal Affairs at pzwiebach@pscmail.org or (212) 354-1252. The general rule is that no employer or union resources may be used for campaigning.

Email Campaigning

- The location and address of the email SENDER is critical. The location and address of the email recipient is irrelevant.
- Candidates and supporters may NOT send emails from a CUNY computer, even if you are using a non-CUNY email address.
- Candidates and supporters may NOT send emails from a CUNY email address, even if you are using a non-CUNY computer.
- Candidates and supporters may NOT use PSC computers, lists or email addresses to send campaign communications.
- Candidates and supporters MAY send emails from a non-CUNY email address on a non-CUNY computer. These emails MAY be sent to CUNY email addresses.

Postal Mail/Mailboxes

- Candidates and supporters MAY place campaign materials in the campus mailboxes of PSC members.
- Candidates and supporters MAY send campaign materials through the US Postal Service to CUNY addresses.
- Candidates and supporters MAY use the CUNY internal mail delivery system to distribute campaign literature.
- Candidates and supporters may NOT order or request CUNY employees to take campaign materials to the USPS or internal CUNY mail boxes or mailrooms.
- Candidates and supporters may send mailings at their own expense to members' home addresses. The PSC will provide a list of addresses to any candidate who requests one for a modest charge.

Additional Campus Resources

- Department copy machines, and other campus resources (including staff) may not be used.