

**Election Rules Template**

*For adaptation\*/adoption by Local Elections Committees*

**RULES FOR THE NOMINATION AND ELECTION OF OFFICERS**

*\*Where rules proposed by a local or a committee contravene the code established in the AFSCME Constitution
and/or the AFSCME Elections Manual, the AFSCME guidelines shall take precedent.*

**Nominations & Challenges**

1. In-person nominations for local officers shall be conducted at (place) (date) (time).

Remote nominations for local offices shall be conducted via (details).

1. The Chair of the Elections Committee shall call for nominations for each office. All nominations shall be made from the floor during the nomination meeting. No member shall be a nominee for more than one office. No nominations may be made by members of the Elections Committee.

The Chair of the Elections Committee shall call for nominations for each office via written notice to eligible members. All nominations shall be made via the identified process; no nominations will be accepted through other means (such as text message or phone call). No member shall be a nominee for more than one office. No nominations may be made by members of the Elections Committee.

1. Each member, when making a nomination, will identify themself prior to making the nomination. Members may nominate themselves. Elections Committee members may not be nominated.
2. Immediately after nominations are closed for each office, the Chair of the Elections Committee shall offer the opportunity to each nominee to decline the nomination. If a nominee is not present, the Chair will contact him or her at the first opportunity after the nomination meeting. Any nominee who does not respond within # business days, is presumed to have accepted the nomination.

After receipt of remote nominations, the Chair of the Elections committee shall contact each nominee within # business days, offering the opportunity to decline the nomination. Any nominee who does not respond within # business days, is presumed to have accepted the nomination. Members who have been nominated for more than one office, shall have the option to select for which office they wish to be considered.

**Note**: Any individual who has been nominated for more than one position, but does not respond to accept nomination within # business days, shall be presumed nominated for whichever office’s nominations occurred first.

1. If more than one candidate is nominated for an office, an election by secret ballot must be held. If only one candidate is nominated or all nominees decline except one, then no balloting will be required, and the Chair of the Elections Committee shall immediately declare said candidate to be duly elected by acclamation.
2. Any nominee who, subsequent to close of nominations, wishes to withdraw, may do so by announcement from the floor or by written communication addressed to the Chair of the Elections Committee. If such withdrawal results in only one candidate remaining for the specific office, no balloting will be required, and the Chair of the Elections Committee shall immediately announce the remaining candidate elected by acclamation.
3. Any challenge concerning the eligibility of any nominee shall be filed in writing with the Chair of the Elections Committee as soon as is feasible prior to the election.

**Campaigns / Endorsements**

1. When an election meeting (or balloting window) takes place separately (i.e., on a different date) than the nomination meeting (or nomination window), candidates may campaign, following the guidelines established in Appendix D, Section 1 of the International Constitution.
2. When an election meeting takes place immediately after a nomination meeting, nominees and nominators may make campaign/endorsement speeches as follows:
	1. Each nominee may speak for (#) minute(s) on their own behalf.
	2. For each nominee, no more than (#) nominators may speak to endorse, for (#) minute(s).

**Balloting**

1. (After speeches have been made), the Chair shall declare the commencement of balloting.
	1. All signs, banners, buttons, and other materials shall be removed or hidden prior to the commencement of balloting.

2. All members shall vote secretly, using ballots prepared with each nominee’s name. **No write-in votes of any kind shall be accepted**.

Remote balloting shall occur via (details).

1. Balloting shall remain open until (time), or until all members who were in line to vote as of (time), have had the opportunity to cast their ballot.
2. A majority of all the votes cast shall be necessary to elect a candidate. When more than two candidates are nominated for a single office, and none of them receives a majority of all votes cast, all candidates, except the two who receive the most votes, shall be dropped and a second, runoff ballot shall be cast.

**Tabulation & Results**

1. Ballots shall be counted in (place) (time), by all members of the Elections Committee.
2. Any candidate may exercise the right to have one (1) official observer of their own choosing (who must be also be a member in good standing of the local) present during ballot counting.
3. No pictures or videos will be allowed to be taken during elections or tabulation.
4. The Chair of the Elections Committee shall announce the results of the election of officers.
5. Any protest concerning the conduct of the election must be lodged in writing with the Chair of the Elections Committee within ten days following announcement of the results.